

Field Trip Planning Form

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

School: Ryle High School Grade(s): _____ Class/Activity Group/Team: Cheer
 Teacher/Sponsor/Coach: Casson/Enderson Cell Phone Number: 859-486-4034
 Person trained with current medication administration training CPR/FA/AED credential: Casson, Enderson, Mueller, Koch, Supple
 Destination Venue, Location and State: Orlando, FL - Walt Disney Resort
 Trip Location Contact Person: Hank Light Phone Number: 304-389-2526
 # Teachers: 5 # Students: 30 # Chaperones: 0 Adult/Student Ratio: 1/6

Date(s) & Times		Cost		Transportation	
Departure Date: <u>2/5/26</u>		Total Cost: <u>\$2800 -</u>		<input type="checkbox"/> District Bus/Van	
Time: <u>TBD</u> AM/PM		Funding Source: <u>Andrzejewski parent payments</u>		<input type="checkbox"/> Charter Bus:	
Return Date: <u>2/10/26</u>		Fee to be assessed to students:		Approved Bid - Company Name	
Time: <u>TBD</u> AM/PM		\$ <u>1600 -</u>		<input checked="" type="checkbox"/> Other: <u>airline (Hbd)</u>	
		Attach Student Activity Cost Form 09.15 AP.23		Attach a copy of Charter Bus Contract.	
				<u>direct flight</u>	
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"/>				
Over Night	Student Purchase Restaurant <input checked="" type="checkbox"/> (Name and location of each stop)		Name & Location: <u>Walt Disney Resorts</u>		
	Date: <u>Feb 5-10 2026</u>		Name & Location: <u>Walt Disney Parks</u>		
	Date: _____		Lodging: <u>Walt Disney Resorts</u>		
	Date: _____		Lodging: _____		

Trip Purpose and Core Content/learning targets: high school cheer nationals - athleticsSpecial 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: Casson/Enderson (EAM)School Nurse Initials: SLW for verification that medications administrator listed above received training.

Due Date: _____ 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
CB I have attached an anticipated Trip Itinerary
CB I have evaluated the trip site for potential hazards/special requirements
CB 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.
CB Funds have been secured for indigent students
CB If needed, background checks for chaperone approval have been initiated
CB 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: [Signature]Date: 7-15-25

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)****FOR****ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue Walt Disney Resort - Orlando FLVenue Address Orlando FLPerson or email contacted at venue to discuss EAP Hank LightPosition/Title of person contacted State director for UCA eventsDate (s) of contact 7/1/25Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? resort + venue locationsDoes venue have an emergency response team (ERT)? ☒ yes ☐ no?Process to request AED and/or ERT if needed at the scene trainers on site
for UCA / DisneyWill 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 ☐ noIf so, list location of equipment by trainers (wheelchair, ice, etc)

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: [Signature] Date: 8/4/25
- ☐ 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.

