Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.			
School:	Man Elem.	Grade(s): S Class/Activity	Group/Team: All 5th Grade
Teacher/S	Sponsor/Coach: Julie Jol	hasan Cell Phone Nu	ımber: 859 242 8151
Person tra	ained with current medication adm	ninistration training CPR/FA/AED cre	dential Julie Johnson
Destination	on Venue, Location and State:	Conner Prairie, Fist	hers IN
Trip Loca	ntion Contact Person: Julia	Luke Phone Number: 3	17-776-6000
# Teacher	rs:# Students:	26 # Chaperones: 50	Adult/Student Ratio: 1:4 / 1:3
	Date(s) & Times	Cost	Transportation
Departu	are Date: Apr: 1 24, 2020	Total Cost: \$ 47.99	☐ District Bus/Van
Time:	8:00 AMPM	Funding Source: Students	Charter Bus:
	,		Brecutive Charter
Return 1	Date: Aoci 24, 2025	Fee to be assessed to students:	Approved Bid – Company Name
Time:	5:45 AMPM	\$	□Other:
		Attach Student Activity Cost Form 09.15 AP.23	Attach a copy of Charter Bus Contract.
Meals	At school prior to departure \(\sigma \)		ocation where packed lunches will be
1110415			onsumed: Sheller house
	Student Purchase Restaurant	Name & Location:	
	(Name and location of each stop)	Name & Location:	
Over	Date:	Lodging:	
Night	Date:	Lodging:	
Special S		gets: C.P. is an inkreching	dicapped accessibility, students not
medication the state(s	ns. Consult with the school nurse s) where the trip is planned. This f	permission form, someone must be to see who is permitted to give routiform may not be submitted to Central I medications and the nurse has ensure	ne and/or emergency medications in Office for Board consideration until
Name of t	rained administrator(s) of routine	and emergency medications: All	teachers
	urse Initials: 45 KN for	verification that medications adminis	
Due Date:		rn in Roster and completed Parent Per I or are in process. (Teacher/Spon	
N/A		eo for teachers/sponsors/coaches found	
IVA	I have attached an anticipated T	_	d on the district website.
		potential hazards/special requiremen	ts.
/		ncy action plan for the trip site and wi	
	the event in an official capacity		
	_ Funds have been secured for inc		1
		or chaperone approval have been initi	
		ents who currently have medication on aployee for KY trips and states where	
Teacher/S	ponsor/Coach Signature:	lie John Date	8/28/25

School-Related Student Trip Request Form

EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP) FOR ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS Destination/Venue: Conser Prairie Venue Address: 13400 filisony: 114 Person or email contacted at venue to discuss EAP: Julia Position/Title of person contacted: Guest Reletions Date (s) of contact: Hugust 2025 Is there an Automatic External Defibrillator (AED) on site Vyes Ino? Is it regularly maintained? Vyes Ino? If yes, where is it located? See attached Does venue have an emergency response team (ERT) \square yes \triangleright no? any 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? \(\sigma\) yes \(\sigma\) no If so, 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 911 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 AED. Continuing supporting the victim until the local EMS arrives and takes over care; and Direct EMS to the scene. APPROVAL SIGNATURES REQUIRED CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES 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. ☐ Travel outside the Tri-State area of KY, OH, IN 0 Sommon Carrier contract including cost. Common Carrier Transportation. Reason for using a Charter Bus/Plane: Out of State 0 All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.

School-Related Student Trip Request Form

Upon Approval, this form will be returned for final preparations

Provide a copy of this approved form to the bookket	eper and request Purchase Orders for all expenses.
Make reservation with the venue.	
Make transportation arrangements.	
☐ Send out completed principal approved Parent Peri	mission Forms.
☐ Confirm receipt of Parent Permission Forms & aut	henticate signatures. Send reminders, if needed.
☐ Collect fees using the Multiple Receipt Form and t	urn funds into the Bookkeeper daily.
☐ Confirm parents requesting to chaperone are on the to students. Parents of students who require emerg to chaperone if they are on the approved list.	
☐ Consult with Cafeteria Manager on lunch arranger out of the building if lunch is not provided throug	
☐ Two weeks prior to the trip date, submit a student to the School Nurse for medications and/or specific a trained in medication administration, as needed an personnel: ☐ ☐ Cost for nursing, i school. School Nurse Signature: ☐	adaptations approval. Confirm that personnel of CPR/FA/AED will attend. Name of trained f applicable, shall be arranged and paid by the
ON THE DAY OF THE TRIP	
☐ Provide chaperone orientation (video, etc.)	☐ Post attendance prior to leaving
\square 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
\square Take parent permission slips with you on the trip	☐ Take required payments
☐ Give office copies of all parent permission slips (Retain for one (1) year)	☐ Provide copy of event specific EAP to all personnel attending in an official capacity, including cell numbers for all

Executive Charter, Inc.

