

Field Trip Planning Form

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

School: Conner High School Grade(s): 7-12 Class/Activity Group/Team: Dance Team
 Teacher/Sponsor/Coach: Madysen Dehnert Cell Phone Number: (859) 628-7743
 Person trained with current medication administration training CPR/FA/AED credential Madysen Dehnert

Destination Venue, Location and State: Orange County Convention Center
 Trip Location Contact Person: Mandy Callahan Phone Number: Mandy@danceteamunion.com

Teachers: 3 # Students: 11 # Chaperones: _____ Adult/Student Ratio: 1:4

Date(s) & Times		Cost	Transportation
Departure Date: <u>2/4/26</u>		Total Cost: \$ <u>27,650</u>	<input type="checkbox"/> District Bus/Van
Time: <u>2:00p</u> AM/PM		Funding Source: <u>Fundraisers</u> & student fees collected	<input type="checkbox"/> Charter Bus:
Return Date: <u>2/10/26</u>		Fee to be assessed to students: \$ <u>1,000</u>	Approved Bid – Company Name
Time: <u>8:00p</u> AM/PM		Attach Student Activity Cost Form 09.15 AP.23	<input checked="" type="checkbox"/> Other: <u>Plane</u> 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
	School Cafeteria Packed <input type="checkbox"/>	Consumed: _____	
Over Night	Date: _____	Lodging: _____	
	Date: <u>2/4/26-2/10/26</u>	Lodging: _____	

Hyatt Regency Orlando 9801 International Dr Orlando, FL 32819

Trip Purpose and Core Content/Learning targets: Compete at the DTU national championship

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

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: Madysen Dehnert

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

Due Date: 1/20/25 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.
- MD I have attached an anticipated Trip Itinerary.
- MD I have evaluated the trip site for potential hazards/special requirements.
- MD 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.
- MD Funds have been secured for indigent students.
- MD If needed, background checks for chaperone approval have been initiated.
- MD 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: MN Date: 7/25/25

School-Related Student Trip Request Form:**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue: Orange County Convention CenterVenue Address: 9800 International Dr Orlando, FL 32819Person or email contacted at venue to discuss EAP: Mandy Callahan mandy@danceteamunion.comPosition/Title of person contacted: Liaison for KY and TN SchoolsDate (s) of contact: 7/15/25Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? Outside the doors of each conference areaDoes venue have an emergency response team (ERT) ☐ yes ☐ no?Process to request AED and/or ERT if needed at the scene: Alert nearest staff member of Dance Team UnionWill 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:  Date: 7/15/25○ ☒ 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: Distance to destination○ All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.

2026 Dance Team Union Nationals Trip Itinerary— Conner Dance Team

Wednesday 2/4-

2:00p	Parent pick up from school, drop off at CVG
4:00p	Flight departs CVG
6:00p	Arrive at MCO Airport
6:45p	Take DTU shuttle from MCO to Hyatt Regency Orlando
7:30p	Order food at hotel
9:00p	Free time
10:00p	In rooms for evening
11:30p	Lights Out

Thursday 2/5-

8:00a	Breakfast at hotel
9:00a	Pom practice on Marley floor
10:00a	Jazz practice on Marley floor
4:00p	Hip Hop master class
5:00p	Contemporary master class
6:00p	Jazz funk master class
7:00p	Dinner at hotel

Friday 2/6-

8:00a	Breakfast at hotel
8:00a-1:00p	Convention center for solo/officer semi finals
1:00p	Eat lunch at convention center
5:00p-10:00p	**Possible** solo/officer finals

6:00p Dinner and rest of evening depending on solo times

Saturday 2/7-

8:00a Breakfast at hotel
8:00a-1:00p Convention center for jazz prelims
1:00p Eat lunch at convention center
2:00p-5:00p Small Pom Prelims
5:00p Dinner
4:00p-9:00p Jazz semi finals
9:00p Back to hotel for evening

Sunday 2/8-

8:00a Breakfast at hotel
8:00a-10:00a Pom semi finals
10:00a-12:00p Pom Finals
12:00p Lunch
6:00p Back to hotel for dinner and rest of evening

Monday 2/9-

8:00a Breakfast at hotel
10:00a Shuttle to Universal Studios for the day. Eat lunch while here
4:30p Shuttle back to hotel to shower and get ready for dinner
6:00p Shuttle to Disney Springs for dinner and ice cream
8:00p Shuttle back to hotel for evening. Designated homework time

Tuesday 2/10-

8:00a	Breakfast at hotel
9:30a	Check out of hotel, shuttle to MCO airport
12:00p	Flight departs from MCO
2:30p	Flight lands at CVG, parents pick up
