

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 PCHSORGANIZATION OR GROUP ED RisingDATE(S) OF TRIP (Including Travel) 6/25 - 6/30SPONSOR'S NAME Melissa Meade

MALE CHAPERONES _____ FEMALE CHAPERONES _____

LOCATION(S): _____

CITY/STATE: Orlando, Florida

Estimated # OF STUDENTS ELIGIBLE FOR TRIP _____

Male 0 Female _____

Estimated # OF STUDENTS PARTICIPATING _____

Male 0 Female 4

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? _____

distance☐ 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**

\$ 2500 flight
 5000 hotel
 3000 Registration
 150 meal

\$

\$ 15,850**Meals/Lodging/Transportation**

Universal Cabana Bay Beach Resort Orlando, Fl.
Name of Facility and City for Lodging

Additional Expenses (Specify)****TOTAL COST****How Expenses of Trip Are to Be Paid**

\$ 10,650

\$ 5,100

\$ 100

School or District Amount From CTE SourceAssociation or Parent Group (Specify) ED RisingStudent's Share (Individual Amount \$ 100)

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.

\$ 15,850

****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**

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

☐ Yes ☐ No

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

☐ Yes ☐ No

Ⓞ 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.

Melissa Neade
Signature: Trip Sponsor

3/20/25
Date

[Signature]
Signature: Principal Approval

3/20/25
Date

Extended Field Trip Request & Forms**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM****POWELL COUNTY SCHOOL DISTRICT
EXTENDED/OVERNIGHT FIELD TRIPS**DATE: 6/25-6/30TRIP: ED Rising National ConferenceSCHOOL and GROUP: PCHS ED Rising ClubSUPERVISING STAFF MEMBER: Melissa Meade

I, Melissa Meade, 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.

Melissa Meade
Chaperone Name (Print)

Melissa Meade
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



June 26-29, 2025 | Rosen Shingle Creek | Orlando, Florida

Tentative conference schedule

June 25th Pre-Conference

- 1:00 PM - 6:00 PM State/Regional Coordinators Meeting (*by invitation only*)
- 3:00 PM - 6:00 PM Bundle Pick-up
- 3:00 PM - 6:00 PM Registration/Store opens

June 26th *Celebratory meal*

- 8:00 AM - 5:00 PM Bundle Pick-up
- 8:00 AM - 5:00 PM Registration/Store opens
- 9:00 AM - 11:00 AM Judges training (*by invitation only-lunch after training*)
- 1:00 PM - 7:00 PM Competitions
- 1:00 PM - 5:00 PM College & Innovation Fair
- 1:00 PM - 4:45 PM Breakout sessions
- 7:00 PM Opening Ceremony with Keynote

June 27th

- 8:00 AM - 5:00 PM Registration/Store opens
- 8:00 AM - 12:00 PM Competitions
- 9:00 AM - 5:00 PM Emerging Leaders/Distinguished Educators Meeting (*by invitation only*)
- 9:00 AM - 12:00 PM Curriculum Training Part 1* (*pre-registration required*)
- 9:00 AM - 10:45 AM Breakout sessions
- 9:00 AM - 5:00 PM College & Innovation Fair
- 10:45 - 11:45 PM Dedicated time to visit the exhibit hall
- 12:00 - 2:00 PM Membership Recognition Lunch with Keynote
- 2:00 - 4:45 PM Breakout sessions
- 2:00 - 5:00 PM Curriculum Training Part 2* (*pre-registration required*)
- 2:00 - 7:00 PM Competitions
- 7:00 - 8:00 PM National Signing Day
- 8:00 - 11:00 PM Student Social Event (Lip Sync and Karaoke)

June 28th

- 8:00 AM - 12:00 PM Registration/Store opens
- 8:00 AM - 12:00 PM Curriculum Training Part 3* (*pre-registration required*)
- 8:00 AM - 12:00 PM Competitions
- 8:00 AM - 3:00 PM Emerging Leaders/Distinguished Educators Meeting (*by invitation only*)
- 9:00 AM - 11:45 AM Breakout Sessions
- 10:00 AM - 12:00 PM National Delegate meeting
- 12:00 - 1:00 PM Lunch (on your own)
- 1:00 PM City Exploration Time

June 29th

- 10:00 - 12:30 PM Closing General Session & Awards Celebration
 - *Continental breakfast provided*
- 3:00 Flight departures to return home

**Attendees must have purchased the Educators Rising Curriculum*

**We will visit Universal on days that do not conflict w/competition*

Ed Rising Nationals June 25-30, 2025

Student List:

Madison Powell
Adrianne Garnett
Jaylen Campbell
Isabella Byrd

Chaperone List:

Melissa Meade
Chase Friel or Sherri Frerichs, or Gracie Marks