

Extended Field Trip Request & Forms

(In excess of 150 Miles, Overnight, Out-of-State or use by Common Carrier)

This form must be completed and sent to the Superintendent in time to be placed on the agenda of the Powell County Board of Education prior to the planned trip date. Safety and liability issues, as well as the availability of substitute teachers (where applicable) are all areas of Board responsibility.

ALL ITEMS MUST BE COMPLETED FOR TRIP TO BE CONSIDERED.

SCHOOL PCHS

ORGANIZATION OR GROUP FBWA

DATE(S) OF TRIP (Including Travel) 6/27-7/3

SPONSOR'S NAME Alison Hayden

MALE CHAPERONES _____ FEMALE CHAPERONES 2

LOCATION(S): Rosen Centre / Orange Co. Convention Center

CITY/STATE: Orlando, FL

Estimated # OF STUDENTS ELIGIBLE FOR TRIP	<u>59</u>
Male	<u>21</u>
Female	<u>33</u>
Estimated # OF STUDENTS PARTICIPATING	<u>14</u>
Male	<u>2</u>
Female	<u>12</u>
# OF SCHOOL DAYS INVOLVED	_____

For out of state trips, please check here if medical assistance from a licensed medical professional is required for any students on trip. School nurse MUST be notified of trip.

Empty rectangular box for additional notes or signatures.

TRANSPORTATION PROVISIONS:

Powell County Public School bus

Commercial Travel; Insurance Coverage Provided by Travel Firm: _____

Why is a Commercial Carrier being used in lieu of a Powell County School Bus? _____

Private Travel (Review 09.36 AP.2: Restrictions, parent notification, driver notification.)

> Parent Transport -- WAIVER REQUESTS ATTACHED (Note: District Transportation Must Be Offered)

Rental Vehicle -- Type of vehicle _____, Rental Company _____

Parents will transport to airport - we will travel by plane, public transportation, & Uber.

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COST OF TRIP

Estimated Total Cost of Trip

\$ 24,225.22

Meals/Lodging/Transportation

Rosen Centre Orlando FL

Name of Facility and City for Lodging

\$ _____
\$ _____

Additional Expenses (Specify) itemized list attached

****TOTAL COST**

How Expenses of Trip Are to Be Paid

\$ _____ School or District Amount From CTE Source

\$ _____ Association or Parent Group (Specify) Ø

\$ _____ Student's Share (Individual Amount \$ Ø)

Provisions must be made for students who are unable to pay their share for any trip made during the instructional day.

Terms of the student fee waiver policy apply to all trips that are scheduled within the instructional day.

\$ 24,255.22

****TOTAL PAYMENT MUST MATCH TOTAL COST ABOVE****

PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:

- Field Trip Policy & Procedures & Forms Have Been Reviewed Yes No
- List of Students Participating Attached Yes No
- Cost of Trip Completed Yes No
- Complete Itinerary of the Trip Attached Yes No
- Educational Plan for the Trip Attached (if instructional in nature) Yes No

PRIOR to trip, sponsor will ensure completion

- All Chaperones are on the Approved Volunteer List & Approved by Principal Yes No
- List of Chaperones completed (Mark whether teacher, parent, etc.) Yes No
- Field Trip Policy & Procedures have been reviewed by all chaperones on trip Yes No

Per Kentucky regulations, all trip forms/signatures shall be retained at school for five (5) years.

I accept the responsibility of seeing that the above event is represented accurately and shall be carried out in accordance with Board Policies, Administrative Procedures, and any applicable school council policies.

[Signature] 5/9/24
Signature: Trip Sponsor Date

[Signature] 5/9/24
Signature: Principal Approval Date

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ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM

**POWELL COUNTY SCHOOL DISTRICT
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 5/9/24
TRIP: Orlando Florida
SCHOOL and GROUP: FBLA - PCHS
SUPERVISING STAFF MEMBER: Auson Hayden

I, Auson Hayden, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

Further, it is my understanding the Powell County School District code of conduct shall always be applicable on school trips, and I will uphold the code of conduct as I would be expected to do on school property.

I acknowledge that no verbal waiver will release me from my obligations to abide and adhere to both the Powell County Board of Education Policies and Procedures or the Powell County School District code of conduct and that I may be held responsible for violations of either directive as if such occurred on school property.

Check All That Apply

25 or Older on Date of Trip Powell Schools Employee Parent/Legal Guardian of Student On the Current Powell Co. Volunteer Approved List

Understand school/health information related to students is confidential.

Auson Hayden
Chaperone Name (Print)

Auson Hayden
Chaperone (Signature)

Keep all applicable forms and signatures related to trip on file at school for five (5) years.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:11/21/2023

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ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM

**POWELL COUNTY SCHOOL DISTRICT
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 5/9/24

TRIP: Orlando FL - FBLA Nationals

SCHOOL and GROUP: POHS - FBLA

SUPERVISING STAFF MEMBER: Jennifer Kincaid

I, Jennifer Kincaid, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

Further, it is my understanding the Powell County School District code of conduct shall always be applicable on school trips, and I will uphold the code of conduct as I would be expected to do on school property.

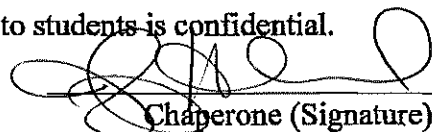
I acknowledge that no verbal waiver will release me from my obligations to abide and adhere to both the Powell County Board of Education Policies and Procedures or the Powell County School District code of conduct and that I may be held responsible for violations of either directive as if such occurred on school property.

Check All That Apply

25 or Older on Date of Trip Powell Schools Employee Parent/Legal Guardian of Student
 On the Current Powell Co. Volunteer Approved List

Understand school/health information related to students is confidential.

Jennifer Kincaid
Chaperone Name (Print)


Chaperone (Signature)

Keep all applicable forms and signatures related to trip on file at school for five (5) years.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:11/21/2023

FBLA Nationals Itinerary

Orlando Florida 6/27 - 7/3

Thursday 6/27

Depart Cincinnati Airport @ 3:25 pm
Students need to be there by 1:30 pm
We will arrive in Orlando @ approximately 5:30 pm

We will check into our hotel and have dinner provided that night.

Rosen Centre
9840 International Drive
Orlando, FL 32819

Friday 6/28

We will spend that day @ Universal Studios.
Breakfast, Lunch and Dinner as well as the ticket for Universal Studios will be paid for. If the students wish to purchase anything other than this then they will need to do so on their own.
Registration for the conference is that evening.

Saturday 6/29

Anyone who has an online test (Maya, Logan, Dylan, Jessleigh, Lillie) will go to conference headquarters @ Orange County Convention Center to test. We are within walking distance of here.

No plans for those not testing yet. There are workshops they can participate in.
Breakfast, lunch and dinner will be provided
Opening session is 7-10 pm

Sunday 6/30

Anyone who is presenting (everyone else) will go to conference headquarters to compete.
There will be workshops they can participate in.
Breakfast, lunch and dinner will be provided
Not sure where we will go that evening yet.

Monday 7/1

If anyone makes it to finals, they will compete. That evening we will be going back to Universal.
Breakfast, lunch and dinner will be provided

Tuesday 7/2

We will spend the day at Universal

Awards of Excellence Ceremony will be that evening from 6-10pm

Breakfast, lunch and dinner will be provided

Wednesday 7/3

We will return home. Our flight leaves Orlando @ 3:05 pm and arrives in Cincinnati @ 5:20 pm

Breakdown of costs for Orlando

- Rosen Centre Hotel - \$9765.54 - 9840 International Drive Orlando, FL - Invoice attached
- Flights - \$256.23 x 16 flights = 4,099.68
- Food estimate = \$4,400
- Registration for conference = \$3,710
- FBLA Night - \$2,250

Total - \$24,225.22

Students attending:

Avery Linn
Josie McClure
Madison Kincaid
Jacey Walters
Ella Napier
Reagan Shelton
Lexi Hilario
Dylan Carter
Lillee Jett
Jessleigh Centers
Logan Briscoe
Maya Wickline
Claire Estes
Sophia McKinney