

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 Volleyball

DATE(S) OF TRIP (Including Travel) July 11-13

SPONSOR'S NAME Jazmen Thorpe

MALE CHAPERONES _____ FEMALE CHAPERONES 4

LOCATION(S): Morehead State University

CITY/STATE: Morehead, KY

Estimated # OF STUDENTS ELIGIBLE FOR TRIP 80
Male _____ Female 80
Estimated # OF STUDENTS PARTICIPATING 21
Male _____ Female 21

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 box for medical assistance notification]

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

\$ 5,985

Meals/Lodging/Transportation

Morehead State University
Name of Facility and City for Lodging

\$ 400

Additional Expenses (Specify) Team Fee

\$ 6,385

****TOTAL COST**

How Expenses of Trip Are to Be Paid

\$ 400

School or District Amount From Account 413 Source
Association or Parent Group (Specify)

\$ 5,985

Student's Share (Individual Amount \$ 285)

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.

\$ 6,385

****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.

Jayman Brown
Signature: Trip Sponsor

Date

[Signature]
Signature: Principal Approval

5/29/24
Date

Morehead State Team Camp		
Student Athlete		Chaperone
Haley Neal		Jazmen Thorpe
Gracie Peltrey		Chelsea Townsend
Kenzie Finchum		Kellee Knox
Maddie Hensley		
Danica Helton		
Kylee Howard		
Brooklyn Whitehead		
Zoey Robinson		
Chloe Smith		
Josie McClure		
Elie Billings		
Emma Rison		
Peyton Jefferson		
Kherington Reynolds		
Sammi Collier		
Kaylen Jones		
Kayden Banks		
Raelynn Turner		
Makayla Johnson		
Emma Rice		

Extended Field Trip Request & Forms

ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM

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

DATE: 5/29/24

TRIP: PCHS Volleyball Camp

SCHOOL and GROUP: PCHS Volleyball

SUPERVISING STAFF MEMBER: Jazmen Thorpe

I, Kellee Knox, 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

Kellee Knox
Chaperone Name (Print)

Kellee Knox
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: 5/29/24

TRIP: PCHS Volleyball Camp

SCHOOL and GROUP: PCHS Volleyball

SUPERVISING STAFF MEMBER: Jazmen Thorpe

I, Chelsea Townsend, 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.

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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

Chelsea Townsend
Chaperone Name (Print)

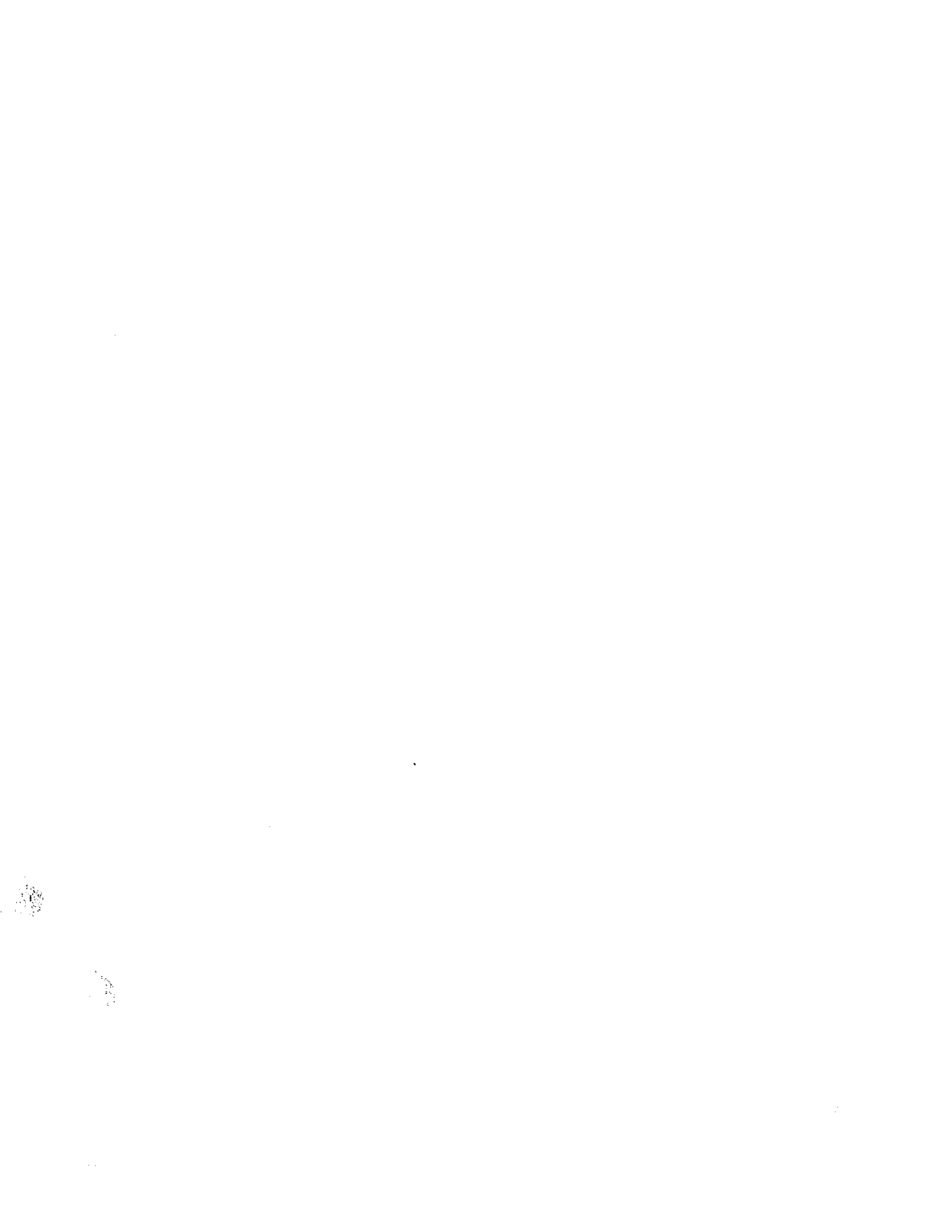
Chelsea
Chaperone (Signature)

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: 5/29/24
TRIP: Girls Volleyball Camp

SCHOOL and GROUP: PCHS Volleyball

SUPERVISING STAFF MEMBER: Jazmen Thorpe

I, Jazmen Thorpe, 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.

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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.

Jazmen Thorpe
Chaperone Name (Print)

Jazmen Thorpe
Chaperone (Signature)

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

RELATED PROCEDURES:

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Review/Revised:11/21/2023

