



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 1

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

* Destination Galt House Hotel

* Date(s) of trip April 22-25

* Group requesting bus FCCLA

* Purpose of trip State Leadership Conference

* Bus pick-up time 09:00 am

* Bus return time 02:30 pm

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

* Account to be charged Board/CTE Funds

[Blank Student List Template](#)

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

State Leadership Conference 2025.docx
Added 3/4/2025 7:47:00 PM

[view](#)

* Employee Signature

Signed: **Jessica Johnson**

Stamped: Tue Mar 04 2025 20:47:30 GMT-0500 (Eastern Standard Time); 3/4/2025 7:47:30 PM; 2025-03-05 01:47:30Z; 170.185.150.201; Employee - #346 - JESSICA JOHNSON

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* Principal Signature

Signed: **Robby Peterson**

Stamped: Wed Mar 05 2025 09:08:15 GMT-0500 (Eastern Standard Time); 3/5/2025 8:08:15 AM; 2025-03-05 14:08:15Z; 170.185.150.186; Employee - #371 - JOSEPH PETERSON

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* Direct this field trip packet to



School Field Trip Packet - Overnight Greater than 100 miles with District Transportation

Organization: **Marion County Public Schools** Employee: **JESSICA JOHNSON**
 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

* Employee Name	Jessica Johnson
* School/Work site	Marion County High School
* Date(s) of leave	June 28-30
* Time of departure	08:00 am
* Destination	FCCLA Leadership Camp
* Purpose/Rationale for attending	Regional officers will get officer training, students will develop leadership skills and learn more about FCCLA.
* Number of students involved	5

* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.) No

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

Substitute code

* Registration Yes

Registration cost 150.00

Registration code Perkins

* Mileage No

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 150.00

***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

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

- ✳ Faculty member(s) sponsoring trip Jessica Johnson
- ✳ Type of trip (i.e. classroom, organization, club, athletic, band) FCCLA
- ✳ Destination name FFA Leadership Training Center
- ✳ Destination address 111 Ffa Camp Rd, Hardinsburg, KY 40143
- ✳ Destination phone (270) 756-2301
- Lodging name Same
- Lodging address
- Lodging phone
- ✳ Date(s) of trip June 28-30, 2025
- ✳ Time of departure 08:00 am
- ✳ Purpose/Educational value
Regional officers will get officer training, students will develop leadership skills and learn more about FCCLA.
- ✳ Source of funding for trip Board- Perkins
No student shall be denied the trip because of the inability to pay.
- ✳ Bill trip expenses to (i.e. Sponsoring organization, school council, Board) Board-Perkins
- ✳ Number of students 5
- ✳ Number of faculty sponsors 2
- ✳ Other chaperones 0
- ✳ Total number of participants 7

✳ Supervision (Attach list of names of students and chaperones)

State Leadership Conference 2025.docx [view](#)
Added 3/5/2025 11:43:00 AM

Add a File

✳ Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes

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 1

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

* Destination 111 Ffa Camp Rd, Hardinsburg, KY 40143

* Date(s) of trip June 28-30

* Group requesting bus FCCLA

* Purpose of trip Camp

* Bus pick-up time 08:00 am

* Bus return time 04:00 pm

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

* Account to be charged MCHS FCCLA

Blank Student List Template

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

State Leadership Conference 2025.docx
Added 3/5/2025 11:44:00 AM

[view](#)

* Employee Signature

Signed: **Jessica Johnson**
Stamped:Wed Mar 05 2025 12:43:44 GMT-0500 (Eastern Standard Time);3/5/2025 11:43:44 AM;2025-03-05 17:43:44Z;170.185.150.201;Employee - #346 - JESSICA JOHNSON
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* Principal Signature

Signed: **Robby Peterson**
Stamped:Wed Mar 05 2025 13:56:19 GMT-0500 (Eastern Standard Time);3/5/2025 12:56:19 PM;2025-03-05 18:56:19Z;170.185.150.186;User - robby.peterson - robby.peterson@marion.kyschools.us
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* Direct this field trip packet to ▼

* Supervisor Signature

Not Signed Read-Only

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* Field Trip Designee Signature

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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

School Field Trip Packet - Overnight Greater than 100 miles without District Transportation

Organization: **Marion County Public Schools** Employee: **JAMIE BROWN**
 Assigned To: **User - kim.hood**
[Show History](#)

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

* Employee Name	Jamie Brown
* School/Work site	Marion County High School
* Date(s) of leave	June 21-27, 2025
* Time of departure	07:00 am
* Destination	Orlando, FL
* Purpose/Rationale for attending	National Beta Convention/student competitions and national officer
* Number of students involved	19

* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.) No

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

Substitute code

* Registration No

Registration cost

Registration code

* Mileage No

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 0

***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

We are starting the CAN and background checks for all adults on 3/6/25.

