

Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.

School: Longbranch Elementary Grade(s): 5th Class/Activity Group/Team: Social studies
 Teacher/Sponsor/Coach: Stefanie Daniele Cell Phone Number: 859-394-8537
 Person trained with current medication administration training CPR/FA/AED credential: Chris Bolanos

Destination Venue, Location and State: Conner Prairie 13400 Allisonville Rd Fishers, IN
 Trip Location Contact Person: Julia Luke Phone Number: 317-776-6000 460-1-8

Teachers: 8 # Students: 169 # Chaperones: 60 Adult/Student Ratio: 1/3

Date(s) & Times		Cost		Transportation	
Departure Date:	<u>4/2/25</u>	Total Cost:	\$ <u>9,807</u>	<input type="checkbox"/> District Bus/Van	
Time:	<u>8:45</u> <u>(AM)</u> <u>PM</u>	Funding Source:	<u>parents</u>	<input checked="" type="checkbox"/> Charter Bus:	<u>Executive Charter</u>
Return Date:	<u>4/2/25</u>	Fee to be assessed to students:		Approved Bid – Company	
Time:	<u>7:00-7:30</u> <u>(AM)</u> <u>PM</u>	\$ <u>58.00 w/chaperone</u> <u>#77</u>		Name	
		Attach Student Activity Cost Form 09.15 AP.23		<input type="checkbox"/> Other:	
				Attach a copy of Charter Bus Contract.	
Meals	At school prior to departure <input type="checkbox"/>	Student Packed <input checked="" type="checkbox"/>	Location where packed lunches will be consumed: <u>Conner Prairie</u>		
	Student Purchase Restaurant <input type="checkbox"/>	School Cafeteria Packed <input checked="" type="checkbox"/>			
	(Name and location of each stop)	Name & Location:			
Over Night	Date:	Lodging:			
	Date:	Lodging:			

Trip Purpose and Core Content/Learning targets: 5.E.ST.1, 5.G.MM.1 To expand the boundaries of our historical & natural resources by exploring, celebrating & improving the human experience.

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: _____

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: Chris Bolanos

School Nurse Initials: [Signature] for verification that medications administrator listed above received training.

Due Date: 3/17/25 to turn in Roster and completed Parent Permission Slips for nurse's final review.

The following items have been completed or are in process. (Teacher/Sponsor/Coach must initial below)

- N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website
- SD ☒ I have attached an anticipated Trip Itinerary
- SD ☒ I have evaluated the trip site for potential hazards/special requirements
- SD I have an event-specific emergency action plan for the trip site and will distribute to all personnel attending the event in an official capacity.
- SD Funds have been secured for indigent students
- SD If needed, background checks for chaperone approval have been initiated
- SD Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):

Teacher/Sponsor/Coach Signature: Stefanie Daniele Date: 10/24/24

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)**

FOR

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue

Conner Prairie

Venue Address

13400 Allisonville Rd. Fishers IN. 46038

Person or email contacted at venue to discuss EAP

Julia Luke

Position/Title of person contacted

Guest Relations Education Coordinator

Date (s) of contact

9/10/24Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? on siteDoes venue have an emergency response team (ERT) yes ☒ no?Process to request AED and/or ERT if needed at the scene yesWill a portable AED be taken from school on this trip? ☒ yes ☐ no? If yes, who will be responsible for oversight and location of AED? Chris BrandoIs any other assigned emergency equipment available on field trip? ☐ yes ☒ no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs.
- If possible, how to gain access.
- Steps that must be taken quickly to initiate the chain of survival.
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing).
 - Call 911 using cell phone or other means of communication.
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute).
 - Retrieve and use the nearest AED.
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

○ APPROVAL SIGNATURES REQUIRED

- CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

Principal: Stephanie Slimbary Date: 12/2/24
☐ Required for all trips

Superintendent/Designee: _____ Date: _____
☐ Overnight Trips

- Board of Education: _____ Meeting Date: _____
- Submit forms to Superintendent/Designee for review and submission to the Board for approval.
- ☐ Travel outside the Tri-State area of KY, OH, IN
- ☐ Common Carrier contract including cost
- ☐ Common Carrier Transportation Reason for using a Charter Bus/Plane: _____
- All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.

