

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



Overnight and Out of District School Bus Trip Guidelines

During overnight school bus trips and out of district bus trips, all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

Checklist:

☒ Sponsor/Coach Name: Jermaine Rynan Cell Number: 270-454-9274

☒ Date of Departure: 9-20-25 Time of Departure: 7:00 AM

☒ Date of Return: 9-24-25 Expected Time of Return: 9:00 PM

☒ Adequate Supervision (meets ratio criteria)

Please List Names of Chaperones

☒ Obtain parent/guardian permission forms

Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient

N/A ☐ Notify school cafeteria manager of any lunch needs

N/A ☒ Follow all Transportation Department guidelines for bus trips

All requests must be in the trip system at least **five** days prior to the date of departure

☒ Understand any student's medication needs and/or medical conditions

Coaches must carry all player's physicals on any away and overnight trips

☒ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

Rider's list must contain all rider's names and an emergency contact name and number

☒ Attach and itinerary

☐ Other specific needs: _____

Signature of Person submitting form

Christy Lancaster
Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

SkillsUSA Washington Leadership Training Institute

Sept 20th-24th 2025

The following from HCHS will be attending WLTi:

Kennedi Carter (State Officer)

Jermaine Poynter (State Advisor / Executive Council)

Will be traveling to Washington DC to attend the SkillsUSA Washington Leadership Training Institute with Kentucky SkillsUSA Director Education Program Consultant Kimberly Woodall and other Kentucky State Officers and Advisors.

We fly out of Evansville on 9-20-2025 @ 7:01AM and will return on 9-24-2025 @ 8:30pm

Henderson County Career and Technical Education

Transportation Request for Student Trips

Name of Primary Sponsor:	DERMAINE POYNTH	CTSO or Program Name:	SKILLS USA
Emergency Contact Phone #:	270-454-9274	Total # of Students:	1
Name(s) of Additional Chaperones:	SKILLS USA STATE COORDINATOR - Kim Woodall Kentucky Dept. of Education		
# of Vehicles:	Bus: N/A	Van/SUV:	N/A
Vehicle Details:	YES NO Do you have a bus driver already? YES NO	Name of SUV Driver(s):	
Destination Name AND Address:	WASHINGTON LEADERSHIP TRAINING INSTITUTE 5000 SEMINARY RD ALEXANDRIA, VA 22311		

Purpose of Trip (teacher will circle or highlight: this selection will determine the funding source)

- Regional Competition (State Qualifying Event)
- State Competition
- National Competition (1st Place at State)
- National Competition (2nd or 3rd Place at State)
- State Officer Travel
- Non-Qualifying Competitions (i.e. Field Day Contests)
- Educational Field Trip/Recreational Event/Other Travel
- Student Leadership Training

	Departure (CST):	Return (CST):
Time:	7:01 AM/PM	9:00 AM/PM
Date:	9-22-25	9-24-25

Office Use Only
ORG:
PROJ:
Trip ID#:

Kristy Lancaster 9-16-25

CTE Administrator Signature

Date

[Signature]

Primary Sponsor Signature

9-16-25

Date



TENTATIVE SCHEDULE

This schedule is tentative and could change at any time. All attempts will be made to make final scheduling decisions by Sept. 1. There are several factors that may affect a scheduling decision, including the availability of monuments and government offices, safety measures and permitting.

