

Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.

School: Camp Ernst Middle School Grade(s): 6TH - 8TH Class/Activity Group/Team: Cheerleading

Teacher/Sponsor/Coach: Kandice Williams Cell Phone Number: 734-645-0241

Person trained with current medication administration training CPR/FA/AED credential Kandice Williams

Sevierville Convention Center

Royal Events: Smokey Mountain Nationals

Destination Venue, Location and State: Royal Events: Smokey Mountain Nationals

Trip Location Contact Person: Faith Fetscher Phone Number: 812-746-4071

Teachers: 2 # Students: 26 # Chaperones: 9 Adult/Student Ratio: 2:1

Date(s) & Times Departure Date: <u>2-27-2026</u> Time: <u>12:00 pm</u> AM/PM Return Date: <u>3-1-2026</u> Time: <u>11:00 pm</u> AM/PM	Cost Total Cost: <u>\$ 16,000</u> Funding Source: <u>Cheerleading Account</u> Fee to be assessed to students: <u>\$ 0.00</u> <small>Attach Student Activity Cost Form 09.15 AP.23</small>	Transportation <input type="checkbox"/> District Bus/Van <input checked="" type="checkbox"/> Charter Bus: <u>Croswell</u> Approved Bid – Company Name <input type="checkbox"/> Other: _____ <small>Attach a copy of Charter Bus Contract.</small>
Meals	At school prior to departure <input type="checkbox"/> Student Packed <input checked="" type="checkbox"/> Location where packed lunches will be School Cafeteria Packed <input type="checkbox"/> consumed: <u>Bus</u>	
	Student Purchase Restaurant <input checked="" type="checkbox"/> <small>(Name and location of each stop)</small> Name & Location: <u>Applewood Farm House Restaurant & Grille</u> <u>Sevierville, TN</u>	Name & Location: <u>Buc-ees - Richmond, KY</u>
Over Night	Date: <u>2-27-2026</u>	Lodging: <u>Spring Hill Suites - Pigeon Forge</u>
	Date: <u>3-1-2026</u>	Lodging: <u>Spring Hill Suites - Pigeon Forge</u>

Trip Purpose and Core Content/learning targets: Cheerleading Competition

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: _____

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: Kandice Williams

School Nurse Initials: DD for verification that medications administrator listed above received training.

Due Date: 2/10/26 to turn in Roster and completed Parent Permission Slips for nurse's final review.

The following items have been completed or are in process. (Teacher/Sponsor/Coach must initial below)

N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website

KW I have attached an anticipated Trip Itinerary

KW I have evaluated the trip site for potential hazards/special requirements

KW 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.

KW Funds have been secured for indigent students

KW If needed, background checks for chaperone approval have been initiated

KW Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):

Teacher/Sponsor/Coach Signature: Kandice Williams Date: 11-18-2025

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)**

FOR

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Sevierville Convention Center
 Venue Address 202 Gists Creek Road, Sevierville, TN 37876

Person or email contacted at venue to discuss EAP info@VisitSevierville.com 865-453-0001

Position/Title of person contacted Faith Fetscher (Royal Events)

Date (s) of contact 12/08/2025

Is there an Automatic External Defibrillator (AED) on site? yes no? Is it regularly maintained? yes no? If yes, where is it located? AED - always located at our DJ Table, adjacent to performance floor

Does venue have an emergency response team (ERT) yes no? Yes, EMT on site at every event

Process to request AED and/or ERT if needed at the scene Please contact me, Faith Fetscher, if you need more details. EMTs are typically scheduled 1 month prior to the event!

