

Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.

School: Boone Co High Grade(s): 11-12 Class/Activity Group/Team: Forensics
 Teacher/Sponsor/Coach: Tharpe Cell Phone Number: 859-866-7571
 Person trained with current medication administration training CPR/FA/AED credential Erin Tharpe
 Destination Venue, Location and State: Hilton Chicago 720 S. Michigan Ave Chicago, IL
 Trip Location Contact Person: Jennifer Hughes/Bryan West Phone Number: (312) 922-4400 / (312) 440-3679
 # Teachers: 5 # Students: 10 # Chaperones: _____ Adult/Student Ratio: 1:2

Date(s) & Times Departure Date: <u>5/22/25</u> Time: <u>9:00</u> AM/PM Return Date: <u>5/24/25</u> Time: <u>5:00</u> AM/PM		Cost Total Cost: \$ <u>5,376.90</u> Funding Source: <u>Fundraising University, Donations</u> Fee to be assessed to students: \$ <u>~540 (Before Fundraising)</u> Attach Student Activity Cost Form 09.15 AP.23	Transportation <input type="checkbox"/> District Bus/Van <input type="checkbox"/> Charter Bus: Approved Bid – Company Name Other: <u>Parent Driver</u> Attach a copy of Charter Bus Contract.
Meals	At school prior to departure <input type="checkbox"/> Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)	Student Packed <input checked="" type="checkbox"/> School Cafeteria Packed <input type="checkbox"/> Name & Location: <u>Restaurants in Chicago</u> Name & Location:	Location where packed lunches will be consumed:
	Over Night Date: <u>5/22 - 5/24</u> Date:	Lodging: <u>Hilton Chicago</u> Lodging:	

Trip Purpose and Core Content/Learning targets: Forensics National Camp.

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: N/A

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: Erin Tharpe

School Nurse Initials: TA for verification that medications administrator listed above received training.

Due Date: 5/1/25 to turn in Roster and completed Parent Permission Slips for nurse's final review.

The following items have been completed or are in process. (Teacher/Sponsor/Coach must initial below)

- N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website
- GA I have attached an anticipated Trip Itinerary
- GA I have evaluated the trip site for potential hazards/special requirements
- GA 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.
- GA Funds have been secured for indigent students
- GA If needed, background checks for chaperone approval have been initiated
- GA Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):

Teacher/Sponsor/Coach Signature: Erin Tharpe Date: 3/27/25

School-Related Student Trip Request Form

EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)

FOR

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Chicago IL (Hilton, Jones College prep, Columbia East-West, Roosevelt, Palmer)Venue Address Various (see attached)Person or email contacted at venue to discuss EAP Various (see attached)Position/Title of person contacted Various (see attached)Date (s) of contact 3/25/25Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no? Is it regularly maintained? ☐ yes ☐ no? If yes, where is it located? see attachedDoes venue have an emergency response team (ERT) yes ☒ no?Process to request AED and/or ERT if needed at the scene call 9-1-1 & building securityWill a portable AED be taken from school on this trip? ☐ yes ☒ no? If yes, who will be responsible for oversight and location of AED? _____Is any other assigned emergency equipment available on field trip? ☐ yes ☒ no

If so, 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 911 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 AED.
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

○ APPROVAL SIGNATURES REQUIRED

- CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

Principal: [Signature] Date: _____

- ☒ Required for all trips

Superintendent/Designee: _____ Date: _____

- ☒ Overnight Trips

Board of Education: _____ Meeting Date: _____

- Submit forms to Superintendent/Designee for review and submission to the Board for approval.

- ☒ Travel outside the Tri-State area of KY, OH, IN

- ☐ Common Carrier contract including cost

- ☐ Common Carrier Transportation Reason for using a Charter Bus/Plane: _____

- All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.

Event Location	Contact Person	Date of Contact	Method	AED?	Location
Hilton Chicago	Officer Pitts	3/31/25	Phone call	YES	Throughout the building- if emergency services are called, AED is automatically brought.
Palmer House Hotel	Denilia Smiles	3/31/25	Phone call	YES	Throughout the hotel- all hotel security knows where they are located and will retrieve when an emergency is called in.
Columbia	Ania Greiner	3/29/25	Email	YES	All Columbia Buildings
East-West University	Arthur Miller	3/31/25	Phone Call/ Email	YES	Multiple throughout school- in main lobby and on each floor
Jones College Prep	Audry Watkins	3/31/25	Phone call	YES	Multiple around the school. Located in both buildings, on all floors
Roosevelt University	Officer Gamez	3/31/25	Phone Call	YES	First floor of the Wabash and Michigan building



Tournament Sites & Walking Directions

Each site we are using for NCFL 2025 is listed below along with the address, what events are happening there on what days, a photo of the building entrance you are looking for (schools only), and a button that will link you to Google Maps for quick & easy walking directions. Scroll to the bottom of the page to view what's happening where by day. While we encourage walking between sites, we will have a limited number of buses looping between sites as well for those that need a ride. Visit our Buses page to learn more.

All students, judges, observers, volunteers, and staff will need wristbands to enter competition venues on Saturday and Sunday.