SATURDAY, SEPT. 20, 2025

Attire: SkillsUSA business casual

2 p.m. - 5 p.m. Conference Registration
Plaza Ballroom Foyer

5:15 p.m. Doors open for Opening Session
Plaza Ballroom

5:30 p.m. Opening Session and Dinner
Plaza Ballroom and Terrace Room

8 p.m. Students: Huddle Group Welcome
Huddle Group Rooms

8:30 p.m. Statesman Summit
Plaza Ballroom Foyer

8:45 p.m. Advisors and State Staff: Orientation Meeting
Terrace Room

11 p.m. Curfew

SUNDAY, SEPT. 21, 2025

Attire: SkillsUSA business casual and casual for Twilight Tour

6:30 a.m. - 12 p.m. SkillsUSA Store
Plaza Ballroom Foyer

7:45 a.m. Breakfast
Plaza Ballroom and Terrace Room

8:30 a.m. General Session
Plaza Ballroom

9 a.m. Student Training
Huddle Group Rooms

9 a.m. Advisor Professional Development
Terrace Room

12 p.m. Lunch and Advocacy Panel
Plaza Ballroom and Terrace Room

1:30 p.m. Break

1:45 p.m. Student Training
Huddle Group Rooms

1:45 p.m. Advisor Professional Development
Terrace Room

4:30 p.m. Dinner

6 p.m. Buses depart for Twilight Tour
Front of hotel

10:15 p.m. Buses depart for hotel
From Twilight Tour

11 p.m. Curfew

MONDAY, SEPT. 22, 2025

Attire: SkillsUSA conference T-shirt

8 a.m. Breakfast
Plaza Ballroom and Terrace Room

8:45 a.m. General Session
Plaza Ballroom

9:15 a.m. State Planning Sessions
Assigned Rooms

10:30 a.m. Buses depart for downtown D.C.
Front of hotel
Touring, lunch and dinner on your own

3 p.m. Buses begin departing for hotel (on rotation)
Pickup location announced in conference app

7 p.m. Last bus departs for hotel
Pickup location announced in conference app

7:30 p.m. Statesman Interviews
Plaza Ballroom Foyer and Terrace Room

11 p.m. Curfew



TENTATIVE SCHEDULE (CONT.)

TUESDAY, SEPT. 23, 2025

Attire: SkillsUSA official attire

8 a.m. Buses depart for Arlington National Cemetery
Front of hotel
Breakfast served on bus

9:30 a.m. Wreath Laying at the Tomb of the Unknown Soldier
Arlington National Cemetery

10:40 a.m. Buses depart for Capitol Hill
From Arlington National Cemetery

11:15 a.m. Group Photo on Capitol Hill
Front of the U.S. Capitol

12 p.m. Advocacy Visits
Capitol Hill
Lunch on your own

4:30 p.m. Buses depart for hotel
Pickup location announced in conference app

6:30 p.m. Recognition Session and Dinner
Plaza Ballroom and Magnolia Room

8:30 p.m. WLTl Celebration
Terrace Room

11 p.m. Curfew

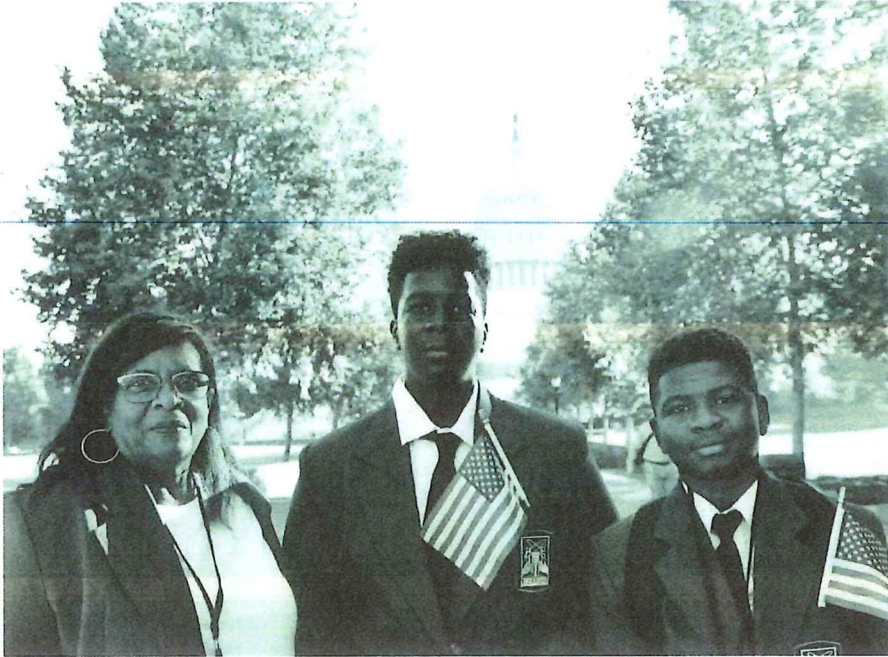
WEDNESDAY, SEPT. 24, 2025

Attire: appropriate casual

Travel home safely!



The 2025 WLTl group photo will be taken at the U.S. Capitol on Tuesday, Sept. 23



WASHINGTON LEADERSHIP TRAINING INSTITUTE EXPERIENCES

STUDENT TRAINING

Training will focus on the three key Essential Elements of the conference. As a result of participating in WLTi, students will be able to:

- Network with other students from across the country to understand the breadth of career and technical education (CTE) and SkillsUSA across the nation
- Know, create, and communicate their own CTE story
- Communicate effectively using the POWERR formula and other SkillsUSA resources and tools
- Demonstrate their ability to create change through the application of advocacy best practices

ADVISOR TRAINING

Training will focus on how to best advocate for your CTE program as well as how to effectively implement SkillsUSA educational resources.

