School Field Trip Packet - OvernightGreater than 100 miles without District Transportation

Organization: Marion County Public Schools

Employee: MAKENZIE THOMAS

Assigned To: User - kim.hood

Show History

NOTE: Field trip packets that require Board approval will <u>only</u> be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

Employee Name

Makenzie Thomas, Trevor Sweet

School/Work site

Marion County High School

Date(s) of leave

November 6-9, 2025

Time of departure

09:00 am

₩ Destination
Kansas City, MO

Purpose/Rationale for attending

We will be offering an Agriculture Tour for students, starting in West, KY, traveling through Missouri and ending in Kansas City. This will allow us to expose students to different agriculture commodities and management systems. We will also visit historical landmarks along the way.

Number of students involved

20

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Yes

Number of days (Avg. \$100 a day)

400

Substitute code

CTE/PERKINS

Registration

No

Registration cost

Registration code

₩ Mileage

No

Number of miles

Number of days

***** Lodging

No

Cost per night

Number of nights

Lodging rate

₩ Meals

Yes

Estimated total meal cost

200

Meals/Mileage/Parking/Lodging Code

Grand total of expenses

600

*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Reviewed/Revised: 01/12/2015

Sch

School-Related Student Trip Request Form

09.36 AP.21

Faculty member(s) sponsoring trip

Makenzie Thomas and Trevor Sweet

* Type of trip (i.e. classroom, organization, club, athletic, band)

, FFA

Destination name

Kansas City, MO

Destination address

TBD

Restination phone

TBD

Lodging name

Lodging address

Lodging phone

Date(s) of trip

November 6-9, 2025

Time of departure

09:00 am

Purpose/Educational value

We will be offering an Agriculture Tour for students, starting in West, KY, traveling through Missouri and ending in Kansas City. This will allow us to expose students to different agriculture commodities and management systems. We will also visit historical landmarks along the way.

Source of funding for trip

FFA/CTE

No student shall be denied the trip because of the inability to pay.

Bill trip expenses to (i.e. Sponsoring organization, school council, Board)

FFA

Number of students

20

* Number of students

2

Number of faculty sponsors

Tarat o

Other chaperones

0

Reportation Total number of participants

22

Certified common carrier

Private vehicle, if allowed by policy; specify driver(s)

Supervision (Attach list of names of students and chaperones)

view

30018 (5).xlsx Added 8/27/2025 3:56:00 PM

Add a File

₩ Have all chaperones undergone the required Yes records check and been designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15

Employee Signature

Signed: Makenzie Thomas

Stamped: Wed Aug 27 2025 16:55:43 GMT-0400 (Eastern Daylight Time);8/27/2025 3:55:44 PM;2025-08-27 20:55:44Z;170.185.150.217;Employee - #668 - MAKENZIE THOMAS

By typing in your name (your "eSignature"), you accept and consent to be legally bound by this document's statements, terms and conditions as if this document was signed by you in writing with pen on paper. You agree that no third party or other means of verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.

Principal Signature

Signed: Robby Peterson

Stamped:Thu Aug 28 2025 08:40:25 GMT-0400 (Eastern Daylight Time);8/28/2025 7:40:25 AM;2025-08-28 12:40:25Z;170.185.150.206

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* Direct this field trip packet to

Supervisor Signature

Not Signed

Read-Only

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Field Trip Designee Signature

Not Signed

Read-Only

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Date of Board approval

Superintendent Signature

Not Signed

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Approve

Deny

School Field Trip Packet - OvernightGreater than 100 miles with District Transportation

Organization: Marion County Public Schools Employee: JAMIE BROWN

Assigned To: User - kim.hood

Show History

NOTE: Field trip packets that require Board approval will <u>only</u> be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

★ Employee Name

Jamie Brown

Jamie Brown

Jamie Brown

Jamie Brown

→ Tamie Brown

Jamie Brown

→ Tamie Brown

Jamie Brown

→ Tamie Br

★ School/Work site

Marion County High School

Representation 2025 April 2025 Particles and Particles are also as a second sec

Time of departure 08:30 am

* Destination Name & Address

WKU Knicely Center, 2355 Nashville Rd, Bowling Green, KY 42101

Purpose/Rationale for attending

Beta Leadership Summit-Student serving as a State Leadership Representative, club participation in events and competitions

Number of students involved
50

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day) 2

Substitute code MCHS Activity-Beta

* Registration No.