1810 Monmouth St. Newport KY 41071 859-261-8841

reservations@executivetransportation.org

Account Name: SHIRLEY MANN ELEMENTARY Acct ID: 3845000

Address: 10435 US HIGHWAY 42 UNION, KENTUCKY 41091

Client Contact: <u>JULIE JOHNSON</u> Phone#: <u>8593845000</u>

4/24/2026 7:30:00AM	SHIRLEY	MANN STUDENTS	Confirmation#	± 3141110
MOTOR COACH 55	FROM:	SHIRLEY MANN ELEMENTARY / 10435 US 42 UNION, KY 4		
	TO:	CONNER PRAIRIE / 13400 ALLISONVILLE RD. FISHERS, I	FARE: S	\$1,545.00
TRIP REMARKS:		IN 46038	TIPS:	\$50.00
WAIT & RETURN START @ 2	2:45PM		1.1.0.	φου.σσ
CONTACT: JULIE JOHNSON				-
Order has more than 1 vehicle	e (3)		Total Fare	\$1,595.00

4/24/2026 7:30:00AM	SHIRLEY	MANN STUDENTS	Confirmation	# 3141113	
MOTOR COACH 55	FROM:	SHIRLEY MANN ELEMENTARY / 10435 US 42 UNION, KY			
	TO:	CONNER PRAIRIE / 13400 ALLISONVILLE RD. FISHERS, I	FARE:	\$1,545.00	ĺ
TRIP REMARKS:		IN 46038	TIPS:	\$50.00	
WAIT & RETURN START @ 2	2:45PM		IIF3.	ψ30.00	l
CONTACT: JULIE JOHNSON	1				
Order has more than 1 vehicle	e (3)		Total Fare	\$1,595.00	
1					1

4/24/2026 7:30:00AM	SHIRLEY MANN STUDENTS	Confirmation# 3141114
TRIP REMARKS: WAIT & RETURN START @ 2:	ROM: SHIRLEY MANN ELEMENTARY / 10435 US 42 UNION, KY CONNER PRAIRIE / 13400 ALLISONVILLE RD. FISHERS, IN 46038	30 St. 10
CONTACT: JULIE JOHNSON Order has more than 1 vehicle	3)	Total Fare \$1,595.00

Invoice Total: \$4,785.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service. To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfieture of all monies paid.

PAYMENTS: We accept credit card, check or EFT. Please make checks payable to: Executive Charter, Inc.

CREDIT CARD PROCESSING FEE: A processing fee of 3% will be added to all credit card payments.

PAST DUE AMOUNTS: A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such ameneties.

DAMAGE AND CLEAN UP FEES: If excessive clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

ITINERARY: A specific itinerary is required 2 weeks before the trip, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature	Date

CONNER PRAIRIE

STEP INTO THE STORY

Transaction Date: 08/14/2025

Order #: 14144520

Mann Elementary School Julie Johnson 10435 US Hwy 42 Union, KY 41091-9528

Phone: (859) 384-5000

Email: julie.johnson@boone.kyschools.us

Thank you for your reservation. You are confirmed for the following program(s):

Date: 4/24/2026

Reservation Name: Mann Elementary School - Johnson

Notes:

Start Time: 10:00AM

End Time: 3:00PM

Group Type: SchoolTour-4th Grade

Payment Due: 4/24/2026

1246	School Tour - Guest Student	Х	\$9.00 =	\$1,116.00 +	18.= : 1134
47	School Tour - Guest Chaperone	X	\$9.00 =	\$423.00	
6	School Tour - Guest Teacher	Χ	\$0.00 =	\$0.00	•
177				\$1,539.00	N 1557 20

Julie Johnson

10:00 AM School Tour

11:00-11:30 AM School Tour Animal Encounters

12:00-12:30 PM School Tour Lunch

If your school has 50% or more of students that are economically disadvantaged, as indicated by the Indiana Department of Education, your school may be eligible for the Transportation Fund. For more information and to apply click here.



