

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: Laura Freeman Cell Number: 270-577-7644

Date of Departure: 9/4/24 Time of Departure: 4:00 pm

Date of Return: 9/8/24 Expected Time of Return: 11:00 am

Adequate Supervision (meets ratio criteria) Laura Freeman
Please List Names of Chaperones

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

N/A Notify school cafeteria manager of any lunch needs

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:

Laura Freeman
Signature of Person submitting form

Robert Thomas
Signature of Principal/Designee

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

B. Jones

8/14/24

The following students will be attending the USA/Canada Lions Leadership Forum in Louisville, Kentucky from September 4, 2024 through September 8, 2024:

Cadyn Conrad

Elizabeth Cleavenger

Jason Freeman

Alissa McLevain

Jacinda Miller

The students will be under the supervision of Leo Advisor Laura Freeman. We will be staying at The Galt House. The purpose of this trip is to attend various leadership workshops as well as volunteer opportunities with the Host Committee (Lions of MD 43). Ms. Freeman will transport students to The Galt House via a district suburban/van. The group will be leaving HCHS after school on September 4 and will return Sunday, September 8.

WEDNESDAY, SEPTEMBER 4, 2024

Time	Activity	Location
8:00am-7:00pm	Registration Distribution	Hotels & KICC Center
8:00am-5:00pm	Operations Office/ Planning Committee Office	KICC Boardroom C
8:00am-5:00pm	Host Office	KICC Boardroom B
8:00am-5:00pm	Seminar Office	KICC M113
8:00am-5:00pm	Lions University Office	KICC M114
10:00am-5:00pm	Pin Trading	KICC Hall A
10:00am-5:00pm	Exhibitor Booth Set up	KICC Hall A

THURSDAY, SEPTEMBER 5, 2024

Time	Activity	Location
7:00am-5:00pm	Registration Distribution	Hotels & KICC Center
8:00am-5:00pm	Operations Office/ Planning Committee Office	KICC Boardroom C
8:00am-5:00pm	Host Committee Office	KICC Boardroom B
8:00am-5:00pm	Seminar Office	KICC M113
8:00am-5:00pm	Lions University Office	KICC M114
8:00am-5:00pm	Exhibitor Booths Open	Hall A
8:00am-5:00pm	Pin Trading	Hall A
8:00am-9:00am	Forum Store – Special Needs ONLY	Hall A
9:00am-11:00am	Lions Speed Learning	Hall E
9:00am-5:00pm	Forum Store Open	Hall A
9:00am-11:15	Strides T-shirt pick-up	KICC Main Entrance
11:15am	Strides Photo & Kick-off	KICC Main Entrance
2:00pm-3:10pm	1st Seminar Session	KICC
3:30pm-4:40pm	2nd Seminar Session	KICC
5:40pm	Table Host Seating	Hall A
5:45pm	Special Needs Seating	Hall A
5:50pm	General Seating by Color	Hall A
6:00pm	Opening Banquet/Ceremonies	Hall A

[Translate »](#)

FRIDAY, SEPTEMBER 6, 2024

Time	Activity	Location
8:00am-5:00pm	Operations Office/ Committee Office	Planning KICC Boardroom C
8:00am-5:00pm	Host Committee Office	KICC Boardroom B
8:00am-5:00pm	Seminar Office	KICC M113
8:00am-5:00pm	Lions University Office	KICC M114
8:00am-5:00pm	Registration Distribution	KICC Main Entrance
8:00am-11:15am	Forum Store Open	Hall A
8:00am-5:00pm	Exhibitor Booths Open	Hall A
8:00am-5:00pm	Pin Trading	Hall A
8:30am-9:40am	3rd Seminar Session	KICC
10:00am-11:10am	4th Seminar Session	KICC
11:20am	Table Host Seating	Hall B
11:25am	Special Needs Seating	Hall B
11:30am	General Seating by Color	Hall B
11:40am	Call to Order/Lunch	Hall B
1:00pm-5:00pm	Forum Store Open	Hall A
2:00pm-3:10pm	5th Seminar Session	KICC
3:30pm-4:40pm	6th Seminar Session	KICC

