

**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 PCMS

ORGANIZATION OR GROUP FFA

DATE(S) OF TRIP (Including Travel) 7-15 to 7-19

Estimated # OF STUDENTS ELIGIBLE FOR TRIP	<u>15</u>
Male	<u>6</u>
Female	<u>9</u>
Estimated # OF STUDENTS PARTICIPATING	<u>15</u>
Male	<u>6</u>
Female	<u>9</u>

# OF SCHOOL DAYS INVOLVED 6

SPONSOR'S NAME Cole Willis Langdon Middleton

MALE CHAPERONES 1 FEMALE CHAPERONES 1

LOCATION(S): FFA 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 box for additional information]

**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 \_\_\_\_\_

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**COST OF TRIP**

Estimated Total Cost of Trip

\$ 3450

Meals/Lodging/Transportation

FFA Camp

Name of Facility and City for Lodging

\$

Additional Expenses (Specify) \_\_\_\_\_

\$

**\*\*TOTAL COST**

How Expenses of Trip Are to Be Paid

\$ 2900

School or District Amount From CTE Source

\$ 1275

Association or Parent Group (Specify) FFA

\$ 1275

Student's Share (Individual Amount \$ 75)

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.

\$ 3450

**\*\*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

*Will know after May 16th*

**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: Trip Sponsor

5-7-2024  
Date

  
Signature: Principal Approval

5/7/24  
Date

**Extended Field Trip Request & Forms**

**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM**

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

**DATE:** 5-7-24

**TRIP:** FFA Camp

**SCHOOL and GROUP:** FFA

**SUPERVISING STAFF MEMBER:** Cole Willey

I, Cole Willey, 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.

Cole Willey  
Chaperone Name (Print)

[Signature]  
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

## **FFA Camp Itinerary**

July 15th 2024

- Leave PCHS at around 8:00 A.M. E.T
- Arrive at FFA Camp around 10:00 A.M. C.T. for Drop Off

July 19th 2024

- Bus Pickup - Leave FFA Camp around 10:30 A.M. C.T.
- Stop to eat at Zaxbys around 11:00 A.M E.T.
  - 10715 Dixie Hwy, Louisville, KY 40272
- Leave Zaxbys and Head home to PCHS Arrive around 3:00 P.M. E.T.

## KENTUCKY FFA LEADERSHIP TRAINING CENTER 2023

### Time

The Kentucky FFA Leadership Training Center (hereafter referred to as LTC) is operated on Central Daylight Time.

### Registration

Chapters need to register at LTC from 9:00 to 11:00 a.m. (CDT) on Monday.

The Advisor should be prepared to update any changes to his/her chapter registration information submitted.

Chapters from a distance who plan to arrive Sunday afternoon must make arrangements with the LTC Director at least three weeks in advance of arrival for accommodations and insurance coverage.

### Fees

A. The fee per FFA member per week of leadership training is \$150.00 (including insurance). All persons attending the Center must carry insurance. See general policies (page 3, #22) on insurance.

B. A deposit fee of \$75.00 per FFA member must accompany reservation request. The balance of \$75.00 will be due when the Chapter Advisor submits their registration information.

C. The Advisor's fee is \$150 (including insurance). Advisors may send \$75.00 deposit with reservations. Advisor's children age 5 and under are free. Advisor's children age 6 and older (not an FFA member) the fee is \$75.

Chaperone fee is \$150. The LTC does not provide chaperones.

D. Refunds will only be made if notification is made to the LTC two weeks prior to arrival at camp.

### Individual Awards

Leadership awards are presented to members who have displayed noteworthy leadership while at the LTC. Ten percent (10%) of members in attendance each week will receive leadership awards. Up to one-third of these will receive the "Outstanding Leader Award" and the remaining will receive the "Leadership Award." Recipients must have participated the entire week.

### General Policies and Regulations

1. Advisors and FFA members are expected to arrive and register before 11:00 am on Monday and remain through lunch on Friday. Advisors will bring only members who are current FFA members and are willing to participate in the complete program and will be in high school and FFA members the following year.

