

School-Related Student Trip Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.
A SEATING CHART FOR ALL TRIPS MUST BE SUBMITTED TO THE PRINCIPAL PRIOR TO THE TRIP.

SCHOOL MCHS

FACULTY MEMBER(S) SPONSORING TRIP

Christi Maloney-Reck
Bethanie Manley

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____
☒ Organization/Club Trip, specify HOSA ILC ☐ Other (athletic, band, if applicable) _____

DESTINATION Gaulord Opryland Resort and Conference Center ADDRESS 2800 Opryland Drive Nashville TN 37214 PHONE 615-889-1000

- ☐ Out of State ☐ Out of County ☐ Within County
☒ Overnight; give name, address, phone of lodging Embassy Suites 10 Century Boulevard Nashville, TN 37214
615-871-0033

DATE(S) OF TRIP 6/17/25 - 6/22/25 DEPARTURE TIME 6/17/25 8:30am RETURN TIME 6/22/25 4:00pmPURPOSE/EDUCATIONAL VALUE HOSA International Leadership ConferenceSOURCE OF FUNDING FOR TRIP HOSA funds, Donations, Fundraising, LAVEC

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO: ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY _____NUMBER OF: STUDENTS 9 FACULTY SPONSORS 2 OTHER CHAPERONES _____
TOTAL # OF PARTICIPANTS 11

FOOD SERVICE: ARE MEALS TO BE PROVIDED BY FOOD SERVICE?

- ☐ NO ☒ YES, # OF STUDENTS 9 - COMPLETE PAGE 2 AND SUBMIT 2 WEEKS PRIOR TO TRIP

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.☐ CERTIFICATED COMMON CARRIER; SPECIFY 2 vans☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

☒ YES ☐ NO I HAVE AN EVENT-SPECIFIC EMERGENCY ACTION PLAN FOR THE TRIP SITE AND WILL DISTRIBUTE TO ALL PERSONNEL ATTENDING THE EVENT IN AN OFFICIAL CAPACITY.Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? ☒ Yes ☐ NoChristi Maloney-Reck
Signature of Faculty Sponsor4/13/25
DateTrip has been ☒ approved ☐ disapproved. Reason for disapproval _____Lisa Reed
Signature of Superintendent/Designee

Date

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

Event Specific Emergency Action Plan (EAP) for School Sanctioned
Nonathletic Event Held Off-Campus

Destination/Venue Gaylord Opryland Resort and Convention Center

Venue Address: 2800 Opryland Drive, Nashville, TN 37214

Person or email contacted at venue to discuss EAP Doris @ Front Desk

Position/title of person contacted Receptionist

Date(s) of contact 4/13/25

Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no

If yes, where is it located. multiple AED's located throughout center. map to be emailed. Cascade lobby mentioned to have AED during call.

Does venue have an emergency response team (ERT)? ☒ yes ☐ no (Security Team)

Process to request AED and/or ERT if needed at the scene: Contact Security Team

Will a portable AED be taken from school on this trip? ☒ yes ☐ no

If yes, who will be responsible for oversight and location of AED? Kristi Maloney-Peck

Is any other assigned emergency equipment available on field trip? no

If yes, list location of equipment: _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival:
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing).
 - Call 9-1-1 using cell phone or other means of communication.
 - Begin Hands only CPR (push hard and fast in center of chest about 100 times/minute).
 - Retrieve and use the nearest Automated External Defibrillator (AED).
 - Continuing supporting the victim until the local EMS arrives and takes over care.
 - Direct EMS to the scene.

Review/Revised: 8/16/2023