SATURDAY, SEPTEMBER 7, 2024

8:00am-3:00pm	Operations Office/ Planning Committee Office	KICC Boardroom C
8:00am-3:00pm	Host Committee Office	KICC Boardroom B
8:00am-5:00pm	Seminar Office	KICC M113
8:00am-5:00pm	Lions University Office	KICC M114
8:00am-11:15am	Forum Store Open	Hall A
8:00am-3:00pm	Exhibitor Booths Open	Hall A
8:00am-3:00pm	Pin Trading	Hall A
8:30am-9:40am	7th Seminar Session	KICC
10:00am-11:10am	8th Seminar Session	KICC
11:20am	Table Host Seating	Hall B
11:25am	Special Needs Seating	Hall B
11:30am	General Seating by Color	Hall B
11:40am	International President's Luncheon	Hall B
1:00pm-3:30pm	Forum Store Open	Hall A
2:00pm-3:10pm	9th Seminar Session	KICC
3:30pm-4:40pm	10th Seminar Session	KICC
3:30pm-4:40pm	Lions University Graduation	Hall C
5:40pm	Table Host Seating	Hall B
5:45pm	Special Needs Seating	Hall B
5:50pm	General Seating by Color	Hall B
6:00pm	Closing Banquet/Ceremonies	Hall B

SCHEDULE OF EVENTS

[Translate »](#)

THE 48TH ANNUAL USA/CANADA LIONS LEADERSHIP FORUM IN LOUISVILLE, KY.

WE WILL FEATURE OVER 80 SEMINARS IN 2 AND 1/2 DAYS. THERE WILL ALSO BE FOUR MOTIVATIONAL SPEAKERS DURING

OUR GENERAL SESSIONS, THE STRIDES WALK, A SERVICE PROJECT, AND COUNTLESS OPPORTUNITIES TO

NETWORK WITH PARTNER PROGRAMS AND OTHER LIKE-MINDED LIONS MEMBERS.

ALL TIMES EASTERN TIME ZONE

Translate »

August 21, 2024

Dear School Board Members,

On Wednesday, September 11-12, 2024 HCHS FBLA is asking permission to take 1 student to the Kentucky FBLA State Executive Council Meeting in Louisville, Kentucky at Drury Inn in Louisville. The student will be accompanied by Danna Robinson..

We will leave Henderson County High School at 11:30 a.m. on Wednesday and return on Thursday afternoon around 5 p.m.

The student that is requesting to be able to attend is Landon Chandley. Landon is currently serving as FBLA Region 1 President. Landon and Danna Robinson also serve on the State FBLA Executive Council.

Thanks,

Danna Robinson



Schedule for State Executive Council Meeting
9/11/2024-9/12/2024
Drury Inn Louisville

Itinerary

Depart HCHS: 11:30 a.m.

Meet other officers and advisers for dinner at 3:30 p.m. CDT in Louisville.

Arrive at hotel 4:00 p.m. CDT on 1/12/21

Check-In: 4:15p.m. (Connie Witt will pass out the keys to the rooms. Students will be sharing rooms with each other)

Region and State Officer Photos: 5:00 p.m.

Meetings start at 5:30 p.m. that evening, conclude around 11:00 p.m.

Begin meetings again the next morning and conclude in the afternoon.

Departure hotel 3:00 p.m. EST

Arrival back to HCHS: 4:00 p.m. CDT

FBLA

Student Attending:

Landon Chandley, Region 1 President

Adviser Attending:

Danna Robinson, Region 1 Chair, Executive Council Board Member



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- All sponsors and head coaches should ride on the bus with the team/students.
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Checklist:

___ Sponsor/Coach Name: Kelli Harris Cell Number: 270 868 0214

___ Date of Departure: 9/20/24 Time of Departure: 4:30

___ Date of Return: 9/21/24 Expected Time of Return: 9 pm

___ Adequate Supervision (meets ratio criteria)

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

Kelli Harris Bailey Elder
Brooklyn Glasscock Jordan Cannon

___ 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****

NA Notify school cafeteria manager of any lunch needs

Follow all Transportation Department guidelines for bus trips

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

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

___ Attach and itinerary

___ Other specific needs:

Kelli Harris

Signature of Person submitting form

[Signature]

Signature of Principal/Designee

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

SOKY SLAM

September 20th

4:30 pm Bus pick-up at high school

6 pm Arrive in Bowling Green, KY

7 pm dinner

9 pm Back to hotel

September 21st

7:45 am depart for ACHS

8:15 am arrive at ACHS

9:00 am play Campbellsville

12 pm play Daviess County

1 pm play Gallatin, TN

3:30 pm play Pool A if win play at 6:30

If lose vs Pool A play at 5:30

Arrival home approximately 9:30 pm

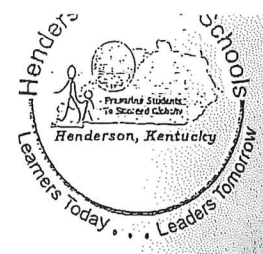
Henderson County Volleyball Varsity Roster 2024

Kaliana Brewer	11th
Grace Galbraith	12th
Milynn Garrett	9th
Caeson Hargitt	11th
Addison Kirtley	10th
Hadley Knight	12th
Sarah Loffland	10th
Gabrielle Melvin	11th
Lilly Payne	10th
Kamryn Raley	11th
Ava Stott	12th
Emerson Sword	9 th
Ella Whitledge	11th
Taylor Womack	11th