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, athletic, band) club
- * Destination name Courtyard Marriott/Gaylord Palms Convention Center
- * Destination address 6000 W. Osceola Pkwy, Kissimmee, FL 34746
- * Destination phone 888-748-7190
- Lodging name* Courtyard Orlando Lake Buena Vista in the Marriott Village
- Lodging address* 8623 Vineland Ave, Orlando, FL 32821
- Lodging phone* 407-938-9001
- * Date(s) of trip June 21-27, 2025
- * Time of departure 07:00 am
- * Purpose/Educational value attendance and competition for the National Beta Convention
- * Source of funding for trip student/club fundraising
- 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 Activity-Beta Club
- * Number of students 19
- * Number of faculty sponsors 4
- * Other chaperones 10
- * Total number of participants 33
- Certified common carrier Gold Shield Transportation
- Private vehicle, if allowed by policy; specify driver(s) Jessica Bickett, Glen Richardson (transporting their own children)

* Supervision (Attach list of names of students and chaperones)

MCHS Beta Orlando Participant List-June 21-27 2025.pdf

[view](#)

Added 3/5/2025 4:41:00 PM

Add a File

* Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes

Reviewed/Revised: 01/12/15

* Employee Signature

Signed: **Jamie L. Brown**

Stamped: Wed Mar 05 2025 17:42:21 GMT-0500 (Eastern Standard Time); 3/5/2025 4:42:21 PM; 2025-03-05 22:42:21Z; 74.132.57.193; Employee - #321 - JAMIE BROWN

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* Principal Signature

Signed: **Robby Peterson**

Stamped: Thu Mar 06 2025 07:19:53 GMT-0500 (Eastern Standard Time); 3/6/2025 6:19:54 AM; 2025-03-06 12:19:54Z; 170.185.150.186; Employee - #371 - JOSEPH PETERSON

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* Direct this field trip packet to

Empty text box with a dropdown arrow on the right.

Supervisor Signature

Not Signed Read-Only

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* Field Trip Designee Signature

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* Date of Board approval

* Superintendent Signature

Not Signed Read-Only

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Approve

Deny

School Field Trip Packet - Overnight Greater than 100 miles with District Transportation

Organization: **Marion County Public Schools** Employee: **MAKENZIE THOMAS**
 Assigned To: **User - kim.hood**
[Show History](#)

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

* Employee Name	Makenzie Thomas
* School/Work site	Marion County High School
* Date(s) of leave	Tuesday April 15-Wednesday April 16, 2025`
* Time of departure	3:30 pm
* Destination	Murray State University
* Purpose/Rationale for attending	Students will be participating in the State Poultry Contest
* Number of students involved	4

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

Number of days (Avg. \$100 a day) 1
Substitute code Perkins

* Registration No

Registration cost
Registration code

* Mileage No

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 100

***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

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

- * Faculty member(s) sponsoring trip Makenzie Thomas
- * Type of trip (i.e. classroom, organization, club, athletic, band) FFA
- * Destination name Murray State University
- * Destination address 1375 Chestnut St, Murray, KY 42071
- * Destination phone (800) 272-4678
- Lodging name Spring Hill Suits Murray
- Lodging address 1512 N 12th St, Murray, KY 42071
- Lodging phone (270) 917-8000
- * Date(s) of trip April 15-16, 2025
- * Time of departure 4:00 pm
- * Purpose/Educational value Attending the State Poultry Contest
- * Source of funding for trip FFA
- No student shall be denied the trip because of the inability to pay.*
- * Bill trip expenses to (i.e. Sponsoring organization, school council, Board) FFA
- * Number of students 4
- * Number of faculty sponsors 1
- * Other chaperones 1
- * Total number of participants 6
- * Supervision (Attach list of names of students and chaperones)

State Poultry Contest 2025.xlsx [view](#)
 Added 3/5/2025 9:41:00 AM

Add a File

- * Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes

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 SUV

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

* Destination Murray State University

* Date(s) of trip April 15-16, 2025

* Group requesting bus FFA

* Purpose of trip State Poultry Contest

* Bus pick-up time 03:30 pm

* Bus return time 5:00 pm

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

* Account to be charged FFA

[Blank Student List Template](#)

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

State Poultry Contest 2025.xlsx
Added 3/5/2025 9:43:00 AM

[view](#)

* Employee Signature

Signed: **Makenzie Thomas**
Stamped:Wed Mar 05 2025 10:43:13 GMT-0500 (Eastern Standard Time);3/5/2025 9:43:13 AM;2025-03-05 15:43:13Z;170.185.150.213;Employee - #668 - MAKENZIE THOMAS
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* Principal Signature

Signed: **Robby Peterson**
Stamped:Wed Mar 05 2025 13:00:16 GMT-0500 (Eastern Standard Time);3/5/2025 12:00:17 PM;2025-03-05 18:00:17Z;170.185.150.186;User - robby.peterson - robby.peterson@marion.kyschools.us
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* Direct this field trip packet to



* Supervisor Signature

Not Signed Read-Only

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*** Field Trip Designee Signature**

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*** Date of Board approval**

*** Superintendent Signature**

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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