

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 FBLADATE(S) OF TRIP (Including Travel) June 3-5SPONSOR'S NAME Alison HaydenMALE CHAPERONES _____ FEMALE CHAPERONES 1LOCATION(S): FFA CampCITY/STATE: Hardinsburg, KYEstimated # OF STUDENTS ELIGIBLE FOR TRIP 36Male 14 Female 22Estimated # OF STUDENTS PARTICIPATING 3Male _____ Female 3# OF SCHOOL DAYS INVOLVED 0

☐ 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~~ VAN☐ Commercial Travel; Insurance Coverage Provided by Travel Firm: _____

Why is a Commercial Carrier being used in lieu of a Powell County School Bus? _____

☐ 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\$ 230⁰⁰ - Registration
120 - Meals

Meals/Lodging/Transportation

Name of Facility and City for Lodging\$ 350⁰⁰

Additional Expenses (Specify) _____

****TOTAL COST**How Expenses of Trip Are to Be Paid\$ 350⁰⁰School or District Amount From FBLA Source

Association or Parent Group (Specify) _____

\$

Student's Share (Individual Amount \$ _____)

\$

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.\$ 350⁰⁰****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.

Alison Hayden 5/9/25

Signature: Trip Sponsor

Date

Signature: Principal Approval

Date

Extended Field Trip Request & Forms**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM****POWELL COUNTY SCHOOL DISTRICT
EXTENDED/OVERNIGHT FIELD TRIPS**DATE: June 3-5TRIP: FBIA CampSCHOOL and GROUP: PC HS / FBIASUPERVISING STAFF MEMBER: Alison Hayden

I, Alison Hayden, 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.

Alison Hayden
Chaperone Name (Print)

Alison Hayden
Chaperone (Signature)

Keep all applicable forms and signatures related to trip on file at school for five (5) years.

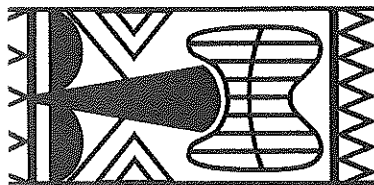
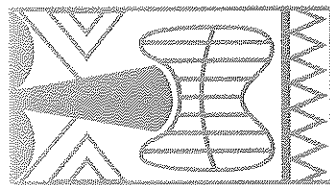
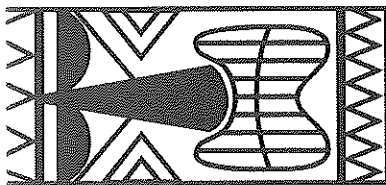
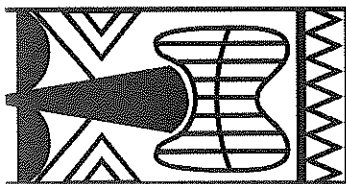
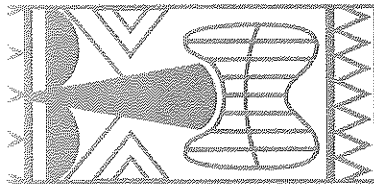
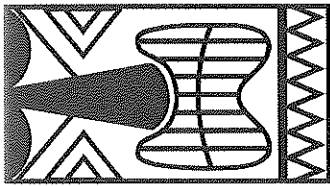
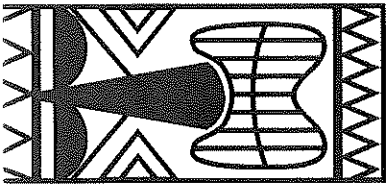
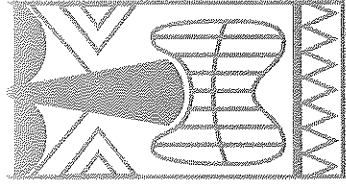
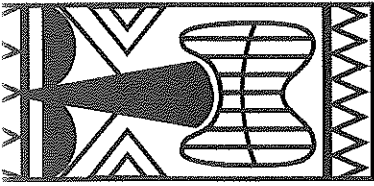
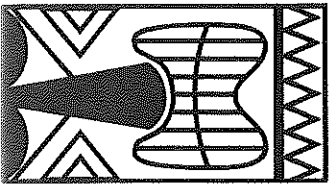
RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised: 11/21/2023

FBLA Camp June 3-5

Madison Kincaid
Addyson Hayden
Izzabella Allen



Aloha!

Kentucky FBLA
Leadership Development Camp

June 3-5, 2025

111 FFA Camp Road
Hardinsburg, KY

Important Times

Registration	6/3 12:15-1 CST
First Adviser Meeting	6/3 1:00 CST
Opening Session	6/3 1:45 CST
Closing Session (concluded approximately)	6/5 11:45 CST

"Attending camp is the best thing that can happen to your chapter."

Aloha!



Calling all local, region and state officers (and advisers)! Learning, fun and recreation await your chapter members this summer when they attend Kentucky FBLA Leadership Development Camp June 3-5, 2025.

While in Hardinsburg, all in attendance will have the opportunity to learn more about FBLA including best practices from other chapters. Officers are trained in handling the responsibilities of each FBLA office, parliamentary procedure, working with committees, public speaking and other leadership topics. In addition to learning, memories are made during entertainment and recreation activities

Registration is open now in Blue Panda and must be submitted by May 16. There will be a \$115 fee per camper, which covers meals, lodging and a camp t-shirt. Extra camp shirts may be preordered for \$10.

