



## Bourbon County Agricultural Education & FFA

Learning to Do,  
Doing to Learn,  
Earning to Live,  
Living to Serve

Bourbon County High School  
3341 Lexington Road  
Paris, KY 40361

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Dear the Board of Education,

The Bourbon County FFA has 35 members eligible to attend the National FFA Convention in Indianapolis, IN this year at the convention center and Lucas Oil Stadium. The convention is October 29th - November 1st. The National FFA Convention & Expo is all about growing the next generation of leaders. No matter where you are in FFA, you'll find inspiration and direction to become a leader and influencer, ready to make an impact. During this event, find out who you are, who you want to become and how you can change how the world grows. The convention includes hundreds of colleges, careers booths, and other informational pathway materials. The convention also offers leadership workshops and the opportunity for our members to collaborate and network with thousands of FFA members from across the nation. We are requesting approval for our members to attend on a day trip on October 30th where we would take a charter bus OR go up on October 30th stay the night and do industry tours on the way home October 31st. We are going on and getting an approval for either because we do not know if we can get a BC bus driver to make the overnight trip happen. This trip includes our FFA executive team members who are the highest leaders in our FFA chapter.

Best Regards,  
Tara Poe  
Agriculture Educator & FFA Advisor  
tara.poe@bourbon.kyschools.us

*The FFA Mission: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education*

**School-Related Student Trip Request Form****APPROVAL SIGNATURES REQUIRED**

CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
☐ 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.

- ☐ Includes a Student Fee  
☐ Travel outside the Tri-State area of KY, OH, IN  
☐ Common Carrier Transportation Reason for using a Charter Bus/Plane \_\_\_\_\_

*All field trip forms requiring Board approval must be completed and submitted to the Superintendent/designee ten (10) days prior to the Board meeting. Incomplete or late forms cannot be accepted and may result in trip cancellation.*

**UPON APPROVAL, THIS FORM WILL BE RETURNED FOR FINAL PREPARATIONS**

- ☐ Provide a copy of this approved form to the bookkeeper and request Purchase Orders for all expenses  
☐ Make reservation with the venue  
☐ Make transportation arrangements  
☐ Send out completed Principal approved Parent Permission Forms.  
☐ Confirm receipt of Parent Permission Forms & authenticate signatures. Send reminders, if needed.  
☐ Collect fees using the Multiple Receipt Form and turn funds into the Bookkeeper daily.  
☐ Confirm parents requesting to chaperone are on the approved list and begin assignment of chaperones to students. Parents of students who require emergency and/or routine medications should be invited to chaperone if they are on the approved list.  
☐ Consult with the Cafeteria Manager on lunch arrangements, including the number of students that will be out of the building if lunch is not provided through the Cafeteria.  
☐ Two (2) weeks prior to the trip date, submit a student roster and all completed parent permission slips to the School Nurse for medications and/or specific adaptations approval. ☐ Confirm that a trained medical person will attend. ☐ Cost for nursing, if applicable, shall be arranged and paid by the school. School Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ON THE DAY OF THE TRIP**

- ☐ Provide chaperone orientation (video, etc.) ☐ Post attendance prior to leaving  
☐ Provide office with a list of chaperones & cell numbers ☐ Take student lunches (if applicable)  
☐ Take student medications in original labeled bottle ☐ Take classroom emergency kit  
☐ Take parent permission slips with you on the trip ☐ Take required payments  
☐ Give office copies of all parent permission slips ☐ Provide copy of event specific EAP to all personnel attending in an official capacity, including cell numbers for all (Retain for one (1) year)