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() SUV'S*

Checklist:

___ Sponsor/Coach Name: Alyssa Vandiver Cell Number: 270-844-2804

___ Date of Departure: 10/22 Time of Departure: 8:00am

___ Date of Return: 10/25 Expected Time of Return: 5:00pm

___ Adequate Supervision (meets ratio criteria)

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

___ 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

___ 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: N/A

Alyssa Vandiver
Signature of Person submitting form

[Signature]
Signature of Principal/Designee

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



Trip ID#: 04971

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Alyssa Vandiver		
Date Submitted:	8/22/24	School:	HS
Group:	FFA * Ag Issue Contest		
Funding Source for Trip Cost:	FFA		
Destination:	500 S Capitol Ave, Indianapolis IN 46225		
Purpose of Trip:	National FFA Contest + Convention		
Date(s) of Trip:	10-22 10-22 → 25 th		
	Departure Time (CST)		Arrival Time (CST)
To the Event:	8:00	AM/PM	11 11 AM/PM
On Return Trip:	1:00	AM/PM	3:00 AM/PM
Street:	500 S Capitol Ave		
City, ST:	Indianapolis	ZIP	46225
Number of Students	12	Number of Adults	2 Total: 14
Number of Vehicle(s) Required:	Bus	SUV	2 Car
	Will you require a handicap-accessible bus?		Yes No
	Does the driver need to remain with group during the event?		Yes No N/A
Emergency Contact Number of Sponsor:	(270) 844-2804		
Additional Requirements:	N/A		
Medical Needs:	N/A		
Employee Signature:	_____ Alyssa Vandiver		

Office Use	ORG:		PROJ:	
	Principal Approval:			
	Date of Approval:	7/31/24		

Tuesday, October 22, 2024

6:00 pm CST: Depart from HCHS

- ★ Recommended for parents to drop students off at ag shop doors.
- ★ If a student is leaving their vehicle at school, they will need to park at the stadium.
- ★ All students should eat dinner prior to departure.

10:30 pm EST: Check-In to Hotel

- ★ Sheraton Indianapolis Hotel at Keystone Crossing

11:00 pm EST: Lights-Out

Wednesday, October 23, 2024

8:30 am EST: Depart from Hotel

- ★ All members in official dress

9:00 am EST: Arrive at Indianapolis Convention Center

- ★ Ag Issues Team competes

12:00 pm EST: Lunch at the Convention Center

1:30 pm EST: Chapter Meet-up

2:00 pm EST: Walk to Opening Session

3:00 pm EST: Session Begins

5:30 pm EST: Return to Hotel

6:30 pm EST: Depart for Dinner (Sit down restaurant - Official Dress not required)

8:00 pm EST: Sponsored fun activity

11:00 pm EST: Lights out
Concert

Thursday, October 24, 2024

8:45 am EST: Depart from Hotel

9:00 am EST: Arrive at National FFA Center

10:30 am EST: Walk around Convention

12:00 pm EST: Lunch at Convention Center

1:30 pm EST: Students Must Attend a [Leadership Workshop](#)

2:00 pm EST: Attend Second General Session

- ★ Ag Issues
- ★ National Chapter Rating

4:15 pm EST: Grab Dinner

11:00 pm EST: Lights Out

Friday, October 25, 2024

7:00 am EST: Check-Out of Hotel and Depart to Convention Center (Official Dress Required)

8:00 am EST: Closing Session

10:30 am EST: Begin Departure Home

12:00 pm EST: Stop for Lunch (Fast Food)

~1:30 pm EST: Arrive at HCHS

- Students not picked up at time of arrival will be checked into school for the remainder of the day

Special Notes:

- Highlighted areas will be the financial responsibility of the FFA member, all other expenses are included in the fee
- You may want to bring spending money for the FFA shops
- All times are approximate



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

August 2, 2024

Henderson Board of Education
1805 Second Street
Henderson, KY 42420

Dear Board Members

I am pleased to inform you that the Henderson County High School DECA chapter will compete in the DECA Regional Career Development Conference at the Curris Center on the campus of Murray State University this coming January 29, 2025. While at the conference, the students will compete in various events. Thus, many will qualify to compete at the DECA State Career Development Conference (SCDC) and possibly the DECA International Career Development Conference (ICDC). The purpose of this letter is to request permission for those qualified students to attend each of these overnight and out of district conferences.

SCDC will be held March 2-4, 2025 at the Hyatt Regency in Louisville, Kentucky. ICDC will be held April 25 - April 30, 2025 in Orlando, Florida. I am seeking permission for Mrs. Marilyn Dorsey and myself, Teachers and DECA Advisors, to chaperone qualifying students on these overnight trips. Of course, we will also obtain parental permission and complete all other necessary documentation to attend.