Note: All advisors should bring a laptop, tablet or other digital device to access digital resources during the training.

NIGHTTIME MONUMENT TOUR

This will provide participants a fun evening exploring some of the most prominent monuments and memorials in Washington, D.C. A highlight of the evening will be a powerful reflection delivered by the national officers.

STATE PLANNING SESSION

To ensure your state delegation is prepared for the advocacy visits, we provide intentional time and materials during the conference for state associations to meet for planning. Please use this time to ensure your team is prepared for their advocacy visits where they will advocate for CTE and SkillsUSA.

TOURING AND EXPLORING D.C.

Conference participants will have time to visit monuments and museums in Washington, D.C. We suggest groups identify in advance some places to visit and things that you want to see or do. Check out this website to begin your tour planning: www.washington.org.

WREATH LAYING AT ARLINGTON NATIONAL CEMETERY

SkillsUSA will honor the men and women of the armed forces by laying a wreath during the changing of the guards ceremony at the Tomb of the Unknown Soldier. Participants are asked to remain respectful at all times while visiting the cemetery.

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- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

Checklist:

✓ Sponsor/Coach Name: Jermaine Poynter Cell Number: 270-454-9276

✓ Date of Departure: 9-30-25 Time of Departure: 3:25 pm

✓ Date of Return: 10-1-25 Expected Time of Return: 6:00 pm

✓ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Jermaine Poynter

___ Obtain parent/guardian permission forms

****Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient****

NA Notify school cafeteria manager of any lunch needs

✓ Follow all Transportation Department guidelines for bus trips

****All requests must be in the trip system at least five days prior to the date of departure****

___ Understand any student's medication needs and/or medical conditions

****Coaches must carry all player's physicals on any away and overnight trips****

✓ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

****Rider's list must contain all rider's names and an emergency contact name and number****

✓ Attach and itinerary Kennedi Carter

___ Other specific needs: _____

Signature of Person submitting form

Christy Lancaster
Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

Henderson County Career and Technical Education

Transportation Request for Student Trips

Name of Primary Sponsor:	Jermaine Poynter Skills USA	CTSO or Program Name:	Skills USA
Emergency Contact Phone #:	270 454 9276	Total # of Students:	Kennedi Carter 1
Name(s) of Additional Chaperones:	—		
# of Vehicles:	Bus: —	Van/SUV:	
Vehicle Details:	Handicap Bus? YES <input type="radio"/> NO <input checked="" type="radio"/> Do you have a bus driver already? YES <input type="radio"/> NO <input type="radio"/>	Name of SUV Driver(s): Jermaine Poynter	
Destination Name AND Address:	FFA Training Camp 111 FFA Camp Road, Hardinsburg KY 40143		

Purpose of Trip (teacher will circle or highlight: this selection will determine the funding source)

- Regional Competition (State Qualifying Event)
- State Competition
- National Competition (1st Place at State)
- National Competition (2nd or 3rd Place at State)
- State Officer Travel **BOARD**
- Non-Qualifying Competitions (i.e. Field Day Contests)
- Educational Field Trip/Recreational Event/Other Travel
- Student Leadership Training

State Officer

	Departure (CST):	Return (CST):
Time:	3:25 AM/PM	5:30 6:00 AM/PM
Date:	9-30-25	10-1-25

Office Use Only
ORG:
PROJ:
Trip ID#:

