

Field Trip Planning Form

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

School: Boone County High School Grade(s): 9-12 Class/Activity Group/Team: Marching Band
 Teacher/Sponsor/Coach: Daniel Barnhill Cell Phone Number: 859-462-2441
 Person trained with current medication administration training CPR/FA/AED credential: Daniel Barnhill

Destination Venue, Location and State: Walt Disney World, Lake Buena Vista, Florida
 Trip Location Contact Person: Scott Reed Phone Number: 513-335-2539

Teachers: 5 # Students: 70 # Chaperones: 10 Adult/Student Ratio: 1:5

Date(s) & Times Departure Date: <u>3/26/26</u> Time: <u>5:00AM</u> AM/PM Return Date: <u>3/30/26</u> Time: <u>3:00PM</u> AM/PM		Cost Total Cost: \$ <u>128,000</u> Funding Source: <u>Paide directly</u> <u>to travel company (Fine Arts Travel)</u> Fee to be assessed to students: <u>\$1,500.00</u> <i>Attach Student Activity Cost Form 09.15 AP.23</i>		Transportation <input type="checkbox"/> District Bus/Van <input checked="" type="checkbox"/> Charter Bus: <u>At event</u> Approved Bid – Company Name <input checked="" type="checkbox"/> Other: <u>Flight</u> <i>Attach a copy of Charter Bus Contract.</i>	
Meals	At school prior to departure <input type="checkbox"/> Student Packed <input type="checkbox"/> Location where packed lunches will be School Cafeteria Packed <input type="checkbox"/> consumed:				
	Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)		Name & Location: <u>At airport and at Disney World Parks and Resort</u> Name & Location:		
Over Night	Date: <u>3/26/26-3/30/26</u>		Lodging: <u>Disney's "Pop Century" Resort</u>		
	Date:		Lodging:		

Trip Purpose and Core Content/learning targets: Perform at Magic Kingdom and learn about the professional music industry

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: Daniel Barnhill

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

Due Date: 2/2/26 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
SB I have attached an anticipated Trip Itinerary
SB I have evaluated the trip site for potential hazards/special requirements
SB 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.
SB Funds have been secured for indigent students
SB If needed, background checks for chaperone approval have been initiated
SB 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: D. Barnhill Date: 6/5/25

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)****FOR****ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue Disney World - Orlando, FLVenue Address 1050 Century Dr., Lake Buena Vista, FLPerson or email contacted at venue to discuss EAP Scott ReedPosition/Title of person contacted Travel CoordinatorDate (s) of contact 5/1/25Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? Lobby/Emergency StationsDoes venue have an emergency response team (ERT) yes ☐ no?Process to request AED and/or ERT if needed at the scene Request AED from any Disney employeeWill 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: Stacy Black Date: 6/16/25

○ ☐ 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.

Tour Registration & Confirmation

Prepared Exclusively for Boone Co. High School



Walt Disney World

Tour Inclusions:

- ☒ 4-Nights Lodging at Disney's POP Century Resort
- ☒ 3 Breakfast Dining Cards Included
- ☒ Three-Day Walt Disney World Park "Starter" Ticket
- ☒ Includes Admission to Magic Kingdom, Epcot, Hollywood Studios and Animal Kingdom!
- ☒ Includes Disney's Imagination Campus Performance Opportunity!
- ☒ One \$20 Dining Card Included Daily while at the parks (3 Total)
- ☒ Includes a \$450 Airfare Allowance Per Person
- ☒ Complete Customized Itinerary
- ☒ Includes ALL Taxes, Gratuities and Liability Insurance
- ☒ 24-Hour *OnTour*™ Escort for Complete Peace of Mind
- ☒ Includes One Complimentary Director/Chaperone Package for Every 25 Paid Students

Student Quad Occ. Package Price: **\$1459.95** per person*

Adult/Chaperone Double Occ. Package Price: **\$1659.95** per person*

*Package price based on quad occupancy in standard rooms or quintuple in Suites.
Package price subject to change should additions or deletions to the total number of participants occur.

Group Name: _____
Director Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____
Email: _____

Please complete this section if someone other than the director will be your point of contact. (Booster parent, etc.)