Conner Prairie Schedule/Highlights 4/24/2026: 5th Grade Trip

7:45am-Students arrive at school (Report to Homeroom Teacher)

FOR TEACHERS:

- Take Attendance
- Get packed Cafeteria Lunches
- *Snacks will stay on bus for ride home
- Medicines from Peggy

7:55- Load Buses at Mann

Start loading Kids (Remember jackets, it may be wet and cold!)

Bus #1: Johnson & Coyle (Finn)

Bus #2: Reusch & Koehler

Bus #3: Bowman & Hatton

8:00

Buses Leave for Conner Prairie

10:15-10:30

Buses Arrive at Conner Prairie

10:30 - 12:00

Explore Conner Prairie

11:00-11:30

Animal Encounters - stop by the barn to see the animals during this time slot!

12:00-12:30

Meet at **BAYT PAVILLION** for lunch

(Bayt Pavillion is right by the bus drop off/pick up location)

12:30-2:30

Explore Conner Prairie

***USE RESTROOMS ON YOUR WAY TO MEET BEFORE DEPARTURE!

2:30	MEET AT THE BUS PICK-UP LOCATION FOR ROLL CALL!!!
2:45	LOAD BUS WITH TEACHER & DEPART CONNER PRAIRIE

5:45 Buses will arrive at Shirley Mann!!

RE: 4-25 School Tour Confirmation

Julia Luke <Luke@connerprairie.org >
Thu 8/22/2024 9:51 AM
To:Johnson, Julie <julie.johnson@boone.kyschools.us>

0 3 attachments (1 MB)

4-25 Mann Elementary School Contract .pdf; AED LOCATIONS - updated for 2024.pdf; AED Map .jpg;

EXTERNAL MESSAGE

Hi Julie,

I have the list of AEDs that we have on property and also attached the map and marked where the AEDs are located with red dots.

The Chinese House is on the far-left side of the map. The EMT Cart is mobile so it can be anywhere in a matter of minutes, but it is normally stationed at the building behind the Bus Parking Lot. This cart can be accessed by contacting any staff member on the grounds! The Necessary is in Prairie Town, and the President's House is on the bottom right corner of the map. There is also and AED in the Guest Services office. The Coverdale house is not on the property.

Let me know if you have any questions!

Thanks,



JULIA LUKE

GUEST RELATIONS EDUCATION COORDINATORShe/Her

luke@connerprairie.org

P: 317.776.6000 EXT. 266

13400 Allisonville Road, Fishers, IN 46038

(a) 15 (a) 15

From: Johnson, Julie <julie.johnson@boone.kyschools.us>

Sent: Wednesday, August 21, 2024 3:29 PM To: Julia Luke <Luke@connerprairie.org> Subject: Re: 4-25 School Tour Confirmation

Hi Julia.

Aside from adjusting our student numbers to 128, I also must provide some emergency medical information specifically regarding if you guys have an AED and where it is locate? You guys have been amazing in the past and I have had a phone number to contact for emergencies and you all have provided me with a golf cart when necessary (to transport sick or injured kiddos) Is this still the plan? Sorry, I've never had to provide this info to our board before.

Julie Johnson

ann Elementary School
th Grade SS and LA
Visit our 5th grade website HERE

From: Julia Luke < Luke@connerprairie.org> Sent: Tuesday, August 20, 2024 2:44 PM

To: Johnson, Julie < julie.johnson@boone.kyschools.us>

Subject: 4-25 School Tour Confirmation

EXTERNAL MESSAGE

Hello!

Thank you for choosing Conner Prairie Museum for your field trip!

Please take a few minutes to review the attached PDF's. The first attachment is a summary of your reservation details with dates, times and prices for your program. The additional attachment(s) contain useful details including payment details, what to do if you need to change or cancel your visit date, Conner Prairie's weather policy and other information about your field trip day. Please print these out and bring them with you.

We will email you before your field trip with final details about your program and will be able to answer any last minute questions you may have.

Thank you for your reservation and please contact us if you have additional questions. You may call Conner Prairie Guest Services at 317.776.6000 (press option 3) and a team member in our department will be happy to assist you.

We look forward to your visit!