HOTELS

Hilton Chicago | 720 S Michigan Ave.

- Thursday & Friday: Registration & Questions
- Saturday: Congress, LD, PF, Mass, Postings Party
- Sunday: Congress, Speech, Awards

HILTON CHICAGO

Hilton Chicago Building Navigation

- Lower Level (Stevens Meeting Ctr.): Justice, Mobley, Salons A-D
- Lobby Level: Buckingham, Continental, Grand Tradition
- Second Floor: Boulevard, Grand Ballroom, International Ballroom, Normandie Lounge
- Third Floor: Astoria, Joliet, Marquette, PDR 1-7, Waldorf, Williford
- Fourth Floor: Conference Rooms 4A-4R, McCormick Boardroom, Pullman Boardroom
- Fifth Floor: Conference Rooms 5A-5J
- Eighth Floor: Lake Erie, Lake Huron, Lake Michigan, Lake Ontario



- Saturday: Policy, Extemp
- Sunday: LD, Policy, PF

PALMER HOUSE

Palmer House Building Navigation

- Lobby Level: Empire, Honore
- Third Floor: Ashland, Congress, Cresthill, Crystal, Harvard, Indiana, Kimball, Logan, Madison, Marshfield, Salons 1-12, Wabash, Wilson
- Fourth Floor: Exhibit Hall, Grand Ballroom, Red Lacquer, State Ballroom
- Fifth Floor: Buckingham, Chicago, Price
- Sixth Floor: Adams, Grant Park Parlor, Hancock Parlor, Medinah Parlor, Millennium Parlor, Monroe, Spire Parlor, Water Tower Parlor, Wrigley Parlor
- Seventh Floor: Burnham, Clark, Dearborn, LaSalle, Montrose, Sandburg

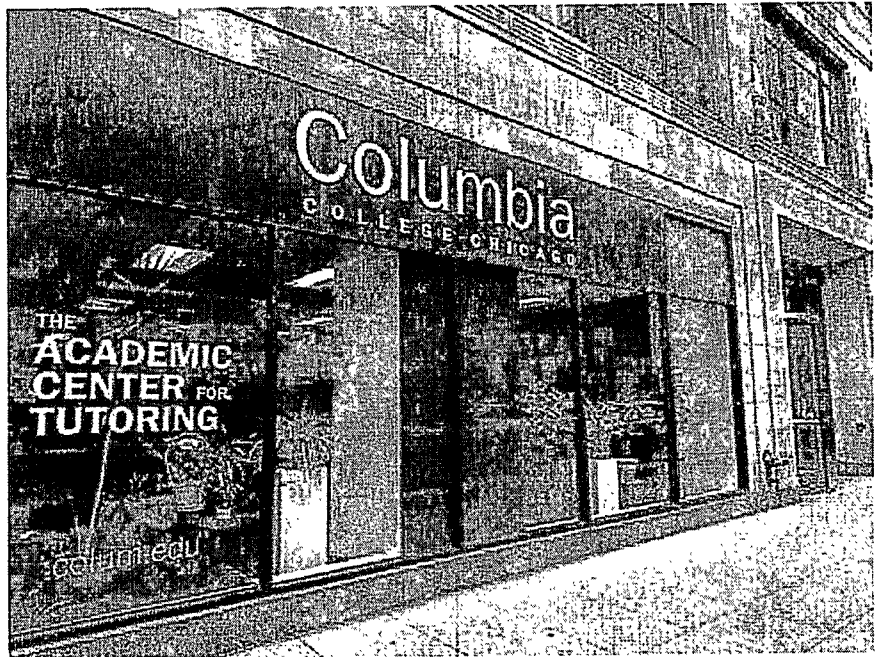
SCHOOLS

Columbia College | 33 E. Ida B. Wells Drive

- Saturday: Duo Interp

Columbia Building Navigation:

- **ENTRANCE ON WABASH!**
- Floors 3, 4, and 5 being used for competition.
- Rooms 410 & 412 are slightly out of order, but they are there! They are tucked in the corners.
- Open space to gather between rounds on the 5th floor.
- Each room has a unique key code. Tournament staff will be available to ensure all doors are opened as needed. If you are the last person to leave the room, please leave the door propped.



