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

Organization: Marion County Public Schools

Employee: JULIA HUNT

Julia Hunt

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

★ School/Work site

Marion County Middle School

Representation 2025 April 2025 Ap

₹ Time of departure 09:00 am

* Destination Name & Address

Staybridge Suites, Bowling Green Knicely Convention Center

Purpose/Rationale for attending

...

BETA Leadership Summit

Number of students involved
20

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

MCMS BETA

Registration

No

Registration cost

Registration code

₩ Mileage

No

Number of miles

Number of days

★ Lodging Yes

Cost per night 150

Number of nights 1

Lodging rate Conference Rate

₩ Meals No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code MCMS BETA

☆ Grand total of expenses 350

*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
Julia Hunt

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

Rnicely Center Knicely Center

₩ Destination address WKU Campus

Restination phone 2709040480

Lodging name Staybridge Suites

Lodging address 680 Campbell Lane Bowling Green, KY 42101

22

Lodging phone 2709040480

★ Date(s) of trip Oct 16 - 17, 2025

★ Time of departure 09:00 am

Purpose/Educational value BETA Leadership Summit

Source of funding for trip MCMS Beta

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

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

** Number of faculty sponsors 1

* Other chaperones 1

Supervision (Attach list of names of students and chaperones)

Summit List - Sheet1.pdf

25 82 61 7 29

Added 9/11/2025 1:16:00 PM

view

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

Total number of participants

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)

Bus will be split with LMS BETA

★ Destination Name & Address Knicely Center

★ Date(s) of trip
Oct 16 and Oct 17

Rurpose of trip Beta Leadership Summit

₩ Bus/SUV pick-up time 09:00 am

₩ Bus/SUV return time

03:00 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
Split between LMS and MCMS 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.

Summit List - Sheet1.pdf Added 9/11/2025 1:19:00 PM view

* Employee Signature

Signed: Julia Hunt

Stamped: Thu Sep 11 2025 14:18:45 GMT-0400 (Eastern Daylight Time);9/11/2025 1:18:45 PM;2025-09-11 18:18:45Z;170.185.150.198; Employee - #539 - JULIA HUNT

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.

Rrincipal Signature

Signed: Amanda Farmer

Stamped: Thu Sep 11 2025 14:23:16 GMT-0400 (Eastern Daylight Time);9/11/2025 1:23:16 PM;2025-09-11 18:23:16Z;170.185.150.184; Employee - #407 - AMANDA FARMER

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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

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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
- 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: KARA CLARK

Assigned To: User - kim.hood

Show History

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

School Professional Leave

03.125 AP.21

★ Employee Name Kara Clark

★ School/Work site

Lebanon Middle School

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Lebanon Middle Middle School

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Lebanon Middle Middl

* Date(s) of leave 10/16/25 & 10/17/25

* Time of departure 08:30 am

Destination Name & Address

Knicely Conference Center at Western Kentucky University- Bowling Green, KY 2355 Nashville Rd, Bowling Green, KY 42101

Purpose/Rationale for attending Regional Summit for Jr. Beta

Number of students involved 105

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 Jr. Beta

Registration No.

Registration cost

Registration code

★ Mileage No.

Number of miles

Number of days

Cost per night

Number of nights

Lodging rate

₩ Meals No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

Grand total of expenses

*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

Kara Clark

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

Destination name

Knicely Conference Center

🟶 Destination address

2355 Nashville Rd, Bowling Green, KY 42101

🏶 Destination phone

(270) 745-1908

Lodging name

Lodging address

Lodging phone

🗰 Date(s) of trip

10/16/25-10/17/25

Time of departure

08:30 am

Purpose/Educational value

Jr. Beta Regional Leadership Summit Convention

🟶 Source of funding for trip

Beta fundraisers - Students pay

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

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

Sponsoring Organization (LMS Jr Beta Club)

Number of students

22

Number of faculty sponsors

2

Other chaperones

0

Total number of participants

24

Supervision (Attach list of names of students and chaperones)

Summit List.pdf Added 9/2/2025 3:03:00 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)

1

Destination Name & Address
Knicely Conference Center 2355 Nashville Rd,

Bowling Green, KY 42101

* Date(s) of trip 10/16/25-10/17/25

♣ Group requesting bus/SUV

LMS Jr. Beta Club

🖐 Purpose of trip Jr Beta Regional Leadership Summit

₩ Bus/SUV pick-up time 08:30 am

₩ Bus/SUV return time 03:00 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 Lebanon Middle School Jr. Beta Club

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.

Summit List.pdf Added 9/2/2025 3:05:00 PM

view

Employee Signature

Signed: Kara Clark

Stamped:Tue Sep 02 2025 16:05:21 GMT-0400 (Eastern Daylight Time);9/2/2025 3:05:22 PM;2025-09-02 20:05:22Z;170.185.150.217;Employee - #627 - KARA CLARK

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🏶 Principal Signature

Signed: Sara Brady

Stamped:Wed Sep 10 2025 08:35:53 GMT-0400 (Eastern Daylight Time);9/10/2025 7:35:53 AM;2025-09-10 12:35:53Z;170.185.150.173;Employee - #29 - SARA BRADY

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* Direct this field trip packet to

🟶 Supervisor Signature

Not Signed

Read-Onlv

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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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- 🏶 Bus number
- 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
- Reginning odometer reading
- Total miles
- Number transported
- Driver Signature/Date

Approve

Deny