

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 PCASORGANIZATION OR GROUP FFADATE(S) OF TRIP (Including Travel) 7-14 to 7-18 2025SPONSOR'S NAME Cole WillisMALE CHAPERONES 1 FEMALE CHAPERONES 0LOCATION(S): KY FFA LTLCITY/STATE: Hardinsburg, KY 40143

Estimated # OF STUDENTS ELIGIBLE FOR TRIP _____

Male _____ Female _____

Estimated # OF STUDENTS PARTICIPATING _____

Male _____ Female _____

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.

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 _____

Extended Field Trip Request & Forms**COST OF TRIP****Estimated Total Cost of Trip**

\$ 3,240

Meals/Lodging/Transportation

Name of Facility and City for Lodging

\$

Additional Expenses (Specify) _____

\$

****TOTAL COST****How Expenses of Trip Are to Be Paid**

\$ 900

School or District Amount From CTE Source

\$

Association or Parent Group (Specify) _____

\$ 2,250

Student's Share (Individual Amount \$ 9150.00)

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.

\$ 3,240

****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**

① All Chaperones are on the Approved Volunteer List & Approved by Principal

☒ Yes ☐ No

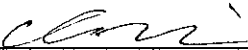
① List of Chaperones completed (Mark whether teacher, parent, etc.)

☒ Yes ☐ No

① 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.

3-10-25

Signature: Trip Sponsor

Date

Signature: Principal Approval

Date

Extended Field Trip Request & Forms**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM****POWELL COUNTY SCHOOL DISTRICT
EXTENDED/OVERNIGHT FIELD TRIPS**DATE: 3-10-25TRIP: PCMS FFA CampSCHOOL and GROUP: PCMS FFASUPERVISING STAFF MEMBER: Cole Will

I, Cole Will, 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.

Cole Will
Chaperone Name (Print)

[Signature]
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

KY FFA LTC 2024 Basic Daily Schedule

Monday

10:00-12:00	Registration
12:00-1:00	lunch
1:00-1:30	Auditorium
1:30-2:30	Release to Huddles
1:30-2:30	Advisor Meeting with Mitcham
2:40-3:40	Workshop 1
3:45-4:45	Workshop 2
4:45	Release to pavilion
5:00-6:00	Dinner
6:00	Flag Lowering
6:15-7:00	Night Session
7:00-7:30	Chapter Hour
7:00-7:30	Camp Council Meets with Mitcham
8:00-10:30	Athletic Field
*showers open at 9:30	
10:30	Call to quarters
11:00 Lights out	

Tuesday

***Make sure pizza orders are in to Kelly by noon Tuesday!!!**

7:00-7:45	Breakfast
8:00	Flag Raising
8:00-8:10	Huddle
8:15-9:00	O and O
9:05-10:30	Chapter Hour
10:40-11:40	Officer Class
12:00-1:00	Lunch
1:00-1:10	Auditorium
1:15-2:05	Workshop 3
2:10-3:00	Workshop 4
3:00	Auditorium
3:00-5:00	Activity Time

5:00-6:00	Dinner
6:00	Flag Lowering
6:15-7:30	Night Session
7:30-8:30	Chapter Hour
8:30-10:30	Athletic Field
10:30	Call to Quarters
11:00	Lights out

Wednesday

7:00-7:45	Breakfast
8:00	Flag Raising
8:00-8:10	Huddle
8:15-9:00	O and O
9:05-10:30	Chapter Hour
10:40-11:40	Officer Class
12:00-1:00	Lunch
1:00-1:10	Auditorium
1:15-2:05	Workshop 5
2:10-3:00	Workshop 6
3:00	Auditorium
3:00-5:00	Activity Time
5:00-6:00	Dinner
6:00	Flag Lowering
6:15-7:30	Night Session
7:30-8:00	Chapter Time
8:00-10:30	Athletic Field
10:30	Call to Quarters
11:00	Lights out

Nightly Chapter Activities:

Monday- Volleyball

Tuesday- Kickball

Wed- Waterball/Chapter Scavenger Hunt

Thursday- Pizza and Karaoke

KY FFA LTC 2024 Basic Daily Schedule

Thursday

7:00-7:45	Breakfast
8:00	Flag Raising
8:00-8:10	Huddle
8:15-9:00	O and O
9:05-10:30	Chapter Hour
10:40-11:40	Officer Class
12:00-1:00	Lunch
1:00-1:10	Auditorium
1:30-3:00	LTC Olympics
3:00-5:00	Activity Time
5:00-6:00	Dinner
6:00	Flag Lowering
6:15-7:30	Night Session (Talent Show)
7:30-8:00	Chapter Hour
8:00-10:30	Athletic Field
10:30	Call to Quarters
11:00	Lights out

*Make sure you enter Leadership Points by Noon on Thursday!

Friday

7:00-7:45	Breakfast
8:00	Flag Raising
8:00-8:30	Huddle
8:30-9:00	Camp Clean-up
9:00-9:45	Closing Session
10:00	Lunch/Depart

*On Friday, make sure cabins are empty before Flag Raising