JULIA LUKE

GUEST RELATIONS EDUCATION COORDINATOR She/Her



luke@connerprairie.org



P: 317.776.6000 EXT. 266



13400 Allisonville Road, Fishers, IN 46038



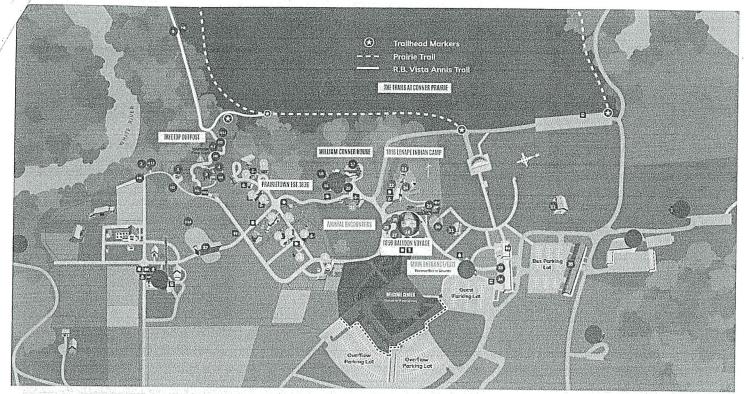




THE THREE MINUTE RESPONSE PLAN FOR AED LOCATION AT CONNER PRAIRIE

CURRENT LOCATIONS OF THE AED'S: (8)

- Shen Ho Shi/ Bluffs—IN THE STORAGE ROOM IMMEDIATELY SOUTH OF Shen Ho Shi RESTROOMS
- EMT CART
- RIVER CROSSING—BY THE WEST WALL NEAR THE GIFT SHOP
- NECESSARY—INSIDE THE BREAKROOM ON NORTH WALL NEXT TO BENCH
- PRAIRIE HOUSE—BY THE KITCHEN WEST WALL
- PRESIDENT'S HOUSE—BY THE KITCHEN WEST WALL
- RIVER ROAD/ Coverdale—IN HALLWAY BY THE COPIER
- (1) in storage at Facilities



Adventure is calling. Come-connect with the natural materials in the world around you. Borrow on Adventure Backpack and explore the Nature Walk

- Noture Amphilhecter
- River Lookout
- 2. River Looko 3. Treehouse
- 4. Fort Hoosier 5. Prairie Overlook

12. McClure's Home

26. Origin's Cobin*

Step into the hustle and bustle of a thriving pioneer town.

- 5. Blocksmith Shop*
- Curtis' Home*
- Whitoker's Store*
 Schoolhouse*

 Dr. Compbell's Office & Home
- 21. Turner's Home.
- William Conner Ho

Explore the lives of the Conner family and find out how their story micrors Indiana's transition from territory to state.

17. William Conner House***
18. Spring House

19. Loom House

Learn about historical breeds of livestock and our important role in preserving them.

22. Animal Encounters*

1819 Lencipe l'idian Comp

Leuin the culture and language of the Lerape (Delaware) who lived along the White River in the late 18th and early 19th centuries.

- 22. Tradina Post*
- 23. Baik House (Håkèsikaan) 24. Lifeways Cabin

25. Belloon Klosk 26. 1859 Bolloon Voyage Exhibit

27. Colé on the Common 28. 1859 Balloon Vayage Ride

- Featherston Born
 Ag Adventures at Estridge Family Purk
 Designated Fichic Area
 Hilburg Pichic Shelter
 Boyt Pavillian

- 34. The Apple Store
- Opens Sept. Oct. 35. Trodes Studio

- 36. Prairie House
 37. Covered Stridge*
 38. River Crossing

- H1. Intro-Panel
 H2. Homes
 H3. Bug BSB (art by Boxx the Artist)
- 114.
- H4. Key to the Forest H5. Life Underground

- H6. Bismes H7. Nests
- HB. Habitat of Flight (art by Scott Shoemaker) H9. Dead Wood is Life
- H10. Sign of the Dragonfly (art by Lisa Blint) H11. Meadows & Monarchs H12. Foundations of the Sea

- Restrooms Quiet Spot
- Conner Prairie Baby's Room (upon request) Store Tent
- Food & Shady Spot
- Beverage Accessible Tram Drop-off さ
 - Buildings & Pick-up
 - * Historic Building ADA Accessible Areas
 **Treehouse (2nd Level Accessible)
 - ***Villiam Conner House (1st Floor Accessible)