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? Dr Hageritz

Is any other assigned emergency equipment available on field trip? yes 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**

◦ Principal: Stephanie A Hageritz Date: 12/10/25

◦ 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

◦ Common Carrier contract including cost

◦ Common Carrier Transportation Reason for using a Charter Bus/Plane: _____

◦ *All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.*



Account #87149

Event # 7690

[EMAIL](#) [Invoice to Contact](#) [PRI](#)

Registration for Camp Ernst Middle School at the Smoky Mountain Nationals by Royal Events (2 Day)

2/28/2026 - 3/1/2026

LAST DAY FEE APPLIES

Early: 12/27/2025

On time: 2/14/2026

Late Payment Rate: 2/27/202

Account: 87149
Name: Camp Ernst Middle School
Director: Stephanie Hagerty
Contact: Kandice Williams
Address: 6515 Camp Ernst Rd, Burlington, KY 41005
Team City/State: Burlington, KY

Phone: 7346450241
Cell: 7346450241
Stephanie.hagerty2@boone.kyschools.us **Evening:** 7346450241
cemscheerleading@gmail.com **Fax:**
Printed On: 12/4/2025

BALANCE DUE

\$3,094.00

MAKE A PAYMENT

Amount Due Today: \$3,094.00

[Continue Online Payment...](#)

REGISTRATIONS

Name	ID	Category	Type	Skill	Division	Code	Notes	#P	Home	Cross	Alt	Comp Fee	Cross Fee
Blue	939869	Team	Game Day Cheer	Middle School	Middle School	8003	Early	26	26	0	0	\$3,094.00	\$0.00

DETAILS

# Staff Attending: 2	# Free Staff Earned: 2	# Paid Staff: 0
# Participants on Event Roster: 26	# Participants with a Verified Division: 26	Staff Fee: \$0.00 TOTAL COMPETITION FEES: \$3,094.00
# Teams: 1	Total Team Fee: \$3,094.00	# Crossovers: 0 Total Crossover Fee: \$0.00

MESSAGES

Important Information & Alerts		SqID	Team
Bid Interest: Missing			
# Missing Waivers: : 26			

CHARGES, CREDITS & PAYMENTS

Description	Source	Status	Amount	Da
Competition	Invoice	Due	\$3,094.00	€

To Pay By Check, Print this Page and mail it with your Payment to: Royal Events, 11500 Champions Way, Louisville, KY 40299, 855-857-6925

[Click here to view Policy Terms](#)

Quotation Details

CROSWELL

Client ID	Kandice Williams	Quotation ID	5167
Client Company	Camp Ernst Middle School/ BCSD	Movement ID	7194
Client Ref 1		Passengers	45
Client Ref 2		Distance	629.3

First Pick-up	Camp Ernst Middle School	Destination	Fairfield by Marriott Inn & Suites
Pick-up Date	Fri 2/27/2026	Arrival Date	Fri 2/27/2026
Single Journey	No	Leave Date	Sun 3/1/2026
Vehicle To Stay	Yes	Back Date	Sun 3/1/2026

First Pick-up Instructions

Destination Instructions

6515 Camp Ernst Road, Burlington, KY, 41005

2445 Teaster Lane, Pigeon Forge, TN, 37863

Quantity	Seats	Vehicle Description	Unit Price	Price	Tax %	Tax	Total
1	50	50 Passenger Executive Coach	\$6,300.00	\$6,300.00	0	\$0.00	\$6,300.00

Movement Totals

\$6,300.00

\$0.00

\$6,300.00

Route

Further Requirements

This rate is based on the group providing the driver a hotel room and bus parking.

Sunday March 1st, 2026

Local service is included.

Transfer to the Convention Center

The driver must have at least 9 hours off duty each night.

Transfer to Buc-ee's 170 Buc-ee's Blvd, Kodak, TN

Depart for home by 1pm

Friday February 27th, 2026

Camp Ernst Middle School (6515 Camp Ernst Rd, Burlington, KY 41005) to Fairfield Inn & Suites Pigeon Forge (2445 Teaster Lane, Pigeon Forge, TN, 37863)

Dinner Transfer to the Applewood Farmhouse and back to the hotel.

February 28th, 2026

Transfer to the Sevierville Convention Center 202 Gist Creek Road
Sevierville, TN

Transfer back to the hotel.

