

Field Trip Planning Form

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

School: Ignite Institute Grade(s): 9-11 Class/Activity Group/Team: Educators Rising National
 Teacher/Sponsor/Coach: Leah Jefferson Cell Phone Number: 606-782-5497
 Person trained with current medication administration training CPR/FA/AED credential: Leah Jefferson

Destination Venue, Location and State: Conference Center: Rosen Shingle Creek Resort Orlando, FL
 Trip Location Contact Person: Robyn Mintier Phone Number: 812-269-6626
 # Teachers: 2 # Students: 13 # Chaperones: 0 Adult/Student Ratio: 2:6

Date(s) & Times		Cost	Transportation
Departure Date	<u>JUNE 25, 2025</u>	Total Cost: \$ <u>9258.54</u>	<input type="checkbox"/> District Bus/Van
Time:	<u>6:30 AM</u> AM/PM	Funding Source: <u>Prices Vary</u>	<input type="checkbox"/> Charter Bus:
Return Date:	<u>JUNE 29, 2025</u>	<u>9402017-0338/0580</u>	Approved Bid - Company Name
Time:	<u>11:59 pm</u> AM/PM	Fee to be assessed to students: \$ <u>712.20</u>	<input checked="" type="checkbox"/> Other: <u>fly</u>
		Attach Student Activity Cost Form 09.15 AP.23	Attach a copy of Charter Bus Contract.
Meals	At school prior to departure <input type="checkbox"/> Student Packed <input type="checkbox"/> Location where packed lunches will be consumed: _____		
	School Cafeteria Packed <input type="checkbox"/> consumed: _____		
Over Night	Student Purchase Restaurant <input checked="" type="checkbox"/>	Name & Location: <u>Variety Restaurants @ Resort</u>	
	(Name and location of each stop)	Name & Location: <u>Orlando Florida</u>	
	Date: <u>JUNE 25</u>	Lodging: <u>Universal Cabana Bay Resort Orlando, FL</u>	
	Date: <u>JUNE 28</u>	Lodging: <u>" Hotel for Lodging out of event center</u>	

Trip Purpose and Core Content/learning targets: Educators Rising National Conference

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

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: Leah Jefferson, L. K. Phibbs
 School Nurse Initials: PLW for verification that medications administrator listed above received training.
 Due Date: 5/21/25 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
☒ I have attached an anticipated Trip Itinerary
☒ I have evaluated the trip site for potential hazards/special requirements
☒ 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.
☒ Funds have been secured for indigent students
☒ If needed, background checks for chaperone approval have been initiated
☒ 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: Leah Jefferson Date: 7/24/25

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)**

FOR

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Rosen Shingle Creek Resort
 Venue Address 9939 Universal Blvd Orlando, FL 32819 Director of security
 Person or email contacted at venue to discuss EAP Samantha Cronk or Astin Young,
 Position/Title of person contacted Housing Coordinator 866-996-6384 407-989-1586
 Date (s) of contact 4/22/25
 Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? scattered around hotel Front office & in convention areas
 Does venue have an emergency response team (ERT) ☒ yes ☐ no?
 Process to request AED and/or ERT if needed at the scene Security & Managers on duty and a 5-7 min response time for 911
 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? _____
 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.
 - o Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing).
 - o Call 911 using cell phone or other means of communication.
 - o Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute).
 - o Retrieve and use the nearest AED.
 - o Continuing supporting the victim until the local EMS arrives and takes over care; and
 - o Direct EMS to the scene.

o **APPROVAL SIGNATURES REQUIRED**

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

o Principal: [Signature] Date: 4-28-25
 o ☐ Required for all trips

o Superintendent/Designee: _____ Date: _____
 o ☐ Overnight Trips

o Board of Education: _____ Meeting Date: _____
 o Submit forms to Superintendent/Designee for review and submission to the Board for approval.

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

o ☐ Common Carrier contract including cost

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

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

American Airlines

Group Booking Summary

The following deposits or penalty commitment (total \$550.00) are due by Thursday 03 April 2025:

\$50.00 per Economy seat

Please review your PNR to ensure any required changes are made prior to the above date, as cancellations and changes after this date will incur cancellation and change fees.