2. Advisors are on salary while attending a week of leadership training and are expected to discharge their assigned responsibilities. Each Advisor will be assigned specific jobs in the program at the LTC. Preferences for class assignment will be honored where possible.

3. FFA members must be accompanied to the LTC by their Advisor who will be responsible for their conduct and welfare at all times.

4. All Advisors are expected to remain at LTC during their session. Arrangements must be made with the LTC Director if it becomes necessary, for any reason, for an Advisor to leave. No one will be permitted to go to town during or after the night program.

5. LTC is NOT responsible for providing chaperones, male or female, for any group attending the Center. All persons attending the Center must be properly chaperoned. **NOTE:** There must be a minimum of 3 years age difference between program participants and chaperone.

6. Advisors are encouraged to attend classes and participate in program improvements when assigned duties do not interfere.

7. Vehicles are to be parked on the paved designated areas. Please refrain from parking in the few spots reserved for LTC Staff.

8. Participants are NOT to bring coolers, refrigerators, or beverages to LTC. If coolers or refrigeration are needed for medication, please inform office.

9. Soft drinks are not to be taken into the classrooms or cottages.

10. The LTC is a Tobacco-Free and alcohol-free State Facility. Use of tobacco products (including e-cigarettes) and or alcohol is prohibited in ALL buildings, parking lots and on the grounds. (This includes any illegal substances)

11. Turn off lights and showers when not in use.

12. Anyone caught fighting will be sent home immediately.

13. Anyone caught playing with a fire extinguisher will be sent home immediately and the Chapter will be assessed a \$50.00 recharge fee.

14. Visitors are welcome at LTC. Visitors are expected to sign-in upon arrival and sign-out upon departure. Visitors are requested to arrive no earlier than the evening meal and leave no later than thirty (30) minutes following the night session. Please **note** that there is a charge for all meals at LTC.

15. LTC and/or Staff are not responsible for lost or damaged property. Participants are discouraged from bringing large sums of money, valuable jewelry, etc.

16. **Please be sure to keep cabins closed during the day to conserve energy.**

17. Use of cell phones by students and/or advisors is restricted to time when there are not scheduled activities.

NOTE: Wireless computer connection is available in the Administration Building, Cafeteria, and Pavilion

### Packing List

18. Each participant will bring the following items:
- a) Linens (extra long twin {38"x 79"} sheets, pillowcase), blanket, and pillow.
  - b) Bath and hand towels, soap, shampoo, toothpaste, and other personal items.
  - c) Modest swimming attire only no visible midriff (no monokini or bikini swimwear permitted, tankini's are acceptable).
  - d) Swimwear to be worn for swimming only, no other games or activities.
  - e) Clothes for camp (including sweater or jacket).
  - f) Paper and pencil for taking class notes.
  - g) Clearly identified personal athletic equipment (softball glove, tennis racket, etc.)
  - h) Musical instrument (if desired)
  - i) Official dress if instructed so by your Advisor.

### Administration Offices

19. LTC administrative offices are private space for use by staff members ~ NOT public areas. Please treat them as such including the use of office equipment, telephone, computers, etc.

### Health Care

20. All participants attending LTC must carry insurance: Please note "Campers Accident and Illness Insurance" (page 8).

21. Medical History Forms will be sent to each Advisor. These forms may be duplicated and must be completed for each participant. Upon arrival, completed signed forms must be given to the LTC Director.

22. First aid supplies and equipment are available as needed.

23. Advisors are responsible for the welfare, health, and conduct of their students. Be certain students get proper medical care as needed. In case of injury to a student, report the accident to LTC Staff as soon as possible. LTC Staff will make arrangements for person injured to receive medical treatment, preferably at a doctor's office if accident occurs during the day. If at night, follow same procedure and LTC Staff will make arrangements for injured person to receive medical treatment at the local hospital. **Important:** It is the responsibility of the Advisor to see that insurance forms are completed and signed in the LTC Office as soon as possible.