Kristy Lancaster 9-23-25
 CTE Administrator Signature Date

Primary Sponsor Signature Date

KLTI

OCTOBER 1ST

8:00 – 4:00 P.M., CT

FFA TRAINING CAMP

111 FFA CAMP ROAD

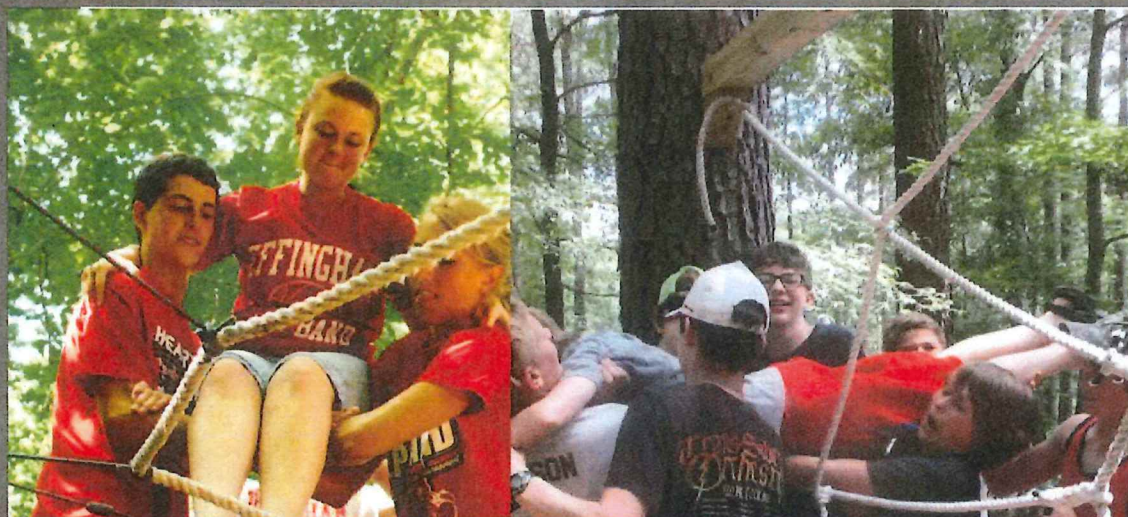
HARDINSBURG, KY 40143

REGISTRATION 8:00–8:30 CT

CAMP 8:30–4:00 PM, CT

FALL LEADERSHIP

CONFERENCE–SKILLSUSA KY



THE COST IS \$50 PP WHICH INCLUDES LUNCH, SNACKS & T-SHIRT
WHAT IS KLTI? TRAINING FOR YOUR OFFICER TEAMS & ADVISORS

AGENDA:

OPENING

TEAM BUILDING SESSIONS WITH YOUR CHAPTERS

LEADERSHIP TRAINING

TRAINING FOR INDIVIDUAL OFFICER POSITIONS OF PRESIDENT/SECRETARY/TREASURER, ETC.

INDUSTRY EXPERTS WILL BE HERE & TRAINING FOR ADVISORS (PD OFFERED) →

MOCK COMPETITIONS TO PREPARE YOU FOR SPRING COMPS

CHAPTER OF EXCELLENCE TRAINING

HOW TO PREPARE FOR AWS SCHOLARSHIP/MIKE ROWE SCHOLARSHIP/HARBOR FREIGHT
SCHOLARSHIP & OTHERS

PREPARING FOR SKILLSUSA WEEK & SIGNING WEEK

EVERYTHING TO HELP YOUR SKILLSUSA KENTUCKY CHAPTER BE A SUCCESS!

TO REGISTER: [HTTPS://WWW.SKILLSUSA-REGISTER.ORG](https://www.skillsusa-register.org) NO LATER THAN 9/19/25 @ 11:59 PM CST

KLTl
Schedule

- I. 8:00-8:30 Welcome/Registration
- II. 8:00-8:45 Opening
- III. 8:45-8:50 Statesmen

Rotations – 50 minutes each – 5 minutes travel time

- I. Low Ropes
- II. Come Together Activity-Ellen Zambrano & Wylie Messer
- III. Trust & Understanding-Cayden Estes & Mitchell McNutt
- IV. Shape Setter-Communication-Jason Hall & Jason Ryan

12:25-1:00 – Lunch

1:00-2:30 – Facilitator Guest Speaker

2:30-3:30-Officer Positions-How to Apply, what to do

3:30-4:30-Mock Competitions

(Choose 1)

1-American Spirit

2 – OSHA

3-Customer Service

4 – Pin Design

4:30-5:00-Closing & Awards

Teacher Training: State/National-what to expect, how to register, how to prepare, Delegates & Voting-Mr. McNutt

Miller Electric & Komatsu here for training

Lonnie-Chapter of Excellence

Scholarships-Wylie Messer-Mike Rowe & Harbor Freight

Benefits of Skills in Your Programs-Aaron Keeton

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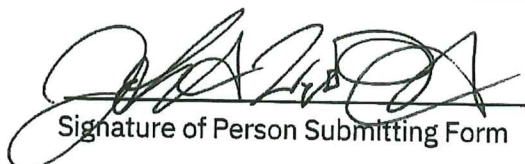
Overnight & Out of District School Bus Trip Guidelines