School-Related Student Trip Parent Permission Form

Student:		Trip Destination/Location:	Conner Prairie
School:	Mann Elem.	Class/Activity/Team: 50	Grade
Time: Return	Times ture Date: April 24,2025 8:90 AMPM Date: April 24, 206 S:45 AMPM	Student Fee: \$ Adult Fee: \$ Due Date:	Transportation District Bus/Van Charter Bus Other
Meals	At school prior to departure	Student Packed	School Cafeteria Packed
Meats	Student Purchase Restaurant (Name and location of each stop)	Name & Location: Name & Location:	
Over	Date:	Lodging:	
Night	Date:	Lodging:	
Teache/S	ponsor/Coach Signature	Principal Sign	ACION Appre
My Child,		has permission	on to participate in this school trip.
All District and school policies shall be followed on this trip including chaperone assignments for both day and overnight trips, adult/student ratios, transportation guidelines, and behavior expectations/dress codes as outlined in the District's Code of Conduct and Expected Behavior. An event-specific emergency action plan has been developed to use in the event of a medical emergency, which may include the provision of a portable AED. If the Board determines that world, national, or local events pose a potential threat to student safety, student trips shall be cancelled. In such a cancellation, the Board shall not authorize the use of District or building funds to reimburse any expenses not covered by cancellation insurance. All losses will be assumed by the parent/guardian. Please initial to indicate that you have read and understand the conditions of this clause(Parent/guardian Initials) If checked, it is recommended that the parent/guardian secure cancellation insurance. Information attached. Should there develop a medical emergency that requires attention beyond first aid, every attempt will be made to contact the parent or guardian via the numbers listed below. However, in circumstances where timing is critical and/or communication problems develop, a student's life could be threatened by lack of medical attention. To avoid circumstances of this nature, please complete			
guardian, a	a medical emergency, as deemed by a p	nistration of medical treatment, inc	redures described above, I, as the parent/legal cluding dental, medicines, inoculation, and/or
Home Pho	one:Address:		
Mom (wor			(ceil):
Family Do	ctor:Pho	ne:Hos	pitalization Card #:
Name of N	Medical Insurance Carrier:		
Allergies a	and/or reactions to drugs:		ALL MEDICATIONS NEEDED ON THIS TRIP REQUIRE A
Medicatio	ns currently taking:		BOONE COUNTY
Medicatio	ns needed on this trip:		ADMINISTRATION OF
		MEDICATION FORM TO BE	
Parent/Gu	ardian Signature:		ON FILE AT THE SCHOOL.
	rovide complete, signed form will exclusision will not be accepted. Please revi		on the back of this form with your student.
(OFFICI	THE MIDEINITIATE	Tor Davious of Campleted De	avant Signad Daymissian Slin

(OFFICE USE – NURSE INITIALS – For Review of Completed Parent Signed Permission Slip_____)

STUDENTS

09.36 AP.2 (CONTINUED)

School-Related Student Trip Parent Permission Form

STUDENT TIPS:

- > Be focused on education during classroom trips
- > Be focused on the team during activity/athletic trips
- > Listen to adults
- > Stay with your assigned group
- Use sidewalks
- ➤ Walk on left facing traffic
- Obey signals and use crosswalks
- > No valuables/electronic devices
- ➤ Make sure cell phones are turned off same as in school
- > Use good manners, follow all rules, and respect all
- > Stay seated and quiet on buses/vans

CHAPERONE TIPS:

- Allow time to have required background check prior to the trip as all chaperones must be pre-approved to participate in school trips
- > No siblings may participate
- > Follow the provided agenda
- > Always stay with your assigned group
- Maintain a head count of your student group getting off and on buses/vans
- > Spread out among students
- Medical and other issues are confidential
- ➤ No smoking
- > Report on time to arranged meeting places
- Monitor restroom visits
- > Follow all rules of the site
- Supervise students
- Observe traffic signals and use crosswalks
- ➤ Monitor bus/van behavior
- > Set cell phone to vibrate and limit cell phone use to emergency only
- ▶ Be aware of hazards
- > Support teacher by supporting assignments that need to be completed
- Review and keep copy of Emergency Action Plan

Review/Revised: 11/09/23



Nutrition On The Go!

(Please choose one)	
Turkey/Cheese Sandwich	
Any Timer Box	

All above choices come with apple slices, carroteenies with ranch dip, goldfish, milk.

Student's Name:
Grade:
Teacher:
Lunch Acct. Number: