

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

Estimated # OF STUDENTS ELIGIBLE FOR TRIP 54

Male 21 Female 33

ORGANIZATION OR GROUP FBLA

Estimated # OF STUDENTS PARTICIPATING 3

Male _____ Female 3

DATE(S) OF TRIP (Including Travel) 6/4 - 6/6

OF SCHOOL DAYS INVOLVED 0

SPONSOR'S NAME Alison Hayden

MALE CHAPERONES _____ FEMALE CHAPERONES 1

LOCATION(S): FFA Leadership Training Camp

CITY/STATE: Hardinsburg, KY

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 Van

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 _____

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COST OF TRIP

Estimated Total Cost of Trip

\$ _____
Bid for by FFA State Fund

Meals/Lodging/Transportation
FFA Leadership Training Center Hardinsburg, KY
Name of Facility and City for Lodging

Additional Expenses (Specify) _____
****TOTAL COST**

How Expenses of Trip Are to Be Paid

\$ _____ School or District Amount From _____ Source
\$ _____ Association or Parent Group (Specify) _____
\$ _____ Student's Share (Individual Amount \$ _____)

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.

\$ _____

****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.

Glenn Hayden 5/8/24

Signature: Trip Sponsor

Date

Signature: Principal Approval

Date

Extended Field Trip Request & Forms

ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM

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

DATE: 5/8/24

TRIP: FBLA Camp

SCHOOL and GROUP: PCHS / FBLA

SUPERVISING STAFF MEMBER: Alison Hayden

I, Alison 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.

Alison Hayden
Chaperone Name (Print)

Alison Hayden
Chaperone (Signature)

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

RELATED PROCEDURES:

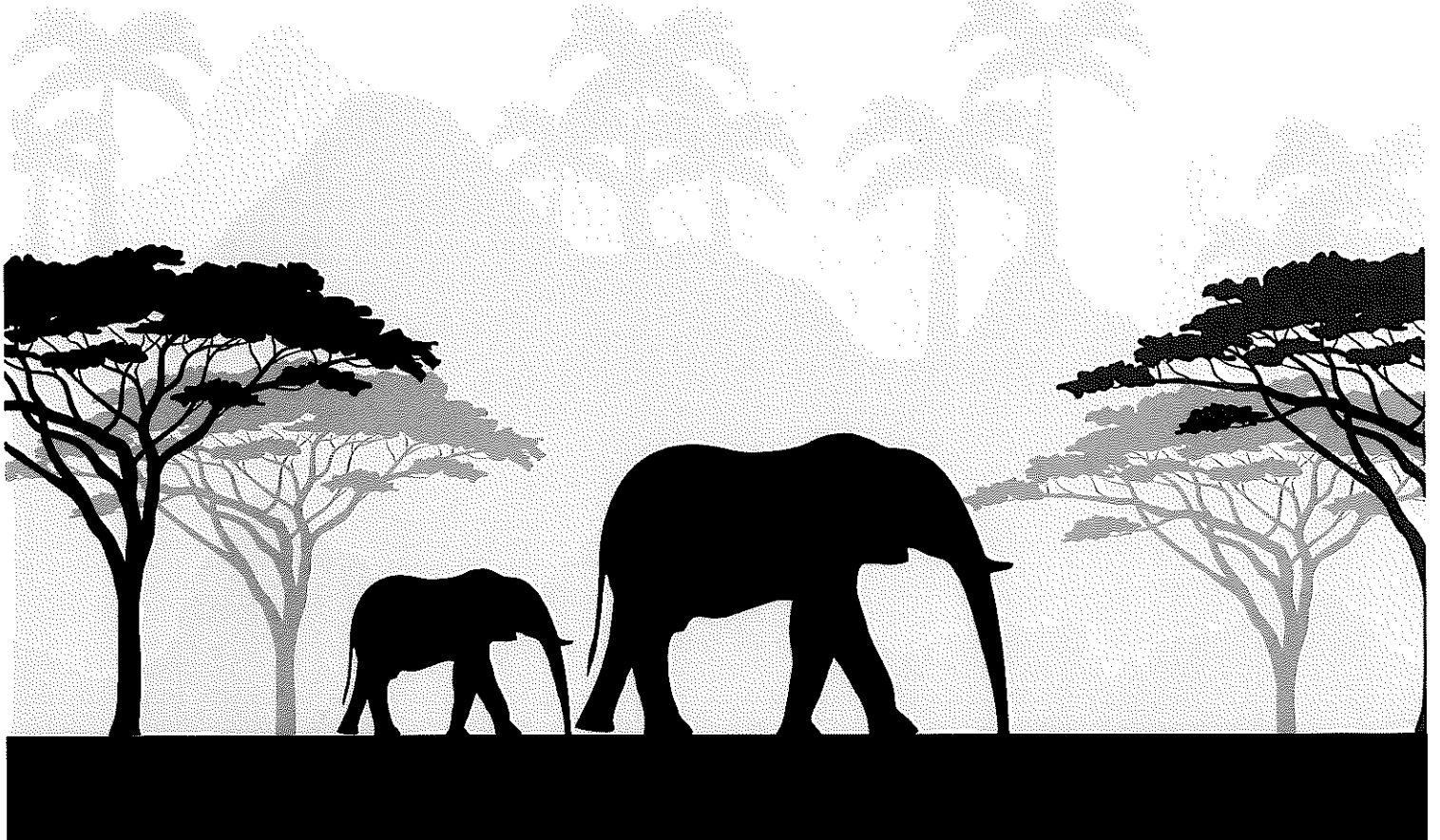
09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:11/21/2023



KENTUCKY FBLA LEADERSHIP DEVELOPMENT CAMP

**JUNE 4-6, 2024
HARDINSBURG, KY**



KENTUCKY FBLA LEADERSHIP DEVELOPMENT CAMP

WHEN?

June 4-6, 2024

WHERE?

FFA Leadership Training Center
111 FFA Camp Road
Hardinsburg KY

WHO SHOULD ATTEND?

Local, Region and State Officers and Advisers

REGISTRATION

\$115 includes meals, lodging and a t-shirt
Extra camp shirts must be preordered \$12 each

Mail checks made payable to Kentucky FBLA to:
Connie Witt, KY FBLA
300 Sower Blvd, 5th Floor
Frankfort, KY 40601

Registration Deadline: May 10

IMPORTANT TIMES (CST)

Registration	6/4 1-2:00
First Adviser Meeting	6/4 2:00
Opening Session	6/4 2:30
Closing Session (concluded approximately)	6/6 11:45

NOTES

BENEFITS

Learning, fun and recreation await your chapter members this summer when they attend
Kentucky FBLA Leadership Development Camp

IDEA EXCHANGE

All in attendance have the opportunity to learn more about FBLA including best practices from other chapters.

RECREATION AND ENTERTAINMENT

In addition to learning, memories are made during entertainment and recreation activities for the athlete and non-athlete alike.

OFFICER TRAINING

Officers are trained in handling the responsibilities of each FBLA office, parliamentary procedure, working with committees, public speaking and other leadership topics.

"ATTENDING FBLA CAMP IS THE BEST THING THAT CAN HAPPEN TO YOUR FBLA CHAPTER."

KENTUCKY FBLA LEADERSHIP DEVELOPMENT CAMP

SUPPLIES AND MATERIALS NEEDED

Each person should bring:

- Linens, including 2 sheets (twin size-extra long), blanket(s), pillow/pillowcase
- Bath and hand towels
- Personal care items such as soap, shampoo, toothpaste, deodorant, sunscreen, etc.
- Clothing and shoes for recreation
- Casual clothing for camp, including sweater or jacket
- Paper and pencils for taking notes
- Refillable water bottle

Other items that you might want to bring:

- Recreational equipment such as softball gloves, tennis rackets, etc. (if desired) should have your name clearly marked.
- Extra money for use at camp canteen/vending machines.
- Cameras, especially Historians and Reporters

DO NOT bring large sums of money, valuable jewelry, anything expensive, etc. The Center and/or Staff are not responsible for lost or damaged property.

GENERAL CAMP RULES AND INFORMATION

- Members must have an adviser/adult chaperone from their chapter approved by the school district.
- Children of advisers may attend if they are active members/officers of FBLA.
- If local officers will not be elected in the spring, interested local members may attend. You should assign an office to each member in attendance, so they can attend the sessions for that particular office.
- No camp fees will be refunded. Please contact Sheena Searcy to discuss substitution options as needed.
- Discuss all camp rules and regulations with prospective campers before requesting reservations. Bring only those students who will willingly abide by the regulations and who will participate in the total camp program.
- Regional and State Officers are required to attend Leadership Development Camp. Those who do not attend will be replaced. Camp fees for these officers will not be included in your chapter invoice.
- Advisers are to arrange transportation for the group. Members are NOT to drive or bring cars to camp.
- A Medical Release/Parent Permission Form must be completed by all members and advisers. Alphabetize all forms in a folder labeled with your school name. You'll leave these with the registration desk upon arrival and pick them up on your way into the closing session.
- A recreation program is an integral part of the camp program. Members should bring appropriate clothing and shoes. There will be no swimming activities this year, but some potential activities involving water may be planned. Swimsuits under shorts may be worn; however, females must wear a one-piece.
- Attire for all camp activities is casual. Jeans, shorts, sweats, swimsuits, jackets, athletic shoes, etc., are recommended attire. There will be no occasion for "business" attire. All campers are expected to be dressed appropriately in the dining hall; this includes wearing shirts and shoes and excludes caps and hats. Inappropriate t-shirts and others of the same type are prohibited.
- There will be no alcohol or drugs used or possessed by any student or adviser. Non-compliance will result in the individual being sent home with notification of superintendent, principal, parents and other officials. It may also result in revocation of a chapter's charter. Smoking and smokeless tobacco are prohibited.
- Cabins and grounds must be kept clean. Trash cans must be emptied, brooms are provided in each cabin.
- Participants are not to bring coolers, refrigerators or beverages into the FFA Center. Rules for food and drinks in meeting areas must be followed.
- No one, advisers or students, will be permitted to leave camp except for emergency reasons. Bring everything you need because there are not a lot of options nearby. If it becomes necessary for any reason for an adviser to leave, the adviser must sign out with the State Staff. Should an adviser leave without doing so the adviser's students may be sent home.
- Advisers will be assigned specific responsibilities while at camp and are expected to attend classes, adviser meetings and all General Sessions.