School Field Trip Packet - OvernightGreater than 100 miles with District Transportation

Organization: Marion County Public Schools Employee: JAMIE BROWN

Assigned To: User - kim.hood

Show History

Remove Applicants or Employees

NOTE: Field trip packets that require Board approval will only be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

★ School/Work site

Marion County High School

★ Date(s) of leave

January 12-14, 2025

₩ Time of departure 11:30 am

Destination

Hilton Lexington/Downtown, 369 W. Vine Street and Central Bank Center, 430 W. Vine St, Lexington

Rurpose/Rationale for attending

State Beta Convention

Number of students involved 118

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day) 2

Substitute code MCHS Activity-Beta

Registration cost

Registration code

Number of miles

Number of days

₩ Lodging No

Cost per night

Number of nights

Lodging rate

₩ Meals No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

Grand total of expenses

200

*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Three school buses plus the school van pulling the trailer is requested. The van/trailer can be left in the Hilton parking lot for two days so that we can unload and load props and luggage as needed. We will be dropped off in Lexington on 1/12/25 and bus return for pick-up is 1/14/25 at 11:30 a.m. At 11:30, we request that the buses travel to restaurants in the shopping center at the corner of Man-o-War and Harrodsburg Rd. for lunch before returning to school by 2:30 p.m.

Reviewed/Revised: 01/12/2015



School-Related Student Trip Request Form

09.36 AP.21

Faculty member(s) sponsoring trip

Jamie Brown, Sterling Newton, Erin Benton,

Laura Mattingly

Type of trip (i.e. classroom, organization, club, Club

athletic, band)

★ Destination name Central Bank Center

Restination address 430 W. Vine St, Lexington, KY 40507

Restination phone 859-253-2265

Lodging name Hilton Lexington Downtown

Lodging address 369 W. Vine St, Lexington, KY

Lodging phone 859-231-9000

♣ Date(s) of trip

January 12-14, 2025

₩ Time of departure 11:30 am

* Purpose/Educational value

Participation in State Beta Convention, state/national officer presiding at the convention, state officer candidacy, students participating in academic, art, performance and club competitions

* Source of funding for trip

Student/Club

No student shall be denied the trip because of the inability to pay.

Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	MCHS Beta Club
₩ Number of students	118

Rumber of faculty sponsors

* Other chaperones 5

* Total number of participants 127

Supervision (Attach list of names of students and chaperones)

MCHS Beta State Convention Participant List.pdf Added 10/13/2024 5:48:00 PM

view

Add a File

Have all chaperones undergone the required No records check and been designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15

School Bus Request

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

Buses needed

3 plus school van/trailer

*If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.

Destination

369 W Vine St, Lexington, KY

Date(s) of trip

January 12-14, 2025

Group requesting bus

MCHS Beta

🏶 Purpose of trip

Kentucky National Beta Convention

🐝 Bus pick-up time

11:30 am

Bus return time

02:30 pm

When transporting items that cannot be held in Under storage will be required lap of students, under storage will be required to store these items.

Account to be charged

MCHS Beta

Blank Student List Template

♣ Faculty supervision will be provided for this trip. At least one member of our faculty will ride in.

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♣ Taculty supervision will be provided for this each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

MCHS Beta State Convention bus list-January 12-14 2025.xlsx.pdf Added 10/13/2024 5:51:00 PM

view

🏶 Employee Signature

Signed: Jamie Brown

Stamped: Sun Oct 13 2024 18:50:52 GMT-0400 (Eastern Daylight Time); 10/13/2024 5:50:52 PM;2024-10-13 22:50:52Z;74.132.57.193;Employee - #321 - JAMIE BROWN

By typing in your name (your "eSignature"), you accept and consent to be legally bound by this document's statements, terms and conditions as if this document was signed by you in writing with pen on paper. You agree that no third party or other means of verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.

Principal Signature

Signed: Robby Peterson

Stamped: Mon Oct 14 2024 10:05:28 GMT-0400 (Eastern Daylight Time);10/14/2024 9:05:29 AM;2024-10-14 14:05:29Z;170.185.150.186;Employee - #371 - JOSEPH PETERSON

By typing in your name (your "eSignature"), you accept and consent to be legally bound by this document's statements, terms and

conditions as if this document was signed by you in writing with pen on paper. You agree that no third party or other means of verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.

* Direct this field trip packet to

~

Supervisor Signature

Not Signed

Read-Only

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* Field Trip Designee Signature

Not Signed

Read-Only

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- 🟶 Date of Board approval
- * Superintendent Signature

Not Signed

Read-Only

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This section is to be completed by the Transportation Director.

- Bus number
- Driver
- Driver wage
- 🗰 Transportation Director Signature/Date

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

- Ending odometer reading
- Beginning odometer reading
- Total miles
- Number transported
- Driver Signature/Date

Approve

Deny