Executive Charter, Inc.
1810 Monmouth St. Newport KY 41071
859-261-8841
reservations@executivetransportation.org

Account Name: Longbranch Elementary / Barger Acct ID: 3844500

Address: 2805 Longbranch Rd Union, KY 41091

Client Contact: Setfanie Daniele Phone#: 8593948537

4/2/2025 8:30:00AM	Longbranch Elementary	Confirmation# 3040689
MOTOR COACH 55	FROM: Longbranch Elementary: 2805 Longbranch Rd, Union,	FARE: \$1,545.00
TRIP REMARKS:	TO: Corner Prairie: 13400 Allisonville Rd, Fishers,	TIPS: \$50.00
WAIT AND RETURN	IN 46038	
Order has more than 1 vehicle (5)		Total Fare \$1,595.00
4/2/2025 8:30:00AM	Longbranch Elementary	Confirmation# 3040691
MOTOR COACH 55	FROM: Longbranch Elementary: 2805 Longbranch Rd, Union,	FARE: \$1,545.00
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WAIT AND RETURN	IN 46038	
Order has more than 1 vehicle (5)		Total Fare \$1,595.00
4/2/2025 8:30:00AM	Longbranch Elementary	Confirmation# 3040692
MOTOR COACH 55	FROM: Longbranch Elementary: 2805 Longbranch Rd, Union,	FARE: \$1,545.00
TRIP REMARKS:	TO: Corner Prairie: 13400 Allisonville Rd, Fishers,	TIPS: \$50.00
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WAIT AND RETURN	IN 46038	
Order has more than 1 vehicle (5)		Total Fare \$1,595.00

Invoice Total: \$7,975.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service. To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

PAYMENTS: We accept credit card, check or EFT. Please make checks payable to: Executive Charter, Inc.

CREDIT CARD PROCESSING FEE: A processing fee of 3% will be added to all credit card payments.

PAST DUE AMOUNTS: A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DAMAGE AND CLEAN UP FEES: If excessive clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

ITINERARY: A specific itinerary is required 2 weeks before the trip, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature_____Date_____

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STEP INTO THE STORY

~~Thank you for booking a school tour to Conner Prairie. Please double check the date and~~

time on your Confirmation statement. Your School Tour Self-Guided visit includes access to the Lenape Camp, William Conner House, 1836 Prairietown, and Treetop Outpost.

Pre and post visit details and resources are available [here](#). These materials include what to expect during the visit, behavior guidelines, a map of the grounds, chaperone information, activity suggestions, classroom resources and descriptions of the historic areas.

IMPORTANT NOTICE ABOUT CIVIL WAR JOURNEY: As Conner Prairie embarks on a path of growth and revitalization, Civil War Journey will no longer be part of the guest experience. Components of this exhibit, including the informative and engaging interpretation of medicine and treatment in the 19th century, will be brought to life in new ways throughout the grounds.

With our newest exhibit on the horizon, Promised Land as Proving Ground, we hope to provide a broader context for the origins and aftermath of the American Civil War. Through Conner Prairie's unique approach to teaching and learning, we'll explore universal themes of the human experience, fascinating stories - many that have yet to be shared, the consequences of people's actions and decisions, and the opportunity to grapple with truth.

It is our hope to supplement the incredible work you do with your students and colleagues each day by offering spaces and experiences you cannot recreate in the classroom. We hope to cultivate a safe place for ideas, dreams, hopes, fears, and deliberation. We are committed to serving you and continuously improving our approach and offerings.

If at any time you need assistance with standard alignment, field trip justification, or gathering information to ensure learning objectives are represented, please contact the Education Team at schoolprograms@connerprairie.org

WHAT YOU NEED TO KNOW NOW

What are the fees for self-guided school tours? The admission is \$8.00 per student. Teachers and school staff receive free admission. Additional parent chaperones are \$8.00 each when included in the school's one-payment transaction. Adult chaperones that pay

CONNER PRAIRIE

STEP INTO THE STORY

individually at the Ticket Desk are charged regular general admission prices of \$25 per adult.

When and how do I pay? Admission must be paid on the date of the visit. The Guest Relations Education Coordinator will greet you at the School Tour Check-In location. Payment must be made in one transaction. In the event a school has overpaid due to absent students or adults on the day of your visit, a refund will be issued. If you bring additional chaperones at the \$8.00 rate, include them in your payment. Make checks payable to Conner Prairie. Please contact Guest Relations for additional information.

What if a student has a Conner Prairie Membership? If a student or chaperone is a member of Conner Prairie, they may utilize their membership to pay their School Tour admission. Please obtain a photo copy of the membership card and have it with you when you pay.

What if a student has an Access Pass? A child with an Access Pass must be accompanied by the adult listed on the card. If the adult named on the pass is not attending, then the Access Pass may not be used.

Is there a tour guide? Our School Tours are self-guided. However, our expert interpreters are staffed throughout the grounds to facilitate activities and discussions.