Mail checks made payable to Kentucky FBLA to:

Kentucky FBLA/Sheena Searcy

300 Sower Blvd, 5th Floor

Frankfort, KY 40601

Supplies and Materials Needed

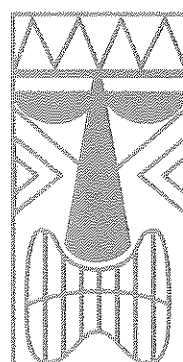
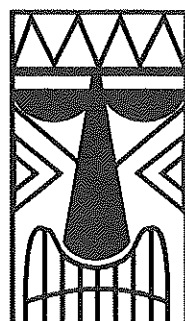
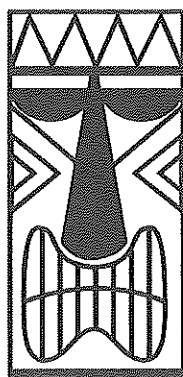
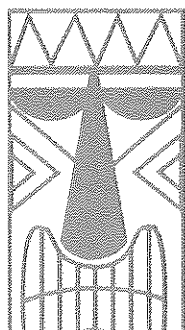
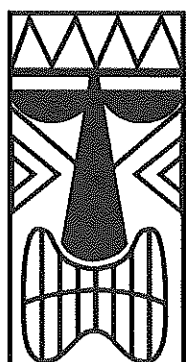
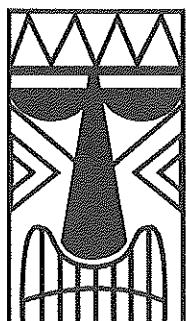
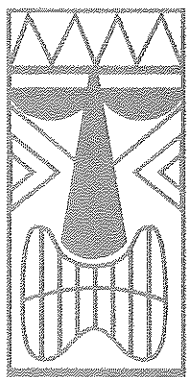
Each person should bring:

- Linens, including 2 sheets (twin size/extra-long), blanket(s), pillow/pillowcase
- Bath/hand towels
- Personal care items such as soap, shampoo, toothpaste, deodorant, sunscreen, etc.
- Clothing and shoes for recreation
- Casual clothing for camp (sweater or jacket)
- Paper and pencils for taking notes
- Refillable water bottle

Other items that you might want to bring:

- Recreational equipment such as softball gloves, tennis rackets, etc. (if desired) should have your name clearly marked.
- Extra money for use at camp canteen/vending machines/marketplace.
- Cameras, especially historians and reporters

DO NOT bring large sums of money, valuable jewelry, anything expensive, etc. KYFBLA, the center and staff are not responsible for lost or damaged property.



General Camp Rules and Information

- Members must be accompanied for the duration of camp by an adviser or adult chaperone from their chapter approved by the school district.
- Children of advisers may attend if they are active members/officers of FBLA.
- If local officers have not been elected, interested local members may attend. You should assign an office to each member in attendance, so they can attend the sessions for that particular office.
- No camp fees will be refunded. Substitutions will be accommodated as space allows.
- Discuss all camp rules and regulations with prospective campers before requesting reservations. Bring only those students who will willingly abide by the regulations and who will participate in the total camp program.
- Region and State Officers are required to attend Leadership Development Camp. Those who do not attend will be removed from office. Camp fees for these officers are covered by the region/state.
- Advisers are to arrange transportation for the group. No members may drive.
- A Medical Release/Parent Permission Form must be completed by all members and advisers. Alphabetize all forms in a folder labeled with your school's name. You'll leave these with the registration desk upon arrival and pick them up on your way into closing session.
- A recreation program is an integral part of the camp program. Members should bring appropriate clothing and shoes.
- There will be open swim time, as weather allows, and other activities involving water. Swimsuits under shorts may be worn; however, females must wear a one-piece.
- Attire for all camp activities is casual. FBLA shirts and athletic shorts are perfect. Jeans, shorts, sweats, swimsuits, jackets, athletic shoes, etc., are recommended attire. There will be no occasion for "business" attire. All campers are expected to be dressed appropriately in the dining hall (including shirts and shoes/excluding hats). Inappropriate wording or designs will not be permitted.
- There will be no alcohol or drugs used or possessed by any student or adviser. Non-compliance will result in the individual being sent home with notification of superintendent, principal, parents and other officials. It may also result in revocation of a chapter's charter. Smoking, smokeless tobacco and vapes are prohibited.
- Cabins and grounds must be kept clean. Trash cans must be emptied; brooms are provided in cabins.
- Participants are not to bring coolers, refrigerators or beverages into the FFA Center. Rules for food and drinks in meeting areas must be followed.
- No one, advisers or students, will be permitted to leave camp except for emergency reasons. Bring everything you need because there are not a lot of options nearby. If it becomes necessary for any reason for an adviser to leave, the adviser must sign out with State Staff. Should an adviser leave without doing so the adviser's students will be sent home.
- All adults will be assigned specific responsibilities while at camp and are expected to attend classes, adviser meetings and all General Sessions.



FFA Leadership Training Center
111 FFA Camp Road
Hardinsburg KY