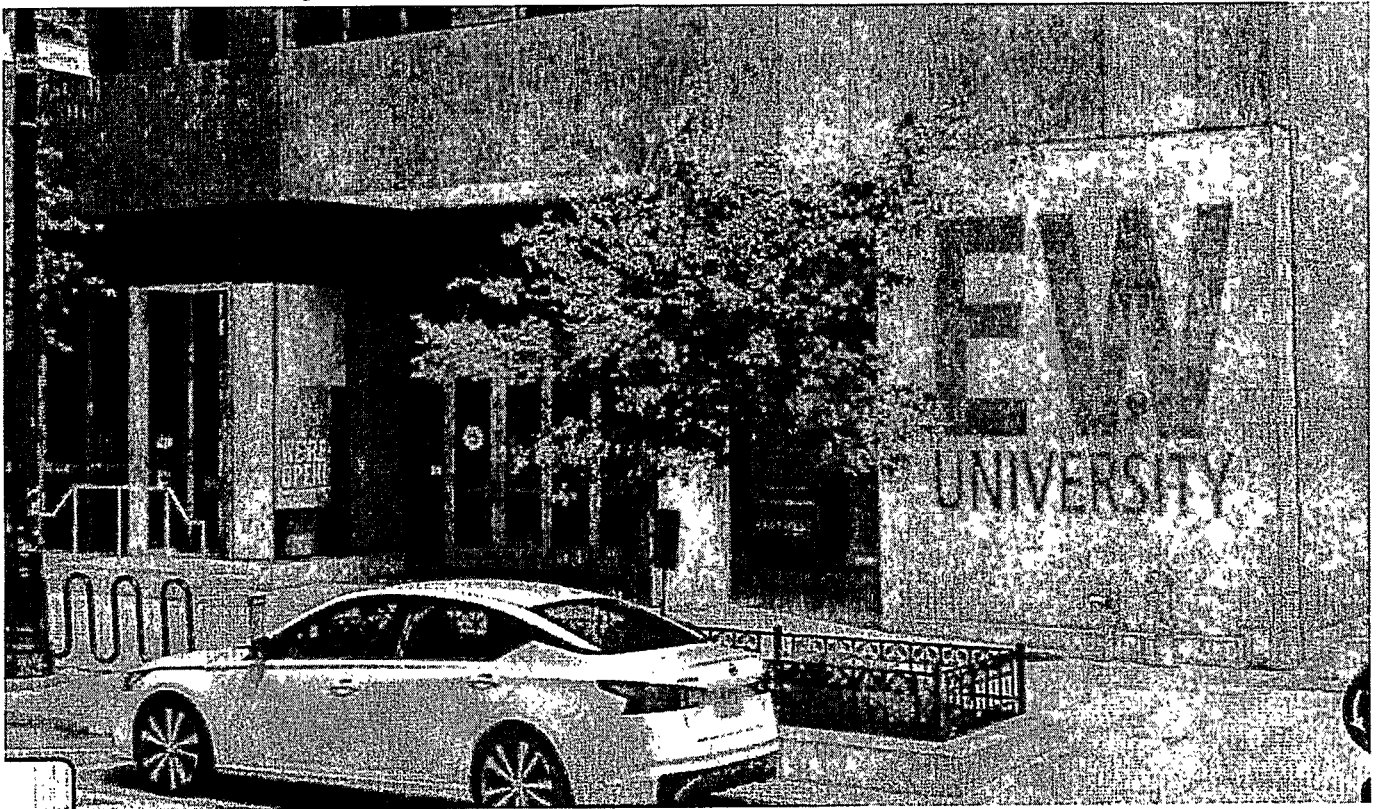
entrance photo

East-West University | 829 S Wabash Ave.

When you enter 829 S Wabash Ave. you'll be in the Student Life Center (SLC). The SLC is attached to the West Building, and the West Building is attached to the East Building. All three buildings are connected by internal hallways.

- Saturday: Oral Interp

SLC ENTRANCE | 829 S WABASH AVE.



entrance photo

East-West Building Navigation

- **Student Life Center (SLC).**
 - 4th Floor: 404, 405
 - 6th Floor: Conference Room East, Conference Room West
 - 17th Floor: Skyline, Fountainview
- **Getting to the West Building from SLC.** There are 2 sky bridges between SLC and West.
 - 3rd floor of SLC will take you to the 4th floor of the West Building. This is the preferred method.
 - 6th floor of SLC will bring you to the 8th floor of the West Building.
- **Getting from the West Building to the East Building.** There is a sky bridge on the 3rd floor, that will get you back and forth between West and East.



• Saturday Boxed Lunch Pick Up: EXT, OO, DUO, Policy

JONES COLLEGE PREP



entrance photo

Roosevelt University | 425 S Wabash Ave.

The entrance for Roosevelt University is on Wabash Ave is the WB building, which connects to the AUD building via internal hallways. Please only use the Wabash entrance.

- Saturday: Oratory
- Saturday Boxed Lunch Pick Up in Fainman Lounge: EXT, OO, DUO, Policy

ROOSEVELT WB | 425 S WABASH



entrance photo

Roosevelt Building Navigation

- Enter using the Wabash entrance only.
- Getting from WB to AUD: There is a second floor walkway between the two buildings
- AUD Sullivan Room: On the 2nd floor, at the front of the Fainman Lounge

TOURNAMENT VENUES BY DAY (what is happening where & when)

Friday, May 23

- Registration at Hilton Chicago

Saturday, May 24

- LD, PF, Congress, Mass, and the Postings Party will be at the Hilton Chicago.
- Policy & Extemp will be at the Palmer House
- DEC & DP will be at Jones College Prep
- DUO will be at Columbia
- OI will be at East West
- OO will be at Roosevelt



- LD, Policy and PF will be at the Palmer House
 - Speech, Congress, and Awards will be at the Hilton Chicago
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NCFL 2025 | Chicago, IL | May 24-25, 2025