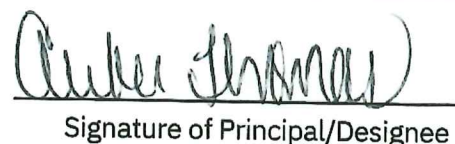
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- All sponsors and head coaches should ride on the bus with the team/students
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☐ Sponsor/Coach Name: John Woods Cell Number: (270) 202-6863
- ☐ Date of Departure: 11/7/25 Time of Departure: 8:30 am
- ☐ Date of Return: 11/9/25 Expected Time of Return: 3:15 pm
- ☐ Adequate Supervision (Meets Ratio Criteria)
Please List Names of Chaperones
- ☐ Obtain Parent/Guardian Permission Forms
Athletic Teams/Clubs Do Not Need to get a Separate Permission Form for Every Trip. One at the Beginning of the Season/Year from each Student is Sufficient
- ☐ Notify School Cafeteria Manager of Any Lunch Needs
- ☐ Follow All Transportation Department Guidelines for Bus Trips
All Request Must be in the Trip System at Least **FIVE** days prior to the date of departure
- ☐ Understand Any Student's Medication Needs and/or Medical Conditions
Coaches Must Carry All Player's Physicals on Any Away and Overnight Trips
- ☐ Attach a Trip List of Students to the Principal/Designee and a Rider's List to the Bus Driver
Rider's List Must Contain All Rider's Names and an Emergency Contact Name and Number
- ☐ Attach an Itinerary
- ☐ Other Specific Needs: _____


Signature of Person Submitting Form


Signature of Principal/Designee

This Form Must be Submitted 10 Days Prior to the Date of the Trip to the Principal/Designee

The mission of Henderson County Schools is to provide extraordinary educational opportunities for every student.
Equal Educational and Employment Institution

Midstates Band Association Championships
November 7 - 9, 2025
Miamisburg, OH

NOVEMBER 7, 2025

8:00 am - Meet in HCHS Band Room
8:30 am - Depart HCHS
CHANGE TO EASTERN TIME
12:30 pm - Stop in La Grange, KY for lunch
(McDonald's, Taco Bell, KFC) **BRING \$**
1:30 pm - Depart Lunch stop
4:00 pm - Arrive at Miamisburg High School
4:30 pm - 6:00 pm - Rehearsal
6:00 pm - Load trailers and buses.
6:30 pm - 8:00 pm - Eat dinner in
Miamisburg/Dayton area **BRING \$**
8:30 pm - Arrive at Hotel

Holiday Inn Express & Suites
7701 Washington Village Drive
Dayton, OH 45459

8:30 pm - 10:00 pm - "Move in" to our
rooms, pool time, hang out
10:00 pm - Room checks
11:00 pm - Lights out

NOVEMBER 8, 2025

7:00 am - Wake-up call
7:00 am - 8:00 am - Breakfast in the hotel
8:00 am - 9:00 am - Get ready (IN
UNIFORM!!!) Bring a change of clothes with
you!
9:00 am - Load the buses and depart from
the hotel
9:20 am - Arrive at Miamisburg High School
10:00 am - Everything should be unloaded
and staged by this time
10:25 am - Walk to warm-up area
10:45 am - 11:15 am - WARM UP (Area C)
11:15 am - Walk to the stadium
11:20 am - Stop at the water table
11:25 am - Gate

NOVEMBER 8, 2025 (continued)

11:30 am - PERFORM FOR YOUR SPOT
IN MSBA CHAMPIONSHIP FINALS!!!!
11:45 am - Watch Taylor County High
School from the end zone
12:00 pm - Travel back to the trailers.
12:15 pm - Case instruments, and situate
props so they are out of the way
12:30 pm - Change out of uniform
1:00 pm - 2:00 pm - LUNCH
2:00 pm - Travel to the stands to watch the
remaining bands
4:30 pm - Prelim Awards and
ANNOUNCEMENT OF FINALISTS
4:45 pm - Finals Order Draw

**EVERYTHING BEYOND THIS POINT IS
DEPENDENT ON US MAKING FINALS!**

The first finals performance is at 7:00 pm,
and the last performance is at 9:15 pm.
Our dinner time will be based on our
performance time.

9:45 pm - Full Awards Retreat
10:45 pm - Depart Miamisburg High School
11:05 - Arrive at hotel
12:00 am - Lights out

NOVEMBER 9, 2025

9:30 am - Check out and load the buses
10:00 am - Depart for Henderson
1:00 pm - 2:00 pm - Stop in Corydon, IN for
lunch (Zaxby's, Wendy's, Papa Johns)
BRING \$
2:00 pm - Depart lunch stop
CHANGE TO CENTRAL TIME
3:15 pm - Arrive at HCHS and unload
3:45 pm - Dismissal