Trip Coordinator: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____
Email: _____

PLEASE ESTIMATE

Number of Students: _____
Number of Adults: _____
Date of Departure: _____
Departure Time: _____
Check-in Date: _____
Check-out Date: _____

TRANSPORTATION

- ☐ Please Add Charter Bus Transportation
- ☐ Please Add Air & Charter Bus Transportation
- ☐ I'll Provide My Own Transportation

Director: _____
(Please Print)

Signature: _____

Date: _____



Trip Terms & Conditions

Payment Schedule

Transportation Deposit	Due With Registration	Non-Refundable	\$150.00 - \$250.00
Monthly Trip Installments	Beginning 30-Days After Deposit Date	Non-Refundable	Check Online
Final Installment	Due No Later Than 60-Days Prior to Departure	Non-Refundable	Check Online

*****IMPORTANT***** Payments must be received by the scheduled due date outlined in your online trip portal. Failing to abide by the agreed dates will jeopardize any tour reservations including but not limited to: Hotels, Air Carriers, Motor Coach, Theme Parks, Festival or Competition Performances, Restaurants, Meal Vouchers, and any other Third Party Vendors associated with your trip. Fine Arts Travel may, at its option, cancel your registration if your account is in serious default with your online payment schedule and NO refund will be granted. A Late Fee of \$35.00 will be added to your account on the 5th day past the payment due date if no payment has been received. Your trip will be cancelled when your account becomes more than 30-days past due. Prices are based on quad occupancy unless specifically stated otherwise. Supplemental room charges will be added for any rooms that fall below full occupancy once a rooming list is received. All balances and invoices are subject to final audit conducted at the conclusion of the Tour Season. Any overpayments will be refunded starting in September following your tour. Balances may also be left in your account and applied toward future trips.

Cancellations

*****IMPORTANT***** ALL PAYMENTS AND DEPOSITS ARE NON-REFUNDABLE. Optional "Trip Cancellation Protection" is only available for purchase at the time of registration. Trip Cancellation Protection covers the participant in the event that he/she must cancel their trip for any reason, other than transportation related delays and/or cancellations. Coverage expires 72 hours prior to your trip departure date and time. **YOU MUST CANCEL WITHIN 72 HOURS OF YOUR SCHEDULED TRIP DEPARTURE DATE AND TIME.**

The discounted rate for Trip Cancellation Protection is \$49.00 per person for trip packages up to \$749.00 and \$99.00 per person for trip packages \$750.00 and up for all registrations confirmed outside of 90-days prior to the trip departure date. In the event of a cancellation, a fee of 20% of the total individual package price will be assessed and any remaining deposited funds will be refunded to the individual or organization. The 49.00/\$99.00 Trip Protection Fee is Non-Refundable.

EXAMPLE: For a Total Package price of \$1599.95 You would be charged 20% of the total package price (\$319.99) + \$99.00 for the cost of the trip protection coverage. All deposits exceeding this amount will be refunded. Fund raised monies can only be returned to the school or boosters.

*****IMPORTANT***** Trip Cancellation Protection does not cover trip delays or cancellations in the event that charter bus companies, and/or commercial flight operators cancel, delay, or otherwise reschedule their service for any reason, including, but not limited to mechanical breakdowns, inclement weather, over booking, etc...

If the participant is a "No Show", charges will be applied at 100% and No Refund will be granted. Failure to notify Fine Arts Travel (in writing) of entire trip cancellation will be regarded as a "No Show", penalties will be applied at 100% and no refund will be granted including initial \$99 trip cancellation protection.

*****IMPORTANT***** ALL participants registering within 90 days prior to the trip departure date will have Trip Protection automatically included to their trip Package. The full rate for Trip Protection is \$125.00 per package. There are NO EXCEPTIONS to this policy.

Responsibility

Fine Arts Travel accepts no responsibility in whole or part for any damage or injury to persons or property. Fine Arts Travel also disclaims any responsibility for personal injury or property damage arising from acts of negligence by any member of the group attending the tour. The group accepts responsibility for any property or monetary damages caused by its members to the hotels, restaurants, attractions, festival competition facilities, performance halls, equipment, or any other third party property associated with your tour.

Fine Arts Travel is a third-party booking agent contracting goods & services on behalf of your school and/or organization. Fine Arts Travel accepts no liability in regard to all goods & services provided in this agreement. Any and all claims must be made directly to the companies contracted on your group's behalf. Fine Arts Travel shall not be responsible for events beyond its control, such as, without limitation, acts of God, terror, war, strikes, governmental restrictions or any other event making it inadvisable, illegal or impossible to provide the goods & services as outlined in this agreement. Fine Arts Travel is not responsible for acts, errors or omissions of persons or companies not controlled by it, such as, without limitation, air carriers, bus companies, railways and hotels. Fine Arts Travel, its officers, directors, employees and agents are hereby released from all claims arising out of such events, acts, errors or omissions.

This agreement is to be construed under the laws of the State of Texas and if legal action is brought to enforce this agreement, Bexar County, Texas, shall be the exclusive jurisdiction and legal venue for said action.

I have read and understand the Terms and Conditions as written and confirmed by Fine Arts Travel, and I accept the terms as written.

Print Name

Signature

Date