



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

Henderson Board of Education
1805 Second Street
Henderson, KY 42420

Dear Board of Education and Dr. Bob Lawson:

I am pleased to inform you that our HCHS FCCLA has two Regional Officers for the 2024-25 school year. It is mandatory that each officer attends Kentucky FCCLA Leadership Camp/Conference. I would like to take the following Regional Officers to camp May 29th through May 31st. Camp is held at 111 FFA Camp Road, Hardinsburg, Kentucky. We will leave at 1:30 p.m. on that Wednesday (5/29) and return by 3:00 p.m. on Friday (5/31). The students who will be attending are:

Jayla Johnson
Brooklyn Talley

I am seeking permission to take these students on this overnight trip. I will obtain parental permission and follow all overnight guidelines.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Beverly Davis".

Beverly Davis
FCS Instructor/FCCLA Adviser
Phone: 270-635-6986

A handwritten signature in cursive script that reads "Amanda Lacer".

Amanda Lacer, CTE Principal
Phone: 270-831-8850

2424 ZION ROAD HENDERSON, KY 42420 / P-270-831-8850 F-270-831-8853

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EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



Overnight and Out of District School Bus Trip Guidelines

During overnight school bus trips and out of district bus trips, all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

Checklist:

Sponsor/Coach Name: Ashley Wolfe Cell Number: (270) 860-0111

Date of Departure: 30 May 24 Time of Departure: 1000 hrs

Date of Return: 3 Jun 24 Expected Time of Return: 0800 hrs

Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones****

Debra Griffin, Col Jeff Garrett

Obtain parent/guardian permission forms

****Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient****

Notify school cafeteria manager of any lunch needs None

Follow all Transportation Department guidelines for bus trips

****All requests must be in the trip system at least five days prior to the date of departure****

Understand any student's medication needs and/or medical conditions

****Coaches must carry all player's physicals on any away and overnight trips****

Attach a trip list of students to the principal/designee and a rider's list to the bus driver

****Rider's list must contain all rider's names and an emergency contact name and number****

Attach and itinerary

Other specific needs:

Ashley Wolfe

Signature of Person submitting form

Ashley Thomas 5/9/24

Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

JCLC 2023 Roster

Bus Manifest

Total: 13 (10 Male 3 Female)

Cadet Name: Last, First, MI		Parent Name	Parent Contact
1. Keyanna Sweatt			
2. Jacinda Crowe			
3. Sariah Coots			
4. Austin Hurst			
5. Ty Lehman			
6. Sam Keene			
7. Nolan Abo			
8. James Powell			
9. Christian Mayes			
10. Jay Irwin			
11. Christian Smith			
12. Isaac Dixon			
13. Carter, Davonta			

Encl 2

Bus Pick up Time/Location: 1200hrs CST 30 May 2024/ HCHS

Destination Location: Wendell H. Ford Regional Training Center, 4675 State Route 181 North, Greenville, KY 42345

Event: JCLC Summer Camp

Bus Return Pick Up Location/ Date / Time: 0800hrs CST 3Jun2024
Wendell H. Ford Regional Training Center, 4675 State Route 181 North,
Greenville, KY 42345

Bus Return Drop off at HCHS

Date	PLT	Time	Event	Location	Uniform	Notes
Day 0	30 May 2024					
	Select	1100	Company Level Leadership In-processes	Bldg 330	ACU/OCP	
	Select	1130	Inventory and Signing for Billets	Billets		
	Select	1330	In-processing Set Up	Orderly Room		
	ALL	1400	Main Body Arrives/In-processing Company Orderly Room	Co Area		
	ALL	1400-1600	Cadets Assigned to PLTs, SQDs, & Bays	Co Area		
	ALL	1600	Modified Cadet Challenge	Co Area	PT	Note #2
	CO Cdr	1630-1700	JCLC Meeting	BLDG 330		
	ALL	1800-1820	Dinner	DFAC	ACU/OCP1	
	ALL	1830-2000	Company Standards Setting/CDR's Briefing	Billets		
	ALL	2030	All Cadets In Billets	Co Area		
	ALL	2200	Lights Out	Co Area		

Day 1		31 May 2024				
	All	0530-0535	Wake-Up			
		0550	Reveille Detail to Bldg 300			
	ALL	0535-0640	Personal Hygiene, Barracks Maintenance	Billets	PT2	
	All	0640-0700	Breakfast	DFAC	PT2	
	1SG	0700	Morning Report To S-1	BLDG 330		
	ALL	0700-0705	Training Formation	Co Area	PT2	
	ALL	0705-0730	Movement to Training Sites		PT2	Note #4
	All	0740-1030	Water Survival	Greenville Pool	PT2	Note #2
	ALL	1030-1130	Travel to Cantonment Area			
	All	1130-1230	Personal hygiene/sack lunch	Billets		
	All	1230-1630	FLRC	Site 1	ACU/OCP1	Note 2
	ALL	1630-1645	Travel to Cantonment Area	Site 3	PT2	Note#2
	All	1645-1740	Personal Hygiene, 1SG Time			
	CO Cdr	1630-1700	JCLC Meeting	Co Area		
	Select	1715	Retreat Detail Report to BLDG 300	BN Area	ACU/OCP1	
	ALL	1720-1725	Movement to Retreat	BLDG 300		
	ALL	1730	Conduct Retreat Ceremony	BLDG 300	ACU/OCP1	
	ALL	1740-1800	Dinner	BLDG 300	ACU/OCP1	
	ALL	1800-2000	Intramurals	DFAC	ACU/OCP1	
	ALL	2030-2200	All Cadets in the Billets and Lights Out	Co Area	PT	

