School Field Trip Packet - OvernightGreater than 100 miles with District Transportation

Organization: Marion County Public Schools Employee: JESSICA JOHNSON

Assigned To: User - chris.brady

Warning: You are not the assigned user for this

stage.

Show History

Remove Applicants or Employees

NOTE: Field trip packets that require Board approval will <u>only</u> be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

School/Work site

Marion County High
School

₩ Date(s) of leave

May June 28-30

★ Time of departure 08:00 am

Destination

about FCCLA.

FCCLA Leadership Camp

Purpose/Rationale for attending Regional officers will get officer training, students will develop leadership skills and learn more

★ Number of students involved

5

Substitute needed (please remember to enter your absence in Aesop, No

even if a substitute is not required.)

Number of days (Avg. \$100 a day)

Substitute code

★ Registration Yes

Registration cost 150.00

Registration code Perkins

₩ Mileage No

Number of miles

Number of days

★ Lodging
No

Cost per night

Number of nights

Lodging rate

₩ Meals No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

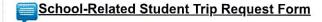
Grand total of expenses

150.00

*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Reviewed/Revised: 01/12/2015



09.36 AP.21

★ Faculty member(s) sponsoring trip

Jessica Johnson

Type of trip (i.e. classroom, organization, club, athletic, band)

☼ Destination name
FFA Leadership

Training Center

♣ Destination address
111 Ffa Camp Rd,

Hardinsburg, KY

40143

Restination phone (270) 756-2301

Lodging name Same

Lodging address

Lodging phone

★ Date(s) of trip
June 28-30, 2025

★ Time of departure 08:00 am

Purpose/Educational value

Regional officers will get officer training, students will develop leadership skills and learn more about FCCLA.

Source of funding for trip

Board- Perkins

No student shall be denied the trip because of the inability to pay.

Relative Bill trip expenses to (i.e. Sponsoring organization, school council, Board) Board-Perkins

Number of students 5

2

* Number of faculty sponsors

★ Total number of participants

Supervision (Attach list of names of students and chaperones)

State Leadership Conference 2025.docx Added 3/5/2025 11:43:00 AM view

Add a File

verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.

Tirect this field trip packet to

christina.mcray

Supervisor Signature

Signed: Christina McRay

Stamped:Wed Mar 12 2025 07:00:09 GMT-0400 (Eastern Daylight Time);3/12/2025 6:00:10 AM;2025-03-12 11:00:10Z;170.185.150.185;User - christina.mcray - christina.mcray@marion.kyschools.us

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Field Trip Designee Signature

Signed: Michael K. Abell

Stamped: Wed Mar 12 2025 08:37:33 GMT-0400 (Eastern Daylight Time); 3/12/2025 7:37:33 AM; 2025-03-12 12:37:33Z; 170.185.150.206

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* Date of Board approval

03/20/2025

Superintendent Signature

Click to Digitally Sign

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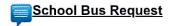
Approve

Deny

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

Yes

Reviewed/Revised: 01/12/15



This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

★ Buses needed

1

*If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.

★ Destination
111 Ffa Camp Rd,
Hardinsburg, KY

40143

₩ Date(s) of trip June 28-30

☆ Group requesting bus

FCCLA

😽 Purpose of trip Camp

₩ Bus pick-up time 08:00 am

♣ Bus return time 04:00 pm

When transporting items that cannot be held in lap of students, under storage will be required to store these items.

Under storage will be required

storage will be required to store these items.

MCHS FCCLA

* Account to be charged

Blank Student List Template

Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

State Leadership Conference 2025.docx Added 3/5/2025 11:44:00 AM

<u>view</u>

* Employee Signature

Signed: Jessica Johnson

Stamped:Wed Mar 05 2025 12:43:44 GMT-0500 (Eastern Standard Time);3/5/2025 11:43:44 AM;2025-03-05 17:43:44Z;170.185.150.201;Employee - #346 - JESSICA JOHNSON

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Principal Signature

Signed: Robby Peterson

Stamped:Wed Mar 05 2025 13:56:19 GMT-0500 (Eastern Standard Time);3/5/2025 12:56:19 PM;2025-03-05 18:56:192;170.185.150.186;User - robby.peterson@marion.kyschools.us

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School Field Trip Packet - OvernightGreater than 100 miles without District Transportation

Organization: Marion County Public Schools

Employee: DAVID HIBBARD

Assigned To: User - kim.hood

Show History

NOTE: Field trip packets that require Board approval will only be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

★ Employee Name David Hibbard

★ School/Work site
Marion County High School

Ray 7-May 11, 2025

★ Time of departure 08:00 am

Destination Phoenix, AZ

Purpose/Rationale for attending
National High School Mock Trial Competition

※ Number of students involved

11

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day) 3

Substitute code Mock Trial

Registration No

Registration cost

Registration code

Number of miles

Number of days

₩ Lodging No

Cost per night

Number of nights

Lodging rate

₩ Meals No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

 *An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

♣ Faculty member(s) sponsoring trip

David Hibbard

* Type of trip (i.e. classroom, organization, club, Academic athletic, band)

Destination name
Phoenix, AZ

Destination address
122 North 2nd St

Destination phone
602-252-1234

Lodging name

Lodging address

Lodging phone

Date(s) of trip
May 7-11, 2025

Time of departure 08:00 am

Purpose/Educational value

National High School Mock Trial Competition

No student shall be denied the trip because of the inability to pay.

organization, school council, Board)	Mock Trial
Number of students	11
Number of faculty sponsors	1
* Other chaperones	0
* Total number of participants	12

Certified common carrier

Private vehicle, if allowed by policy; specify driver(s)

* Supervision (Attach list of names of students and chaperones)

Mock Trial Roster 2024-25.docx Added 3/28/2025 11:12:00 AM

Add a File

Have all chaperones undergone the required Yes records check and been designated by the principal/designee to supervise students?

view

Reviewed/Revised: 01/12/15

Employee Signature

Signed: David Hibbard

Stamped:Fri Mar 28 2025 12:11:55 GMT-0400 (Eastern Daylight Time);3/28/2025 11:11:56 AM;2025-03-28 16:11:56Z;170.185.150.206;Employee - #339 - DAVID HIBBARD

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🟶 Principal Signature

Signed: Robby Peterson

Stamped: Tue Apr 01 2025 10:02:32 GMT-0400 (Eastern Daylight Time);4/1/2025 9:02:32 AM;2025-04-01 14:02:32Z;170.185.150.186

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* Direct this field trip packet to

Supervisor Signature

Not Signed

Read-Only

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* Field Trip Designee Signature

Not Signed

Read-Only

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Date of Board approval

Superintendent Signature

Not Signed

Read-Only

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Approve

Deny

	k1	