OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM   **09.36 AP.212**

OVERNIGHT ☑   **EXTENDED DAY** ☐   **DAY TRIP ONLY** ☐
                         (Same day but extends beyond the school day)

School: Arvin Education Center

Employee(s) In Charge: Tonya Burns   Group: HOSA State officer

Destination: HOSA State Officer Work Weekend 1000 Vandaley Dr, Frankfort, KY, 40601, US

Date(s) of Trip: 8/15/25 - 8/17/25   Time of Departure: 4:00pm   Time of Return: 2:00pm

Approximate Mileage (one way): 55.5   *

Approximate Number of Students: 1

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 2   *

Number of Buses: 0

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}
*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Staff transport

Common Carriers must be Board approved and should have the 8005.02F accompanying this form
*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Required

If optional, indicate student charges:

Transportation (mileage, driver) $ 0
Admissions $ 0
Other $ 0

Total Charges $ 0

Number of Instructional Days Lost: 0

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
HOSA's mission is to enhance the delivery of quality healthcare by preparing future health professionals. State officers play a vital role in fulfilling this mission by actively promoting healthcare careers and advocating for health science education. The student and advisor will be attending a work weekend to plan events for the state HOSA organization and serve as voting members for HOSA business.

Requested by: *[signature]*   Date: 08/01/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: *[signature Matt Wilburn]*, Principal   Date: 8/7/25

Approved/Disapproved: *[signature]*, Level Director   Date: 8/11/25

Approved/Disapproved: _____, Superintendent Date: _____

*Field trips in **excess of a 60-mile radius** of the Board office require the approval of the Superintendent.
*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

Upon approval, the school will receive an approved form from the Superintendent. *

RELATED PROCEDURES:
09.36 (all procedures)