Day 2	15 Jun 2024					
	ALL	0530-0535	Wake-Up	Billets		
	ALL	0535-0640	Personal Hygiene, Barracks Maint	Billets	PT2	
	ALL	0700-0720	Breakfast	DFAC	PT2	
	1SG	0700	Morning Report to S-1	BLDG 330		
	ALL	0720-0725	Training Formation	Co Area	PT2	
	ALL	0725-0740	Movement to Training Area			
	1&2	0740-1130	Confidence course	Site 4	ACU/OCP1	Note 2
	3&4	0740-1130	Rafting	UTES Lake	PT2	Note 4
	All	1130-1230	Sack Lunch and Bus movement	Billets		
	1&2	1230-1600	Rafting	UTES Lake	PT 2	Note 4
	ALL	1230-1600	Confidence Course	Site 4	ACU/OCP 1	Note 2
	ALL	1600-1615	Travel to cantonment area			
	CoTac	1630-1700	JCLC Meeting	BLDG 330		
	All	1720-1740	Dinner	DFAC	ACU/OCP1	
	Select	2030	All Cadets In Billets	Co Area		
	ALL	2200	Lights Out	Co Area		

Day 3	25 June 2024					
	ALL	0530-0545	Wake-Up	Barracks		
	ALL	0545-0615	Physical Training	Co Area	PT	
	ALL	0615-0720	Personal Hygiene, Billets Maint, Police Call	Co Area	ACU1	
	1SG	0700	Morning Report to S-1	BLDG 330		
	ALL	0720-0740	Breakfast	DFAC	ACU/OCP1	
	ALL	0740-0755	Movement To Training		ACU/OCP1	Note #4
	1 PLT	0800-0940	Rappelling	Rappel Tower	ACU/OCP1	Note #2
	2 PLT	0800-0940	One Rope Bridge	Rappel Tower	ACU/OCP1	Note #2
	2 PLT	0940-1120	Rappelling	Rappel Tower	ACU/OCP1	Note #2
	1 PLT	0940-1120	One Rope Bridge	Rappel Tower	ACU/OCP1	Note #2
	3 PLT	0800-0940	Orienteering	Rappel Tower Area	ACU/OCP1	
	4 PLT	0800-0940	Field Skills Training	OC Area	ACU/OCP1	
	3 PLT	0940-1120	Field Skills Training	OC Area	ACU/OCP1	
	4 PLT	0940-1120	Orienteering	Rappel Tower Area	ACU/OCP1	
	All	1120-1220	Sack Lunch and Bus movement	Site 4 / Site 5	N/A	
	1 PLT	1220-1400	Orienteering	Rappel Tower Area	ACU/OCP1	
	2 PLT	1220-1400	Field Skills Training	OC Area	ACU/OCP1	
	1 PLT	1400-1540	Field Skills Training	OC Area	ACU/OCP1	
	2 PLT	1400-1540	Orienteering	Rappel Tower Area	ACU/OCP1	
	3 PLT	1220-1400	Rappelling	Rappel Tower	ACU/OCP1	Note #2
	4 PLT	1220-1400	One Rope Bridge	Rappel Tower	ACU/OCP1	Note #2
	3 PLT	1400-1540	One Rope Bridge	Rappel Tower	ACU/OCP1	Note #2
	4 PLT	1400-1540	Rappelling	Rappel Tower	ACU/OCP1	Note #2
	All	1540-1600	Movement to Cantonment Area			Note #5
	CoTac	1630-1700	JCLC Meeting	BLDG 330		
	ALL	1700-1720	Dinner	DFAC	ACU/OCP1	
	ALL	1800-1830	Graduation	Co Area	ACU/OCP1	
	ALL	1830-2100	CDR's Time/Barracks Clean-up	Co Area	PT	
	ALL	2030	All Cadets In Billets	Billets		
	ALL	2200	Lights Out	Billets		

Day 4	3 June 2024			
	ALL	0530-0545	Wake-Up	Billets
	ALL	0545-0735	Personal Hygiene, Clean Billets, Load out	Billets ACA
	1SG	0700	Morning Report to S-1	BLDG 330
	ALL	0530-0630	Breakfast	DFAC ACA
	ALL	0800-0900	Graduation/Closeout/Inventory/Inspection/Depart	Co Area ACA
		Training Notes:		
		1	Draw and Turn In Equipment from JCLC S-4 Location TBD - Turn In immediately	
		2	Receive Safety Brief, and then break out to training.	
		3	Bring Extra Pair Of Socks/Change at Lunch Time	
		4	Buses will pick up cadets at designated bus parking area.	
		5	Buses will drop off cadets at designated bus parking area.	
		Uniform:		
		OCP/ACU1	OCPs/ACU with Boots/Extra Pair of Socks	
		OCP/ACU2	OCPs/ACU wear Tennis Shoes/Carry Boots (Swim Suit Under OCPs)	
		OCP/ACU3	OCPs/ACU wear Boots/Carry Tennis Shoes (Swim Suit Under OCPs)	
		PT2	T-Shirt & Shorts Over Swim Suit, Bring Towel	& water shoes for TD2
		ACA	Appropriate Civilian Attire (no open toed shoes)	
				//original signed//
				Keith T. Murphy
				CW3 (Ret)
				JCLC Commander