

Date: July 16,2025

To: Allen County Board of Education

From: Nikki Towe, Agriculture Teacher & FFA Advisor

Subject: Request for Approval – FFA Officer Retreat, September 12–13, 2025

Dear Members of the Board,

I am writing to respectfully request approval for the Allen County-Scottsville FFA Chapter to host an Officer Retreat on September 12–13, 2025, for our executive officer team.

This retreat is designed to build upon the leadership training received during Kentucky FFA Camp and provide a dedicated space for our full officer team to come together in a purposeful, goal-oriented, and safe setting. The primary goals of the retreat are to:

- Strengthen leadership skills through team-building and planning exercises
- Build the internal culture of our chapter
- Encourage student bonding in a positive, structured atmosphere
- Finalize chapter goals and our Program of Activities for the upcoming year

The retreat will take place at a private Airbnb cabin near Bowling Green, Kentucky, located approximately 30 minutes from the high school. The property offers safe, spacious accommodations, including areas for group discussion, leadership activities, swimming, and a supervised fire pit. You can view the cabin listing here: [Cabin Listing – Airbnb](#)

**Retreat Details:**

- Dates: Friday, September 12 – Saturday, September 13, 2025
- Arrival Time: 5:00 PM Friday
- Departure: Saturday 10:00 AM
- Location: Private Airbnb cabin near Bowling Green, KY
- Supervisors: Nikki Towe & Mr. Weaver (CPR Certified)
- Meals Provided: Dinner (Friday) and Breakfast (Saturday) prepared by the advisors

**Safety and Supervision:**

- A formal check-in/check-out system will be used to ensure all students remain onsite for the duration of the retreat.
- Students will be supervised at all times by FFA advisors.
- All activities, including swimming and time at the fire pit, will be supervised and guided by safety protocols.
- Mr. Weaver is CPR certified and will be onsite throughout the event.
- Male and female students will be housed in separate sleeping areas, with Mr. Weaver supervising the male students and Mrs. Towe supervising the female students. This retreat will follow the same expectations and level of supervision as any other school-sponsored trip, with student safety, accountability, and professionalism upheld at the highest standard.

**Financial Responsibility:**

There is no cost to the school or district for this retreat. The Allen County FFA Alumni graciously covered the full cost of the cabin rental. This financial support allows us to host a quality leadership experience at no cost to participating students or the school system.

This retreat plays a vital role in preparing our student leaders for a successful school year. It provides meaningful time to develop leadership, trust, communication, and strategic planning skills in a setting that supports personal growth and chapter unity.

We greatly appreciate your continued support of Agricultural Education and the Allen County FFA Chapter. If you have any questions or would like further documentation, I would be happy to provide it.

Respectfully,



Nikki Towe  
Agriculture Teacher & FFA Advisor