

STUDENTS

09.36 AP.21

Extended Field Trip Request & Forms

ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM

POWELL COUNTY SCHOOL DISTRICT
EXTENDED/OVERNIGHT FIELD TRIPS

DATE: 12-8-25

TRIP: State Cheer Camp

SCHOOL and GROUP: PCMS Cheer

SUPERVISING STATE MEMBER: Kayla Wedford

Kayla Wedford

I hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

Further, it is my understanding the Powell County School District code of conduct shall always be applicable on school trips, and I will uphold the code of conduct as I would be expected to do on school property.

I acknowledge that no verbal waiver will release me from my obligations to abide and adhere to both the Powell County Board of Education Policies and Procedures or the Powell County School District code of conduct and that I may be held responsible for violations of either directive as if such occurred on school property.

Check All That Apply

- ☒ 25 or Older on Date of Trip
- ☒ Powell Schools Employee
- ☒ Parent/Legal Guardian of Student
- ☐ On the Current Powell Co. Volunteer Approved List

☒ Understand school/health information related to students is confidential

Kayla Wedford
Chaperone Name (Print)

Kayla Wedford
Chaperone (Signature)

Keep all applicable forms and signatures related to trip on file at school for five (5) years.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised: 11/21/2023

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Estimated Total Cost of Trip
\$ 142.00

COST OF TRIP

Meals/Lodging/Transportation
Lodging

Name of Facility and City for Lodging

Additional Expenses (Specify)

****TOTAL COST**

How Expenses of Trip Are to Be Paid

School or District Amount From Source

Association or Parent Group (Specify)

Student's Share (Individual Amount \$)

Provisions must be made for students who are unable to pay their share for any trip made during the instructional day.

Terms of the student fee waiver policy apply to all trips that are scheduled within the instructional day.

\$ **TOTAL PAYMENT MUST MATCH TOTAL COST ABOVE**

PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:

Field Trip Policy & Procedures & Forms Have Been Reviewed	Yes	No
List of Students Participating Attached	Yes	No
Cost of Trip Completed	Yes	No
Complete Itinerary of the Trip Attached	Yes	No
Educational Plan for the Trip Attached (if instructional in nature)	Yes	No

PRIOR to trip, sponsor will ensure completion

All Chaperones are on the Approved Volunteer List & Approved by Principal	Yes	No
List of Chaperones completed (Mark whether teacher, parent, etc.)	Yes	No
Field Trip Policy & Procedures have been reviewed by all chaperones on trip	Yes	No

Per Kentucky regulations, all trip forms/signatures shall be retained at school for five (5) years.

I accept the responsibility of seeing that the above event is represented accurately and shall be carried out in accordance with Board Policies, Administrative Procedures, and any applicable school council policies.

Signature: Trip Sponsor

Date

Signature: Principal Approval

Date

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(In excess of 150 Miles, Overnight, Out-of-State or use by Common Carrier)

This form must be completed and sent to the Superintendent in time to be placed on the agenda of the Powell County Board of Education prior to the planned trip date. Safety and liability issues, as well as the availability of substitute teachers (where applicable) are all areas of Board responsibility.

ALL ITEMS MUST BE COMPLETED FOR TRIP TO BE CONSIDERED.

SCHOOL	Powell County Middle	Estimated # OF STUDENTS ELIGIBLE FOR TRIP	22
ORGANIZATION OR GROUP	Choir	Male	0
DATE(S) OF TRIP (including Travel)	12-19-23	Female	22
SPONSOR'S NAME	Kayla Watford	Estimated # OF STUDENTS PARTICIPATING	22
MALE CHAPERONES	0	Male	0
LOCATION(S)	Bowling Green	Female	22
CITY/STATE	Bowling Green, KY	# OF SCHOOL DAYS INVOLVED	0

For out of state trips, please check here if medical assistance from a licensed medical professional is required for any students on trip. School nurse MUST be notified of trip.

TRANSPORTATION PROVISIONS:

Powell County Public School bus

Commercial Travel: Insurance Coverage Provided by Travel Firm

Why is a Commercial Carrier being used in lieu of a Powell County School Bus?

Private Travel (Review 09.36 AP.21 Restrictions, parent notification, driver notification)

Parent Transport - WAIVER REQUESTS ATTACHED (Note: District Transportation Must Be Offered)

☐ Rental Vehicle - Type of vehicle Rental Company