Group booking details	
Agency	5555555 AA User Group
Booked by	Leah Jefferson
Group travel reference	593715
Group name	IGNITE INSTITUTE EDUCATORS RISING
Group size	11
Passengers breakdown	11 Seated
Main PNR	NGYFMC
Booking confirmation date	Thursday 20-Mar-2025
Terms & Conditions	Meeting Planner 1.x Terms and Conditions (D/NA)

Key dates	
Today's date	Wednesday 02-Apr-2025
Days to departure	84
Deposit payment deadline	Thursday 03-Apr-2025
Deposit payment status	due
Utilization period start date	Sunday 27-Apr-2025
Final payment deadline	Monday 26-May-2025
Final payment status	due
Passenger naming and ticketing deadline	Monday 26-May-2025

PNR NGYFMC

Status	Confirmed Booking Option
Created	Thursday 20-Mar-2025 13:08:03
Group name	IGNITE INSTITUTE EDUCATORS RISING

Itinerary

Flight	Departure	Date	Time	Terminal	Arrival	Date	Time	Terminal	Cabin	Airline
AA0429	Cincinnati Northern Kentucky Int L, OH, US (CVG)	25Jun	2506:16		Charlotte Douglas Intl, NC, US (CLT)	25Jun	2507:46		Economy	American Airlines
AA1757	Charlotte Douglas Intl, NC, US (CLT)	25Jun	2509:46		Orlando Intl, FL, US (MCO)	25Jun	2511:36	TERMINAL B	Economy	American Airlines
AA1682	Orlando Intl, FL, US (MCO)	29Jun	2518:36	TERMINAL B	Charlotte Douglas Intl, NC, US (CLT)	29Jun	2520:30		Economy	American Airlines
AA0626	Charlotte Douglas Intl, NC, US (CLT)	29Jun	2522:56		Cincinnati Northern Kentucky Int L, OH, US (CVG)	30Jun	2500:26		Economy	American Airlines

The booking confirmation email confirms your booking. A booking will be held without fee until the deposit payment deadline date specified above.

Prices are correct at the date of quote above, but may fluctuate if taxes, fees, carrier charges, or currency change. All bookings are subject to the terms and conditions referred to above.

Deposit amount and deposit payment deadline

The following deposits or penalty commitment (total \$550.00) are due by Thursday 03 April 2025:

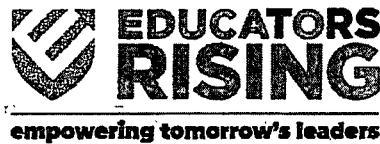
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American Airlines Flight**Page 1 of 2**

Adult		
Costs	Seated	Sub Total
Netfare	8 @ \$426.25.00	\$3410.00
Taxes, Fees	8 @ \$76.78	\$614.24
Q Surcharge	8 @ \$2.00	\$ 16.00
Total		\$3414.24
Grand Total		
Outstanding Balance		\$4040.24



June 26-29, 2025 | Rosen Shingle Creek | Orlando, Florida

Tentative conference schedule

June 25th Pre-Conference

- 1:00 PM - 6:00 PM State/Regional Coordinators Meeting (*by invitation only*)
- 3:00 PM - 6:00 PM Bundle Pick-up
- 3:00 PM - 6:00 PM Registration/Store opens.

June 26th

- 8:00 AM - 5:00 PM Bundle Pick-up
- 8:00 AM - 5:00 PM Registration/Store opens
- 9:00 AM - 11:00 AM Judges training (*by invitation only-lunch after training*)
- 1:00 PM - 7:00 PM Competitions
- 1:00 PM - 5:00 PM College & Innovation Fair
- 1:00 PM - 4:45 PM Breakout sessions
- 7:00 PM Opening Ceremony with Keynote

June 27th

- 8:00 AM - 5:00 PM Registration/Store opens
- 8:00 AM - 12:00 PM Competitions
- 9:00 AM - 5:00 PM Emerging Leaders/Distinguished Educators Meeting (*by invitation only*)
- 9:00 AM - 12:00 PM Curriculum Training Part 1* (*pre-registration required*)
- 9:00 AM - 10:45 AM Breakout sessions
- 9:00 AM - 5:00 PM College & Innovation Fair
- 10:45 - 11:45 PM Dedicated time to visit the exhibit hall
- 12:00 - 2:00 PM Membership Recognition Lunch with Keynote
- 2:00 - 4:45 PM Breakout sessions
- 2:00 - 5:00 PM Curriculum Training Part 2* (*pre-registration required*)
- 2:00 - 7:00 PM Competitions
- 7:00 - 8:00 PM National Signing Day
- 8:00 - 11:00 PM Student Social Event (Lip Sync and Karaoke)

June 28th

- 8:00 AM - 12:00 PM Registration/Store opens
- 8:00 AM - 12:00 PM Curriculum Training Part 3* (*pre-registration required*)
- 8:00 AM - 12:00 PM Competitions
- 8:00 AM - 3:00 PM Emerging Leaders/Distinguished Educators Meeting (*by invitation only*)
- 9:00 AM - 11:45 AM Breakout Sessions
- 10:00 AM - 12:00 PM National Delegate meeting
- 12:00 - 1:00 PM Lunch (on your own)
- 1:00 PM City Exploration Time

June 29th

- 10:00 - 12:30 PM Closing General Session & Awards Celebration
 - *Continental breakfast provided*
- 3:00 Flight departures to return home

**Attendees must have purchased the Educators Rising Curriculum*