FEBRUARY 6 - FEBRUARY 8, 2026

FRIDAY

Field House	Athletic Center	Arena	Arena	Arena	Arena
Large Varsity DI Pom Prelims Large Varsity DI High Kick Semis Small Varsity DI High Kick Semis	CH Medium Varsity DI Game Day Prelims Large Varsity DI Game Day Prelims Super Varsity DI Game Day Prelims	DA Small Varsity DI Jazz A/B Prelims DA Small Varsity DI Pom A/B Prelims DA Small Varsity DI Hip Hop A/B Prelims	DA Small Varsity DI Jazz C/D Prelims DA Small Varsity DI Pom C/D Prelims DA Small Varsity DI Hip Hop C/D Prelims	CH Medium Varsity DI Prelims CH Medium Varsity DI Non Tumbling DI Prelims CH Small Varsity DI Game Day Prelims	CH Large Varsity Non Tumbling DI Game Day Prelims CH Medium Varsity Non Tumbling DI Game Day Prelims CH Small Varsity DI Game Day Prelims
Large Varsity DI Semi-Finals Super Varsity DI Semi-Finals	BD Pap Band DI Semi-Finals	CH Small Varsity DI D/Fire Prelims CH Varsity DI Intermediate Semi-Finals CH Varsity Coed DI Intermediate Semi-Finals	CH Small Varsity DI A/B/C Prelims	CH Super Varsity Non Tumbling DI Semi-Finals	CH Super Varsity Non Tumbling DI Game Day Prelims CH Varsity Coed Non Tumbling DI Game Day Prelims CH Varsity Non Tumbling DI Intermediate Semi-Finals
Large Varsity DI Jazz Prelims Large Varsity DI Hip Hop Semi-Finals Small Varsity Coed DI Prelims Large Varsity Coed DI Semi-Finals	DA Large Varsity Dance DI Game Day Prelims Medium Varsity Dance DI Game Day Prelims			CH Junior High Intermediate Semi-Finals CH Junior Varsity Intermediate Semi-Finals CH Open Rec 10Y Intermediate Semi-Finals CH Open Rec 12Y Intermediate Semi-Finals	
Field House	Athletic Center	Arena	SATURDAY	Arena	Arena
Large Varsity DI Pom Semis Small Varsity Coed DI Semis CH Small Varsity DI Semi-Finals CH Medium Varsity DI Semi-Finals CH Large Varsity DI Semi-Finals CH Super Varsity DI Finals CH Large Varsity Coed DI Finals CH Small Varsity Coed DI Finals	CH Small Varsity DI Game Day Semi-Finals CH Medium Varsity DI Game Day Semi-Finals CH Large Varsity DI Game Day Semi-Finals CH Super Varsity DI Game Day Semi-Finals CH-DJA Junior High Spirit Program DI Game Day Semi-Finals CH-DJA Varsity Spirit Program DI Game Day Semi-Finals All Junior High Spirit Program DI Game Day Live Semi-Finals All Varsity Spirit Program DI Game Day Live Semi-Finals BD Pap Band Finals	DA Small Varsity DI Hip Hop Semi-Finals DA Small Varsity DI Jazz A/B & C/D Semi-Finals DA Small Varsity DI Pom A/B & C/D Semi-Finals DA Small Varsity Dance DI Game Day Semi-Finals DA Varsity Intermediate DI Hip Hop Semi-Finals DA Varsity Intermediate DI Jazz Semi-Finals DA Varsity Intermediate DI Pom Semi-Finals CH Varsity DI Intermediate Finals CH Varsity Coed DI Intermediate Finals CH Varsity Non Tumbling DI Intermediate Finals	DA Junior High Dance Game Day Semi-Finals DA Junior High Hip Hop Semi-Finals DA Junior High Jazz Semi-Finals DA Junior High Kick Semi-Finals DA Junior High Pom Semi-Finals DA Junior Varsity DI Game Day Semi-Finals DA Junior Varsity DI Hip Hop Semi-Finals DA Junior Varsity DI Jazz Semi-Finals DA Junior Varsity DI Kick Semi-Finals DA Junior Varsity DI Pom Semi-Finals	CH Junior High Intermediate Finals CH Junior Varsity Intermediate Finals CH Open Rec 10Y Intermediate Finals CH Open Rec 12Y Intermediate Finals	CH Junior High Non Tumbling Semi-Finals CH Junior Varsity Coed DI Semi-Finals CH Junior Varsity Non Tumbling DI Semi-Finals CH Large Junior High Semi-Finals CH Large Junior Varsity DI Semi-Finals CH Medium Varsity DI Non Tumbling Semi-Finals CH Medium Varsity DI Non Tumbling Semi-Finals CH Open Rec 12-18Y Semi-Finals CH Open Rec 14Y Semi-Finals CH Small Junior High Semi-Finals CH Small Varsity DI Semi-Finals CH Small Varsity Coed DI Non Tumbling Semi-Finals CH Super Varsity DI Non Tumbling Semi-Finals CH Varsity Coed DI Non Tumbling Semi-Finals CH Varsity Non Tumbling DI Semi-Finals
Field House	Athletic Center	Arena	SUNDAY	Arena	Arena
Large Varsity DI Hip Hop Finals Large Varsity DI Jazz Finals Large Varsity DI Pom Finals Small Varsity DI Hip Hop Finals Small Varsity DI Jazz Finals Small Varsity DI Pom Finals Large Varsity DI Finals CH Medium Varsity DI Finals CH Small Varsity Coed DI Finals CH Small Varsity DI Finals	CH Small Varsity DI Game Day Finals CH Medium Varsity DI Game Day Finals CH Large Varsity DI Game Day Finals CH Super Varsity DI Game Day Finals CH Small Varsity Coed DI Game Day Finals CH Large Varsity Coed DI Game Day Finals CH-DJA Junior High Spirit Program DI Game Day Finals CH-DJA Varsity Spirit Program DI Game Day Finals All Junior High Spirit Program DI Game Day Live Finals All Varsity Spirit Program DI Game Day Live Finals BD Pap Band Finals	DA Junior High Dance Game Day Finals DA Junior High Hip Hop Finals DA Junior High Jazz Finals DA Junior High Kick Finals DA Junior High Pom Finals DA Junior Varsity DI Game Day Finals DA Junior Varsity DI Hip Hop Finals DA Junior Varsity DI Jazz Finals DA Junior Varsity DI Kick Finals DA Junior Varsity DI Pom Finals DA Varsity Intermediate DI Pom Finals DA Varsity Intermediate DI Jazz Finals DA Varsity Intermediate DI Hip Hop Finals DA Small Varsity DI Game Day Finals DA Medium Varsity DI Game Day Finals DA Large Varsity DI Game Day Finals	DA World Performance Dance Divisions CH World School Cheerleading Championships	CH Junior High Non Tumbling Finals CH Junior Varsity Coed DI Finals CH Junior Varsity Non Tumbling DI Finals CH Large Junior High Finals CH Large Junior Varsity DI Finals CH Large Varsity DI Non Tumbling Finals CH Medium Varsity DI Non Tumbling Finals CH Open Rec 10Y Intermediate Finals CH Open Rec 12-18Y Finals CH Open Rec 12Y Intermediate Finals CH Open Rec 14Y Finals CH Small Junior High Finals CH Small Junior Varsity DI Finals CH Small Varsity DI Finals CH Small Varsity Coed DI Non Tumbling Finals CH Super Varsity DI Non Tumbling Finals CH Varsity Coed DI Non Tumbling Finals CH Varsity DI Non Tumbling Finals	CH Junior High Non Tumbling Game Day Finals CH Junior Varsity Non Tumbling DI Game Day Finals CH Large Junior High Game Day Finals CH Large Junior Varsity DI Game Day Finals CH Medium Varsity DI Non Tumbling Game Day Finals CH Medium Varsity DI Non Tumbling Game Day Finals CH Open Rec 12-18Y Affiliated Game Day Finals CH Open Rec 14Y Affiliated Game Day Finals CH Small Junior High Game Day Finals CH Small Junior Varsity DI Game Day Finals CH Small Varsity DI Non Tumbling Game Day Finals CH Super Varsity DI Non Tumbling Game Day Finals CH Varsity Coed DI Non Tumbling Game Day Finals

The divisions are estimated for illustration purposes only. Finals divisions in the State Farm Field House may be Saturday or Sunday and determined at a later date.

