

School Field Trip Packet - Overnight Greater than 100 miles with District Transportation

Organization: **Marion County Public Schools** Employee: **JESSICA JOHNSON**

Assigned To: **User - kim.hood**

[Show History](#)

NOTE: Field trip packets that require Board approval will only be approved at the first regular board meeting each month.

 **School Professional Leave**

03.125 AP.21

* Employee Name	Jessica Johnson
* School/Work site	Marion County High School
* Date(s) of leave	April 22-23
* Time of departure	02:00 pm
* Destination	Frankfort, KY
* Purpose/Rationale for attending	FCCLA State Executive Council to plan all FCCLA State activities
* Number of students involved	1

* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.) Yes

Number of days (Avg. \$100 a day) 1

Substitute code Perkins

* Registration No

Registration cost

Registration code

* Mileage No

Number of miles

Number of days

* Lodging No

Cost per night

Number of nights

Lodging rate

* Meals No

*Estimated **total** meal cost*

Meals/Mileage/Parking/Lodging Code


* Grand total of expenses \$100

***An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.**

Notes

KDE will be paying for lodging and food for both student and teacher. Lodging location is yet to be announced.

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

* Faculty member(s) sponsoring trip Jessica Johnson

* Type of trip (i.e. classroom, organization, club, athletic, band) FCCLA

* Destination name Frankfort, Ky

* Destination address Frankfort, KY

* Destination phone 859-319-2825

Lodging name TBD

Lodging address TBD

Lodging phone TBD

* Date(s) of trip April 22-23

* Time of departure 02:00 pm

* Purpose/Educational value
State Executive Council Meeting

* Source of funding for trip Board Perkins

No student shall be denied the trip because of the inability to pay.

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board) Board/ Perkins

* Number of students 1

* Number of faculty sponsors 1

* Other chaperones 0

* Total number of participants 2

* Supervision (Attach list of names of students and chaperones)

State Officer.docx [view](#)
Added 3/28/2024 1:45:00 PM

Add a File

* Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes

Reviewed/Revised: 01/12/15

School Bus Request

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

* Buses needed 1

**If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*

* Destination Frankfort, KY

* Date(s) of trip April 22-23, 2024

* Group requesting bus FCCLA

* Purpose of trip State Officer Meeting

* Bus pick-up time 02:00 pm

* Bus return time 05:00 pm

* When transporting items that cannot be held in lap of students, under storage will be required to store these items. Under storage will not be required

* Account to be charged MCHS FCCLA

[Blank Student List Template](#)

* Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

State Officer.docx <small>Added 3/28/2024 1:47:00 PM</small>	view
---	----------------------

* Employee Signature

Signed: **Jessica Johnson**

Stamped: Thu Mar 28 2024 14:47:11 GMT-0400 (Eastern Daylight Time); 3/28/2024 1:47:00 PM; 2024-03-28 18:47:00Z; 74.143.15.206; Employee - #346 - JESSICA JOHNSON

* Principal Signature

Signed: **Robby Peterson**

Stamped: Thu Mar 28 2024 14:52:17 GMT-0400 (Eastern Daylight Time); 3/28/2024 1:52:18 PM; 2024-03-28 18:52:18Z; 170.185.150.17; User - robby.peterson - robby.peterson@marion.kyschools.us

* Direct this field trip packet to ▼

* Supervisor Signature

Not Signed Read-Only

* Field Trip Designee Signature

Not Signed Read-Only

* Date of Board approval

* Superintendent Signature

Not Signed Read-Only

This section is to be completed by the Transportation Director.

- * Bus number
- * Driver
- * Driver wage
- * Transportation Director Signature/Date

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

- * Ending odometer reading
- * Beginning odometer reading
- * Total miles
- * Number transported
- * Driver Signature/Date

Approve

Deny

School Field Trip Packet - Overnight Greater than 100 miles with District Transportation

Organization: **Marion County Public Schools** Employee: **JESSICA JOHNSON**

Assigned To: **User - christina.mcray**

Warning: You are not the assigned user for this stage.

[Show History](#)

[Remove Applicants or Employees](#)

NOTE: Field trip packets that require Board approval will only be approved at the first regular board meeting each month.

 **School Professional Leave**

03.125 AP.21

* Employee Name	Jessica Johnson
* School/Work site	Marion County High School
* Date(s) of leave	May 28-May 31, 2024
* Time of departure	10:00 am
* Destination	FFA Leadership Training Center Hardinsburg, KY
* Purpose/Rationale for attending	State FCCLA officers and Regional officers training.
* Number of students involved	3

* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.) No

Number of days (Avg. \$100 a day)

Substitute code

* Registration Yes

Registration cost 200.00

Registration code Perkins

* Mileage No

Number of miles

Number of days

* Lodging No

Cost per night

Number of nights

Lodging rate

* Meals No

*Estimated **total** meal cost*

Meals/Mileage/Parking/Lodging Code

* Grand total of expenses \$200.00

*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

* Faculty member(s) sponsoring trip	Jessica Johnson
* Type of trip (i.e. classroom, organization, club, athletic, band)	FCCLA
* Destination name	FFA Leadership Training Center
* Destination address	111 Ffa Camp Rd, Hardinsburg, KY 40143
* Destination phone	(270) 756-2301
<i>Lodging name</i>	FFA Leadership Training Center
<i>Lodging address</i>	111 Ffa Camp Rd, Hardinsburg, KY 40143
<i>Lodging phone</i>	(270) 756-2301
* Date(s) of trip	May 28-31, 2024
* Time of departure	10:00 am
* Purpose/Educational value	State Officer and Regional officers Leadership Training
* Source of funding for trip	Perkins/Lavec

No student shall be denied the trip because of the inability to pay.

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	Board
* Number of students	3
* Number of faculty sponsors	1
* Other chaperones	0
* Total number of participants	4
* Supervision (Attach list of names of students and chaperones)	

Leadership Camp 2024.docx Added 3/28/2024 1:33:00 PM	view
---	----------------------

Add a File

* Have all chaperones undergone the required records check and Yes been designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15

School Bus Request

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

- * Buses needed 1
- *If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*
- * Destination Hardinsburg, KY
- * Date(s) of trip May 28-May 31
- * Group requesting bus FCCLA
- * Purpose of trip Officer Training
- * Bus pick-up time 10:00 am
- * Bus return time 3:00 pm
- * When transporting items that cannot be held in lap of students, Under storage will not be required under storage will be required to store these items.
- * Account to be charged MCHS FCCLA

[Blank Student List Template](#)

* Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

Leadership Camp 2024.docx [view](#)
 Added 3/28/2024 1:34:00 PM

* Employee Signature

Signed: **Jessica Johnson**
 Stamped: Thu Mar 28 2024 14:34:19 GMT-0400 (Eastern Daylight Time); 3/28/2024 1:34:07 PM; 2024-03-28 18:34:07Z; 74.143.15.206; Employee - #346 - JESSICA JOHNSON

* Principal Signature

Signed: **Robby Peterson**
 Stamped: Thu Mar 28 2024 14:53:01 GMT-0400 (Eastern Daylight Time); 3/28/2024 1:53:02 PM; 2024-03-28 18:53:02Z; 170.185.150.17; User - robby.peterson - robby.peterson@marion.kyschools.us

* Direct this field trip packet to christina.mcray

* Supervisor Signature

[Click to Digitally Sign](#)