Registration cost

Registration code

★ Mileage No.

Number of miles

Number of days

★ Lodging
No

Cost per night

Number of nights

Lodging rate

₩ Meals No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

🟶 Grand total of expenses

250

*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

Faculty member(s) sponsoring trip

Jamie Brown, Erin Benton, Laura Mattingly,

Sterling Newton

Type of trip (i.e. classroom, organization, club,

athletic, band)

Club

Destination name
WKU Knicely Center

Destination address

2355 Nashville Rd, Bowling Green, KY 42101

Destination phone

270-745-1908

Lodging name

Staybridge Suites

Lodging address

680 Campbell Ln, Bowling Green, KY 42101

Lodging phone

270-904-0480

Date(s) of trip

October 16-17, 2025

🟶 Time of departure

08:30 am

* Purpose/Educational value

Kentucky Leadership Summit for National Beta/students participating in leadership sessions with national speakers and participation in competitions

Source of funding for trip

Student/Club

No student shall be denied the trip because of the inability to pay.

Bill trip expenses to (i.e. Sponsoring organization, school council, Board)

MCHS Beta Club

organization, school council, Boar

50

Number of students

4

Number of faculty sponsors

0.00

Other chaperones

0

Total number of participants

54

Supervision (Attach list of names of students and chaperones)

2025 Summit-Field Trip Chaperone and Participant List.pdf Added 9/8/2025 9:21:00 PM

view

Add a File

* Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

Yes

Reviewed/Revised: 01/12/15

School Bus/SUV Request

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus/SUV" and for no other purpose.

Buses/SUV needed (please list below if need bus or SUV)

One Bus and the SUV (driven by Jamie Brown) requested On the return pick up on October 17, we finish in BG at 1:30 p.m. e.s.t. and Trevor Sweet has agreed to pick us up leaving MCHS at 1 p.m.

Destination Name & Address

WKU Knicely Center, 2355 Nashville Rd,

Bowling Green, KY 42101

Date(s) of trip

October 16, October 17

🟶 Group requesting bus/SUV

MCHS Beta

Purpose of trip

National Leadership Summit

🟶 Bus/SUV pick-up time

08:30 am

🏶 Bus/SUV return time

05:00 pm

🏶 When transporting items that cannot be held in Under storage will be required lap of students, under storage will be required to store these items.

Account to be charged

MCHS Beta

Blank Student List Template

🞇 Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus/SUV. A copy of the list of pupils that are assigned to ride this particular school bus/SUV can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

MCHS Beta Leadership Summit Bus 10-16&17-25.xlsx.pdf Added 9/8/2025 9:24:00 PM

view

Employee Signature

Signed: Jamie Brown

Stamped: Mon Sep 08 2025 22:24:27 GMT-0400 (Eastern Daylight Time);9/8/2025 9:24:26 PM;2025-09-09 02:24:26Z;74.132.62.190; Employee - #321 - JAMIE

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Principal Signature

Signed: Robby Peterson

Stamped: Tue Sep 09 2025 07:14:39 GMT-0400 (Eastern Daylight Time);9/9/2025 6:14:40 AM;2025-09-09 11:14:40Z;170.185.150.206; Employee - #371 - JOSEPH PETERSON

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Direct this field trip packet to

~

🏶 Supervisor Signature

Not Signed

Read-Only

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* Field Trip Designee Signature

Not Signed

Read-Only

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- * Date of Board approval
- * Superintendent Signature

Not Signed

Read-Onl

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This section is to be completed by the Transportation Director.