**NOTE:** Please closely supervise students on prescription medication.

### Cottage/Housing Inspection and Supervision

24. Cottage and grounds must be kept clean. Please note the comments under "Cottage Inspection Guidelines" (page 8).

25. All groups utilizing LTC should conduct a daily inspection of all cottages.

26. The Advisor and members will be housed together, where appropriate (page 2, #7), and

the Advisor will be responsible for member conduct and welfare at all times.

27. Advisors are to supervise students at all times, especially from "lights out" to "wake up" call. Keep students inside the cottage at night. Keep the noise level low. LTC Staff is NOT responsible for discipline. Inform LTC Staff if you have difficulty with a neighboring cottage. Sit near or with your students during group programs.

28. Cottage inventories ~ leave cottage as you found it if not better. Report all damages in cottage early.

29. Students should NOT be in any other cottage than their own. Men and women must NOT enter each other's cottages.

30. Fireworks are prohibited on campus.

#### Dining Hall/Meals

31. Participants are NOT to leave LTC for meals or bring meals to the Center. The only exception to this will be activities coordinated by the LTC Director.

32. Get to meals on time. The Dining Hall is closed when the line gets empty.

33. Shirts and shoes are required in the Dining Hall. Caps may NOT be worn in the Dining Hall.

34. Groups doing KP should report to the kitchen 10 minutes before mealtime. If not enough students show up for KP, the first students in line will be drafted.

35. The general use of the Dining Hall and Kitchen is restricted to allotted meal times. Utensils (trays, glasses, etc.) are to remain in the building.

#### Recreation

36. Swimming will be permitted only at designated times and under the supervision of a qualified lifeguard. Swimming is permitted in the swimming pool only.

##### 37. Athletic Field Rules

- a) Shoes must be worn at all times.
- b) No spikes on field. Turf shoes are permitted.
- c) Use the athletic equipment responsibly.
- d) Demonstrate good sportsmanship on the athletic field.
- e) Report injuries immediately to the LTC Staff.
- f) No dunking or grabbing basketball rims.
- g) Do not hang on the volleyball nets.

##### 38. Pool Rules

- a) Modest swimming attire only no visible midriff (no monokini or bikini swimwear permitted, tankini's are acceptable).
- b) Swimwear to be worn for swimming only, no other games or activities.
- c) Obey the lifeguard at ALL times.
- d) Take a shower (especially wash hair) before coming into the pool area.



- e) Spray feet at gate.
  - f) No gum, candy, or drinks in pool area.
  - g) No running or pushing.
  - h) Use clean language. Questionable language is not tolerated.
  - i) Don't hang on the dividing (buoyed) rope.
  - j) No dunking, chicken fighting, or unnecessary splashing.
  - k) Do not wear band-aids into the pool.
  - l) The deep end is for diving only.
  - m) Towel fighting will not be tolerated.
39. **Diving Rules**
- a) One person on the board at a time.
  - b) Wait for the person in front of you.
  - c) Only one spring on the board per dive.
  - d) Dive straight off the end of the board.
  - e) Swim to the nearest Ladder. Do NOT swim across the path of the other board.
40. Lake is closed for Summer 2023

#### Meals

The Dining hall will be open for meals as indicated in the daily schedule (page 5). Chapters that arrive before Monday @ 9 am CDT; we will provide a modest lunch on Friday at 11:00 for chapters elected to each here. **NOTE:** Participants may return for additional portions ("seconds") once everyone has been served.

#### Camp Council

The Camp members will be selected by each chapter before arriving to camp. All chapters will be represented. This member should bring Official Dress to use for night sessions and flag lowering sessions. This group will meet with the director on Monday night after session to develop schedule for council activities for the week.

#### FFA Talent Show

All chapters are urged to bring and enter a participant.

#### Miscellaneous

The wearing of clothing or caps with messages deemed offensive and inappropriate (racial, alcohol, drugs, morally questionable) is prohibited.  
**Note:** If a "Completion Certificate" is withheld from an FFA member in a Chapter participating in the Chapter Volleyball or Chapter Waterball contests, the FFA Chapter will forfeit any Chapter recognition for these events.

