

Request to Place an Item on the AgendaName: Brandi Francies

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Name of school children attend, if applicable: \_\_\_\_\_

Group represented: Class of 2025Check if request was submitted to: ☐ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Lee QuanesDescription of Issue: TravelSpecific Action Requested: Permission to Travel to Holiday  
World - Santa Claus Indiana on a  
Charter Bus on May 14, 2025.Check if you are: ☐ Board Member ☐ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

# Charter Bus

STUDENTS

09.36 AP.21

## School-Related Student Trip Request Form & Event Specific Emergency Action Plan (EAP)

SCHOOL TCCHS FACULTY MEMBER(S) SPONSORING TRIP Francies

### TYPE OF TRIP (CHECK ONE):

Organization requesting the Trip / Organization responsible for Payment: Class of 2025

DESTINATION Holiday World ADDRESS Santa Claus, Indiana

☐ Overnight; give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP 5/14/25 DEPARTURE TIME 7:00 AM RETURN TIME 7:00 PM

SOURCE OF FUNDING FOR TRIP \_\_\_\_\_

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

NUMBER OF: STUDENTS 55 FACULTY SPONSORS 5 TOTAL # OF PARTICIPANTS 100

EAP: Person contacted at venue to discuss EAP: Heather Person making contact: C. Dillingham

Is there an Automated External Defibrillator (AED) on site: ☒ Yes ☐ No If yes, where: Through out the park

Does the venue have an Emergency Response Team: ☒ Yes ☐ No If yes, how are they contacted: \_\_\_\_\_

School Employee(s) Attending Trip (Please note beside name if employee is CPR trained):

Amy Thomas

Chris Skipworth

(Please use separate sheet and attach to this form if more space is needed to list school employees attending).

Brandi Francis  
Signature of Faculty Sponsor

Approval of Site Based Council Representative \_\_\_\_\_

5/5/25  
Date  
Date 5-5-25

### District Use Only

#### Section 2

Approval of District Representative \_\_\_\_\_ Date \_\_\_\_\_

### DRIVER: TURN THIS FORM IN WITH TIMESHEETS

#### Section 3

Date/Time Departure: \_\_\_\_\_ Odometer Start: \_\_\_\_\_

Date/Time Return: \_\_\_\_\_ Odometer End: \_\_\_\_\_

I hereby certify that the above information is correct to the best of my knowledge.

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

Driver Comments: \_\_\_\_\_

Coach or School Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Request to Place an Item on the AgendaName: Walter McCombs, Lee Quaker, + Mike SmithAddress: 806 S. Main St. Elkton 1442220Telephone number: 270 265-2806Name of school children attend, if applicable: TECHSGroup represented: Boys BasketballCheck if request was submitted to: ☐ Superintendent ☒ Board ChairpersonConferred with following administrators (names): Lee Quaker + Mike SmithDescription of Issue: Playing in summer league games at White House Heritage High School in White House, TN on May 30-31, 2005Specific Action Requested: Out-of-state requestCheck if you are: ☐ Board Member ☒ District Employee ☐ Community Member

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Review/Revised: 3/13/06

Request to Place an Item on the AgendaName: Jer. Ann White, Lee Qualer, & Mike SmithAddress: 800 S. Main St. Elkton, KY 42220Telephone number: 270-265-2506Name of school children attend, if applicable: TCCHSGroup represented: DanceCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Lee Qualer & Mike SmithDescription of Issue: Participating in a dance camp on June 7-10, 2008 in Gatlinburg, TN. Parents will be transporting the students.Specific Action Requested: Overnight & out-of-state requestsCheck if you are: ☐ Board Member ☒ District Employee ☐ Community Member

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