

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 Middle SchoolEstimated # OF STUDENTS ELIGIBLE FOR TRIP 11Male 8 Female 4ORGANIZATION OR GROUP Academic TeamEstimated # OF STUDENTS PARTICIPATING 11Male 7 Female 4DATE(S) OF TRIP (Including Travel) April 25-27

OF SCHOOL DAYS INVOLVED _____

SPONSOR'S NAME Charissa Knox / Code BellMALE CHAPERONES 1FEMALE CHAPERONES 1LOCATION(S): Dayton Ohio National Airforce MuseumCITY/STATE: Dayton OH

☒ 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\$ 2,400

Meals/Lodging/Transportation

Holiday Inn Dayton / Fairborn

Name of Facility and City for Lodging

\$ 100Additional Expenses (Specify) Admissions\$ 2,500****TOTAL COST**How Expenses of Trip Are to Be Paid\$ 4,000School or District Amount From PR 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.\$ 2,500****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.

Chandra Neff

Signature: Trip Sponsor

3-18-25

Date

M. D. K. Shuck

Signature: Principal Approval

3/18/25

Date

Extended Field Trip Request & Forms**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM****POWELL COUNTY SCHOOL DISTRICT
EXTENDED/OVERNIGHT FIELD TRIPS**DATE: 3-18-25TRIP: National Airforce MuseumSCHOOL and GROUP: Academic TeamSUPERVISING STAFF MEMBER: Charissa Knox Cade Ball

I, Charissa Knox, 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.

Charissa Knox
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

List of Students

Aiden Whitaker	8th
Naevah Hager	8th
Waylon King	8th

Aedyn Brown McCoy	7th
Shiliah Hunt	7th
Colton Cline	7th
Melody Cook	7th

Elijah Rogers	6th
Deston Jones	6th
Aleena Jasser	6th
Sophia Allen	6th

Proposal for Overnight Weekend Field Trip

Destination: National Museum of the United States Air Force and Wright Brothers National Museum, Dayton, Ohio

Participants: Academic Team Students

Chaperones: Academic Team Coach, Assistant Coach, and Parent Volunteers

Proposed Dates: April 25, 2025- April 27, 2025

Purpose and Educational Objectives

The purpose of this field trip is to provide academic team students with an enriching educational experience that enhances their understanding of U.S. history, aviation technology, and scientific innovation. Students will:

- Explore historical artifacts and exhibits related to aviation and aerospace advancements.
 - Learn about the legacy of the Wright Brothers and their impact on modern aviation.
 - Engage in educational programs that promote critical thinking and STEM-related learning.
 - Foster team bonding and collaboration outside of the academic environment.
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Itinerary Overview**Day 1:**

- **Afternoon:** Depart from Powell County Middle School to Dayton, Ohio (Approx. 3.5 hours)
- **Evening:** Check-in at Holiday Inn Dayton/Fairborn
 - Group dinner and team-building activities

Day 2:

- **Morning:** Breakfast at the hotel
 - Visit the Wright Brothers National Museum
 - Interactive exhibits and guided tour
 - Lunch before moving on to the National Museum of the United State Air Force Museum.
- **Afternoon:**
 - Arrive at the National Museum of the United States Air Force
 - Guided tour and educational workshops
- **Evening:**
 - Group Dinner and team-building activities

Day 3:

- **Morning:** Breakfast at the hotel
 - Check out of the hotel
 - Depart for Powell County Middle School
 - **Afternoon:** Lunch and reflection activity
 - **Evening:** Arrival back at Powell County Middle School
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Educational Highlights

- **National Museum of the United States Air Force:**
 - Presidential Aircraft Gallery, Space Gallery, and WWII Exhibits
 - STEM learning stations and aviation simulators
 - **Wright Brothers National Museum:**
 - Historical exhibits on the invention of the airplane
 - Hands-on interactive displays
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Cost Breakdown (Estimated Per Student)

- **Transportation:** School Bus
 - **Lodging:** Holiday Inn Dayton/Fairborn- \$143 per room/night 6 rooms including bus driver
Total around \$1400
 - **Meals:** Breakfast, Lunch and Dinner - \$700
 - **Admission Fees and Educational Programs:** \$104
 - **Total Estimated Cost Per Student:** \$228
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Funding and Fundraising Opportunities

To offset costs, we propose the following:

- Fundraising events (e.g., bake sales, Battle of the brains)
 - Academic team budget allocation
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Chaperone and Safety Plan

- Minimum of 1 adult chaperone per 5 students

- All chaperones will undergo background checks (per school policy)
 - Students will adhere to a strict schedule with assigned groups and leaders
 - Emergency contact information and medical consent forms will be collected
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Benefits and Justification

This field trip aligns with educational standards in U.S. history, science, and technology. It supports academic team growth, enhances students' knowledge in STEM fields, and provides a real-world application of classroom learning. Additionally, the overnight experience fosters social-emotional growth, leadership skills, and team unity.

Approval and Next Steps

We kindly request approval for this field trip from Powell County Schools . Upon approval, we will proceed with the following:

- Confirm travel and lodging arrangements
 - Organize fundraising events
 - Communicate detailed itineraries and permission slips to parents
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Submitted by:

Cade Ball/Charissa Knox
Academic Team Coach/Assistant Coach
Powell County Middle School



Charissa Knox <charissa.knox@powell.kyschools.us>

Academic Team Trip

1 message

Elisha Wills <elisha.wills@powell.kyschools.us>

Tue, Mar 18, 2025 at 10:00 AM

To: Cade Ball <cade.ball@powell.kyschools.us>, Charissa Knox <charissa.knox@powell.kyschools.us>, Martina Skidmore <martina.skidmore@powell.kyschools.us>

I have good news! I received an approved request to pay for your academic team trip.

I included the cost of transportation, lodging, and admission fees to educational museums.

I have an approved amount of \$4,000.00

Have you made any travel plans/reservations already? I think the easiest thing to do would be to just get a PO and check out the district card for your rooms, admission, etc.

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Elisha N. Wills
School Coordinator
Full Service Community Schools
Powell County Middle School
770 W. College Ave
Stanton, KY 40380
606.663.3308 ext. 642