Thank you for considering this matter.

Sincerely

A handwritten signature in black ink, appearing to read "Courtney Givens". The signature is fluid and cursive, written over the printed name.

Courtney Givens

A second handwritten signature in black ink, appearing to read "Mrs. Dorsey". The signature is also fluid and cursive, written below the first signature.

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SCDC
March 24
2025

Checklist:

Sponsor/Coach Name: Courtney Givens Cell Number: 270-635-5417

Date of Departure: 3/2/25 Time of Departure: 1pm

3/4/25 Date of Return: 3:30pm Expected Time of Return:

Adequate Supervision (meets ratio criteria) Marilyn Dorsey
Please List Names of Chaperones

Obtain parent/guardian permission forms prepared 8/2/24
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 will email

Follow all Transportation Department guidelines for bus trips prepared 8/2/24
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 emailed nurse 8/2/24
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 TBD
Rider's list must contain all rider's names and an emergency contact name and number

Attach and itinerary same as last year

Other specific needs: none
Courtney Givens
Signature of Person submitting form

[Signature]
Signature of Principal/Designee

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

SUB-653206131
8/2/24 ✓



Trip ID#: 05094

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	COURTNEY GIVENS		
Date Submitted:	8/2/24	School:	HCHS
Group:	DECA		
Funding Source for Trip Cost:	LOVF		
Destination:	HYATT REGENCY LOUISVILLE, KY		
Purpose of Trip:	STATE CAREER DEVELOPMENT CONFERENCE		
Date(s) of Trip:	MARCH 2-4, 2025		
	Departure Time (CST)		Arrival Time (CST)
To the Event:	1:00pm	AM / <input checked="" type="radio"/> PM	3:30 AM / <input checked="" type="radio"/> PM
On Return Trip:	12:30	AM / <input checked="" type="radio"/> PM	3:30 AM / <input checked="" type="radio"/> PM
Street:	4th Street		
City, ST:	Louisville, KY	ZIP	42420
Number of Students	20*	Number of Adults	2
Total:	22		
Number of Vehicle(s) Required:	Bus	1	SUV
			Car
	Will you require a handicap-accessible bus?		Yes No <input checked="" type="radio"/>
	Does the driver need to remain with group during the event?		Yes No <input checked="" type="radio"/>
Emergency Contact Number of Sponsor:	(270) 635-5417		
Additional Requirements:	Pick up on 3/2 at Greenhouse		
Medical Needs:			
Employee Signature:	Courtney Givens		

TBD *

Office Use	ORG:		PROJ:	
	Principal Approval:	<i>[Signature]</i>		
	Date of Approval:	8/23/24		

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Checklist:

Sponsor/Coach Name: Alyssa Vandiver Cell Number: 270-844-2804

Date of Departure: 6-9-25 Time of Departure: 1:00 pm

Date of Return: 6-12-25 Expected Time of Return: 2:00 pm

Adequate Supervision (meets ratio criteria)

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

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

Follow all Transportation Department guidelines for bus trips

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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: _____

Alyssa Vandiver
Signature of Person submitting form

[Signature]
Signature of Principal/Designee

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



Trip ID#: 05092

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Alyssa Vandiver & Michaela Wilson		
Date Submitted:	7-22-24	School:	hchs -cte
Group:	agriculture		
Funding Source for Trip Cost:	ffa		
Destination:	Bupp Arena	State Convention	
Purpose of Trip:	provides opportunities for student achievement and career development		
Date(s) of Trip:	June 9 th - 12 th , 2025		
	Departure Time (CST)		Arrival Time (CST)
To the Event:	1:00 AM <input checked="" type="radio"/> PM	4:00	AM <input checked="" type="radio"/> PM
On Return Trip:	11:00 <input checked="" type="radio"/> AM <input type="radio"/> PM	2:00	AM <input checked="" type="radio"/> PM
Street:	430 W Vine St		
City, ST:	Lexington, KY	ZIP	40507
Number of Students	30	Number of Adults	2 Total: 32
Number of Vehicle(s) Required:	Bus	1	SUV Car
	Will you require a handicap-accessible bus?		Yes <input checked="" type="radio"/> No
	Does the driver need to remain with group during the event?		Yes <input checked="" type="radio"/> No
Emergency Contact Number of Sponsor:	(270) 844-2804		
Additional Requirements:	—		
Medical Needs:	—		
Employee Signature:	Alyssa Vandiver		

Office Use	ORG:		PROJ:	
	Principal Approval:	<i>[Signature]</i>		
	Date of Approval:	8/23/24		