

**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 Powell County High SchoolORGANIZATION OR GROUP FBLADATE(S) OF TRIP (Including Travel) 4/14 - 4/16SPONSOR'S NAME Allison HaydenMALE CHAPERONES 1 FEMALE CHAPERONES 1LOCATION(S): Galt HouseCITY/STATE: Louisville, KYEstimated # OF STUDENTS ELIGIBLE FOR TRIP 62Male 1 Female 23Estimated # OF STUDENTS PARTICIPATING 24Male 1 Female 23

# 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\$ 7,090.<sup>00</sup>

Meals/Lodging/Transportation

Galt House Hotel Louisville KY

Name of Facility and City for Lodging

\$

Additional Expenses (Specify) attached

\$

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

\$

School or District Amount From CTE Source

\$

Association or Parent Group (Specify) \_\_\_\_\_

\$

Student's Share (Individual Amount \$ \_\_\_\_\_)

**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.**\$ 7,090.<sup>00</sup>**\*\*TOTAL PAYMENT MUST MATCH TOTAL COST ABOVE\*\*****PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:**

Field Trip Policy &amp; Procedures &amp; 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**

○ All Chaperones are on the Approved Volunteer List &amp; Approved by Principal

☒ Yes ☐ No

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

☒ Yes ☐ No

○ Field Trip Policy &amp; 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.

Elison Hayden  
Signature: Trip Sponsor3/17/25  
Date[Signature]  
Signature: Principal Approval3/17/25  
Date

**Extended Field Trip Request & Forms****ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM****POWELL COUNTY SCHOOL DISTRICT  
EXTENDED/OVERNIGHT FIELD TRIPS**DATE: 4/14 - 4/16TRIP: FBLA State Leadership ConferenceSCHOOL and GROUP: PCHS / FBLASUPERVISING STAFF MEMBER: Alison Hayden

I, Alison Hayden, 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.

Alison Hayden  
Chaperone Name (Print)

Alison Hayden  
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

**Extended Field Trip Request & Forms****ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM****POWELL COUNTY SCHOOL DISTRICT  
EXTENDED/OVERNIGHT FIELD TRIPS**DATE: 4/14 - 4/16TRIP: FBIA State Leadership ConferenceSCHOOL and GROUP: PCHS / FBIASUPERVISING STAFF MEMBER: Zachary Skidmore

I, Zachary Skidmore 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.

ZACHARY SKIDMORE  
Chaperone Name (Print)

Zach Skidmore  
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

We will be taking 24 students with 2 advisors, me and Zachary Skidmore. We are leaving Monday morning, April 14th and returning before school ends on Wednesday, April 16th. I have attached a brief overview shared with us at the bottom. Let me know if you need anything else.

Graphic Design

Madison Kincaid

Jacey Walters

Ella Napier

Intro to Business Presentation

Daleela Jasser

Olivia Stone

Intro to Public Speaking

Raelynn Turner

Intro to Social Media Strategies

Julia Estes

Brooklyn Whitehead

Peyton Jefferson

Sales Presentation

Lexi Hilario - also scrapbook

Reagan Shelton

Sophia McKinney - also scrapbook

Visual Design & Local Chapter Name Tag

Avery Linn

Josie McClure - also Eugene H Smith Scholarship

Alayna Shank

Digital Animation

Emma Foster

Business Ethics

Jessleigh Centers

Molli Lacy

Marketing

Michael Short

Brilee McIntosh - also scrapbook

Local Chapter Newsletter

Lillee Jett

Partnership with a Business

Addyson Hayden

Hana Knox

Andi Wooton