- Rus number
- R Driver
- 🏶 Driver wage
- Transportation Director Signature/Date

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

- 🟶 Ending odometer reading
- Beginning odometer reading
- Total miles
- Number transported
- Driver Signature/Date

Approve

Deny

School Field Trip Packet - OvernightGreater than 100 miles with District Transportation

Organization: Marion County Public Schools Employee: JAMIE BROWN

Assigned To: User - kim.hood

Show History

NOTE: Field trip packets that require Board approval will <u>only</u> be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

♣ Employee Name

Jamie Brown

Jamie Brown

Jamie Brown

→ Tamie Brown

→ Ta

★ School/Work site

Marion County High School

Representation 2025 April 2025 Ap

★ Time of departure 07:00 am

Destination Name & Address

Old National Events Plaza, 715 Locust St, Evansville, IN

Purpose/Rationale for attending

Chaperone the KY State Beta President to an official visit to the Indiana State Beta Convention

2

1

* Number of students involved

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day)

Substitute code MCHS Activity-Beta

Registration No

Registration cost

Registration code

Number of miles

Number of days

★ Lodging No.

Cost per night

Number of nights

Lodging rate

★ Meals

No.

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

Grand total of expenses 125

*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

^^	
* Faculty member(s) sponsoring trip	Jamie Brown, Erin Benton
T doubty mornbor(b) sponsoring trip	Jaille Diowii, Lilli Delitoli

* Type of trip (i.e. classroom, organization, club, Club athletic, band)

Destination name
Old National Events Plaza

Restination address 715 Locust St, Evansville, IN

* Destination phone 1-812-435-5770

Lodging name Double Tree by Hilton

Lodging address 601 Walnut St, Evansville, IN

Lodging phone 812-423-5002

Rovember 14-15, 2025 November 14-15, 2025

* Time of departure 07:00 am

Purpose/Educational value

Chaperone the KY State Beta President to an official visit to the Indiana State Beta Convention

Student/Club

No student shall be denied the trip because of the inability to pay.

Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	MCHS Beta Club
* Number of students	2
₩ Number of faculty sponsors	2

★ Other chaperones
 0

* Total number of participants 4

Supervision (Attach list of names of students and chaperones)

Field Trip Participants_Supervision.pdf Added 9/7/2025 3:56:00 PM

<u>view</u>

Add a File

* Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15



Yes

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus/SUV" and for no other purpose.

Buses/SUV needed (please list below if need bus or SUV)

SUV is needed. Jamie Brown is approved as a board vehicle driver.

Destination Name & Address

Old National Events Plaza, Evansville, IN

Date(s) of trip

November 14-15, 2025

Group requesting bus/SUV

MCHS Beta

Purpose of trip

IN State Convention-State officer official visit

Rus/SUV pick-up time

07:00 am

🏶 Bus/SUV return time

04:00 pm

Required When transporting items that cannot be held in Under storage will be required lap of students, under storage will be required to

store these items.

Account to be charged

MCHS Beta

Blank Student List Template

 Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus/SUV. A copy of the list of pupils that are assigned to ride this particular school bus/SUV can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

Field Trip Participants Supervision.pdf Added 9/7/2025 3:58:00 PM

view

Employee Signature

Signed: Jamie Brown

Stamped:Sun Sep 07 2025 16:57:51 GMT-0400 (Eastern Daylight Time);9/7/2025 3:57:52 PM;2025-09-07 20:57:52Z;74.132.62.190; Employee - #321 - JAMIE BROWN

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🏶 Principal Signature

Signed: Robby Peterson

Stamped: Mon Sep 08 2025 08:21:01 GMT-0400 (Eastern Daylight Time);9/8/2025 7:21:01 AM;2025-09-08 12:21:01Z;170.185.150.206;Employee - #371 - JOSEPH

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Direct this field trip packet to

🟶 Supervisor Signature

Not Signed

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* Field Trip Designee Signature

Not Signed

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- Date of Board approval
- * Superintendent Signature

Not Signed

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This section is to be completed by the Transportation Director.

- # Bus number
- Driver
- River wage
- * Transportation Director Signature/Date

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

- Ending odometer reading
- Beginning odometer reading
- Total miles
- Number transported
- Driver Signature/Date

Approve

Deny