

STUDENTS

09.36 AP.21

School-Related Student Trip Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.
A SEATING CHART FOR ALL TRIPS MUST BE SUBMITTED TO THE PRINCIPAL PRIOR TO THE TRIP.

SCHOOL MCHS FACULTY MEMBER(S) SPONSORING TRIP Adam Adkins

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____

☒ Organization/Club Trip, specify JAG ☐ Other (athletic, band, if applicable) _____

DESTINATION Washington, DC/Hyatt ADDRESS 400 New Jersey Ave PHONE 202-737-1431

☒ Out of State ☐ Out of County ☐ Within County Washington, DC

☒ Overnight; give name, address, phone of lodging Hyatt Regency Washington D.C. on Capitol Hill

DATE(S) OF TRIP Dec 1st - Dec 6th DEPARTURE TIME 6:00pm RETURN TIME 8:00pm

PURPOSE/EDUCATIONAL VALUE Student is one of top state leaders selected to attend the National Student Leadership Academy in Washington D.C.

SOURCE OF FUNDING FOR TRIP PRI JAG National pays for student trip.

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY PRI

NUMBER OF: STUDENTS 1 FACULTY SPONSORS 1 OTHER CHAPERONES Man taking student and Mr. Adkins to airport to meet the rest of the group. The group will fly home together.

TOTAL # OF PARTICIPANTS 2

FOOD SERVICE: ARE MEALS TO BE PROVIDED BY FOOD SERVICE?

☒ NO ☐ YES, # OF STUDENTS _____ - COMPLETE PAGE 2 AND SUBMIT 2 WEEKS PRIOR TO TRIP

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☒ NO ☐ YES, SEE PROCEDURE 09.36 AP.212.

☐ CERTIFICATED COMMON CARRIER; SPECIFY _____

☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

☒ YES ☐ NO 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.

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? ☒ Yes ☐ No

Adam Adkins
Signature of Faculty Sponsor

10/13/25
Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval _____

John Reed
Signature of Superintendent/Designee

Date

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

**Event Specific Emergency Action Plan (EAP) for School Sanctioned
Nonathletic Event Held Off-Campus**

Destination/Venue Hyatt Regency Washington DC in Capitol Hill

Venue Address: 400 New Jersey Ave, Washington DC 20001

Person or email contacted at venue to discuss EAP Stephanie Rickman

Position/title of person contacted JAG Leadership Coordinator

Date(s) of contact 10/13/25

Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no

If yes, where is it located. Hotel

Does venue have an emergency response team (ERT)? ☒ yes ☐ no

Process to request AED and/or ERT if needed at the scene: Lobby/ask @ site

Will 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? no

If yes, 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 9-1-1 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 Automated External Defibrillator (AED).
 - Continuing supporting the victim until the local EMS arrives and takes over care.
 - Direct EMS to the scene.

Review/Revised: 8/16/2023