How many adults should I bring? A minimum of one adult leader for every 10 students in grades 2 and above is required. For students in pre-kindergarten through grade 1, one adult leader for every 5 students is required.

What information should I supply to the adult chaperones? The role of teachers and adult chaperones as group leaders is very important. Your guidance and assistance are necessary to enhance student learning and to ensure that activities are carried out safely. Please remind chaperones to stay with their students at all times.

What should I expect if someone in my group has special needs? Conner Prairie strives to provide a quality experience for guests of all abilities. We welcome nurses and aides at no charge. Please let Guest Relations know at the time of payment so we may still count aides in the attendance. If you have anyone with special needs, contact Guest Relations to help plan your visit.

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STEP INTO THE STORY

~~When can we visit the Animal Encounters Barn? In order to provide a more enjoyable and safer experience for our guests and animals, we are requesting groups sign up for a time in~~
the Barn. This will help spread out the crowd and give everyone a better experience. Please check your confirmation PDF for your assigned time for the barn. The sign ups for this experience are not guaranteed and are based on a first come, first served basis based on a preferred time given. Each time slot is 15 minutes long and can a maximum of 80 people at one time. If assigned a time block please split your group into 15 minute intervals within your time block. After 2:30 the barn will become open admission abiding by our capacity.

When and where do we eat lunch? We have an outdoor picnic shelter available for school groups. At the time of booking the Guest Relations team will schedule lunch on a first come, first served basis based on the preferred lunch time given. We will schedule your lunch as close as your typical lunch time as possible.

What if we need to cancel or change our School Tour reservation? Call Guest Relations. There is no penalty for canceling or changing dates for a School Tour; please call and/or email so we are aware of any reservation adjustments.

How far out can I book? If you would like to reserve your School Tour reservation for the following year, Guest Relations will assist you by phone or you may fill out a [field trip request form](#).

What is the weather policy? The outdoor experience areas are open rain or shine in most cases. The exception to this rule is in the event that lightning occurs within a 10-mile radius of the property. If this should happen, Conner Prairie staff will direct each group to their buses during the severe weather.

What else can I look forward to from Conner Prairie between now and our School Tour visit? Approximately one week before your visit, you will receive an email containing additional important details about your visit. When the email arrives, please review and let us know if you have any additional questions.

Who do I contact if I have more questions? Call Guest relations at 317-776-6000 or email info@connerprairie.org

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STEP INTO THE STORY

Transaction Date: 09/10/2024

Order #: 14074495

Longbranch Elementary School
Stefanie Daniele
2805 Longbranch Rd
Union, KY 41091-8634

Phone: (859) 384-4500

Email: stefanie.daniele@boone.kyschools.us

Thank you for your reservation. You are confirmed for the following program(s):

Date: 4/2/2025

Reservation Name: Longbranch Elementary School - Daniele

Notes:

Start Time: 11:00AM

End Time: 3:00PM

Group Type: SchoolTour-5th Grade

Payment Due: 4/2/2025

169	School Tour - Student	X	\$8.00	=	\$1,352.00
60	School Tour - Chaperone	X	\$8.00	=	\$480.00
8	School Tour - Teacher	X	\$0.00	=	\$0.00
					<hr/>
237					\$1,832.00

Stefanie Daniele

11:00 AM

School Tour

12:00-12:30 PM

School Tour Lunch

If your school has 50% or more of students that are economically disadvantaged, as indicated by the Indiana Department of Education, your school may be eligible for the Transportation Fund. For more information and to apply click [here](#).

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STEP INTO THE STORY

Field Trip Check In Form

Please bring completed form to the School Tour Check In gates upon arrival. An incomplete form may delay your check-in. This check-in form should be for one group and one payment only.

School Name: _____

Lead Teacher Name (for date of visit): _____

Lead Teacher Cell Phone: _____

NOTE: Lead Teacher contact information assists Conner Prairie in reconnecting lost children and lost adults.

Number of Students		X \$8.00	
Number of Adult Chaperones		X \$8.00	
Number of Teachers		X \$0.00	
Number of Adult Members		X \$0.00	
Number of Youth Members		X \$0.00	
Total number in Group		Total Cost	

NOTE: Please attach photocopies of memberships to this form.

Payment Type

☐ Credit Card ☐ Check (Payable to Conner Prairie) ☐ Cash – large bills

I have verified the group attendance listed above. I acknowledge that, once submitted, adjustments to this form will not be accepted.

Print Name: _____ Phone _____

Signature: _____ Date _____