Hotel: Fairfield Inn & Suites (~\$3,000)

- 9 Double Queen Room
- Fairfield by Marriott Inn & Suites Pigeon Forge
- 2445 Teaster Lane, Pigeon Forge, Tennessee, USA, 37863
- Tel: +1 865-409-5999

Friday Dinner: Applewood Farmhouse

- <https://www.applewoodfarmhouserestaurant.com/groups/group-menu/gold-ribbon-menu/>
- Gold Ribbon Menu *Student purchased.
- Call 865-429-8644

Saturday Breakfast: Hotel**Saturday Lunch: Box Lunch - Jersey Mikes (\$350)**

- Small Box Lunch
- 15 Ham *account purchase order
- 15 Turkey
- <https://www.jerseymikes.com/menu/catering/order/small-lunchbox>
- Parent pick up and drop off

Saturday Dinner: Papa Leone's (\$120) *account

- <https://papaleonespizzeria.com/menu> Purchase order
- 2 Mega Pies (28")
- Pack Chips and Sodas from Home

Sunday Breakfast: Hotel**Sunday Lunch: Chick - fil - a (\$350.00) *account**

- <https://order.chick-fil-a.com/order> Purchase order
- (30) 8 count nuggets box lunch meal with ranch, bbq, and chick fil a sauce
- Delivered to the convention center

Sunday Dinner: Buc-ees

Student purchased - Bucees

Trip Breakdown:

Room Total: \$4,000

Food Total: \$1,000

Travel Total: \$6500

Competition Entry: \$3,100

GRAND TOTAL: \$16,000

Travel Itinerary:

Friday February 27th, 2026

1. Camp Ernst Middle School (6515 Camp Ernst Rd, Burlington, KY 41005) to Fairfield Inn & Suites Pigeon Forge (2445 Teaster Lane, Pigeon Forge, TN, 37863)
2. Fairfield Inn & Suites Pigeon Forge (2445 Teaster Lane, Pigeon Forge, TN, 37863) to Applewood Farmhouse Grill (220 Apple Valley Rd, Sevierville, TN 37862)
3. Applewood Farmhouse Grill (220 Apple Valley Rd, Sevierville, TN 37862) to Fairfield Inn & Suites Pigeon Forge (2445 Teaster Lane, Pigeon Forge, TN, 37863)

Saturday February 28th, 2026

1. Fairfield Inn & Suites Pigeon Forge (2445 Teaster Lane, Pigeon Forge, TN, 37863) to The Sevierville Convention Center (202 Gists Creek Road in Sevierville, TN 37876)
2. The Sevierville Convention Center (202 Gists Creek Road in Sevierville, TN 37876) to Fairfield Inn & Suites Pigeon Forge (2445 Teaster Lane, Pigeon Forge, TN, 37863)

Sunday March 1st, 2026

1. Fairfield Inn & Suites Pigeon Forge (2445 Teaster Lane, Pigeon Forge, TN, 37863) to The Sevierville Convention Center (202 Gists Creek Road in Sevierville, TN 37876)
2. The Sevierville Convention Center (202 Gists Creek Road in Sevierville, TN 37876) to Buc-ee's, (170 Buc-ee's Blvd, Kodak, TN 37764)
3. Buc-ee's, (170 Buc-ee's Blvd, Kodak, TN 37764) to Camp Ernst Middle School (6515 Camp Ernst Rd, Burlington, KY 41005)

December 10, 2025

Springhill Suites by Marriott Pigeon Forge
120 Christmas Tree Lane
Pigeon Forge, TN 37863

Re: Invoice for Camp Ernst Middle School

Our Springhill Suites by Marriott Pigeon Forge is looking forward to hosting the Camp Ernst Middle School as our guest on **February 27-March 1, 2026**. Listed below is a breakdown of the estimated charges for your upcoming stay. If you have any questions or need anything else in the meantime, please let us know.

Dates	Room nights	Rates	Tax-2.5%	Total
February 27, 2026	9	\$129.00	\$3.23	\$1,190.07
February 28, 2026	9	\$129.00	\$3.23	\$1,190.07
Grand Total				\$2,380.14

Group is exempt from 9.75% sales tax. This leaves 2.5% occupancy tax.