#### Daily Schedule

The daily schedule will be provided to teachers upon arrival at registration.

### Leadership Training Material

Each Advisor should bring for Leadership Training:

- a) Current *Official FFA Manual* for each FFA member.
- b) Copy of *Dunbar's Parliamentary Procedure Competitive Event Handbook*.
- c) *Official Chapter Secretary's Book* with your local **Chapter Program of Activities**.
- d) *Official Chapter Treasurer's Book*.
- e) Current *FFA Handbook*.
- f) Current *FFA Advisor's Handbook*.

### Official Dress

Official dress as outlined in the *Official FFA Manual* is only required for camp council representatives.

### Canteen

The canteen will be open only at specified times. Snacks, ice cream, soft drinks, power drinks, Center T-shirts, water bottles, etc., will be available in the canteen.

### Recreation Hall

The Rec Hall is an area where campers may play pool, foosball, and ping pong. Pool cues and ping pong balls may be picked up from the sports equipment office. Rec Hall hours will be posted and operated by Camp Staff.

### Leadership Training Program

Campers will be enrolled into multiple leadership activities while at camp. These are designed to prepare your team for the upcoming year and will be taught by experienced ag teachers or staff (whom are all aspiring Ag teachers themselves!)

Students will participate in: Organization and Operation (POA, planning activities, etc)

Officer Classes (separated into classes of their piers)

6 Workshops over 3 days

- Teamwork (conflict resolution, delegating, trust)
- Communication (public speaking, social media, etc)
- Advocacy (identifying stakeholders, educating folks)
- Service Learning (developing service plan, participate in camp service project)
- Sustainability (aquaponics, solar, etc)
- Drones (learning to use drones, ag applications)

All chapters will have an assigned time for Low Ropes that will include games, multiple elements (1.5 hours)

All chapters will get two "Chapter Hour" sessions per day (please have an agenda for those).

### Campers Accident and Illness Insurance

The LTC provides supplemental insurance coverage for accidents taking place while at the campus. All campers are required to provide proof of insurance on their medical waiver. Additionally, your district insurance may cover any additional costs incurred by an injury or illness at camp.

Please report all injuries to the Administration for processing and make sure that you check in before leaving for doctor or emergency room visits.

**Please Note:** Advisors are responsible for filing all insurance claims with the Administrative Specialist prior to leaving LTC at the end of their session.

### Policy Clarifications

Center Policy on Family Participation:

- Advisors are encouraged to include their family in their leadership week.
- Advisors will provide a designated adult to supervise their children at all times.
- Preschool age children are to be supervised by a designated adult during class periods and outside the classroom.
- Participating family members will be expected to provide proof of their own health/accident insurance coverage in addition to the policy provided by the Center.
- Bicycles and other toys are not to be played with on any of the roadways leading onto LTC, in front of the old and new administration buildings, or to the shop and dumpster area.

**Center Policy on Chaperones:** Chaperones must be at least one year past their high school graduation and there must be a minimum of 3 years age difference between program participants and chaperone

### NOTICE

The *Kentucky FFA Leadership Training Center* concurs with the statewide mandate.  
Kentucky FFA Leadership Training Center is a Tobacco Free and Alcohol Free Campus.  
This also includes Illegal Substances.

### Vandalism Policy

Any participant identified as participating in vandalism will pay reparations to LTC through his/her local FFA Chapter and may be sent home immediately and if deemed other chapter members had knowledge of the activity LTC reserves the right to send the entire Chapter home. Also the Chapter may be barred from attending LTC for up to two years. Appeal may be made to the Advisory Committee.

KENTUCKY DEPARTMENT OF EDUCATION  
AND  
KENTUCKY FFA LEADERSHIP TRAINING CENTER  
  
DO NOT DISCRIMINATE ON THE BASIS  
OF RACE, COLOR, NATIONAL ORIGIN, GENDER,  
RELIGION, AGE, MARITAL STATUS, OR DISABILITY  
IN EMPLOYMENT FOR THE PROVISION OF SERVICES