

**Field Trip Planning Form**

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

School: Gray Middle School Grade(s): 8<sup>th</sup> Class/Activity Group/Team: \_\_\_\_\_  
 Teacher/Sponsor/Coach: Jobeth Shafer Cell Phone Number: 513 400-8075  
 Person trained with current medication administration training CPR/FA/AED credential ☒ Jobeth Shafer

Destination Venue, Location and State: Washington DC  
 Trip Location Contact Person: Alyssa Huggins Phone Number: 434 200-5324  
 # Teachers: 12 # Students: 230 # Chaperones: 30 Adult/Student Ratio: 1:6

Date(s) & Times		Cost	Transportation
Departure Date:	<u>3/24/20</u>	Total Cost: \$ <u>1599.00</u>	<input type="checkbox"/> District Bus/Van
Time:	<u>5:00</u> AM/PM	Funding Source: <u>Family or fundraising of child</u>	<input checked="" type="checkbox"/> Charter Bus: <u>Through World Studies</u>
Return Date:	<u>3/27/20</u>	Fee to be assessed to students:	Approved Bid - Company Name
Time:	<u>10:00</u> AM/PM	\$ _____	<input type="checkbox"/> Other: _____
		Attach Student Activity Cost Form 09.15 AP.23	Attach a copy of Charter Bus Contract.
Meals	At school prior to departure <input type="checkbox"/>	Student Packed <input type="checkbox"/>	Location where packed lunches will be consumed: _____
	<u>included in trip</u>	School Cafeteria Packed <input type="checkbox"/>	
	Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)	Name & Location: _____ Name & Location: _____	
Over Night	Date: <u>3/24/20</u>	Lodging: <u>will be released in DC Spring</u>	
	Date: <u>3/26/20</u>	Lodging: _____	

Trip Purpose and Core Content/learning targets: Student experiences in DC w/ focus on 8<sup>th</sup> grade social studies standards & overview of DC  
 Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not currently 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: Jobeth Shafer  
 School Nurse Initials: JS for verification that medications administrator listed above received training.  
 Due Date: 3/11/20 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  
☒ I have attached an anticipated Trip Itinerary  
☒ I have evaluated the trip site for potential hazards/special requirements  
in progress 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.  
☒ Funds have been secured for indigent students  
☒ If needed, background checks for chaperone approval have been initiated  
☒ 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: Jobeth Shafer Date: 3/14/20

**School-Related Student Trip Request Form****EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)  
FOR****ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue Hilton Washington Dulles AirportVenue Address 13809 park center Rd. Herndon, VA 20171Person or email contacted at venue to discuss EAP Edita CorreaPosition/Title of person contacted (Edita Correa) Front Office ManagerDate (s) of contact 11/10/25Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? When facing the front desk, it is to the rightDoes venue have an emergency response team (ERT) yes ☐ no?Process to request AED and/or ERT if needed at the scene Call the front desk& 911Will 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? ☒ yes ☐ noIf so, list location of equipment Stacey Burns

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: [Signature] Date: 11/12/25○ ☐ Required for all tripsSuperintendent/Designee: James Detwiler Date: 1/15/2026○ ☐ Overnight Trips○ **Board of Education:** \_\_\_\_\_ Meeting Date: 1/15/2026

○ 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.

**School-Related Student Trip Request Form****EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)  
FOR****ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**

Destination/Venue Arlington National Cemetery  
 Venue Address 1 Memorial Ave. Arlington, Virginia 22211  
 Person or email contacted at venue to discuss EAP John T. Redmond  
 Position/Title of person contacted Occupational safety & Health Manager  
 Date (s) of contact 8/25/25

Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? 12-main lobby, memorial amphitheater, reception desk.

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

Process to request AED and/or ERT if needed at the scene Emergency responder can access AED when/if needed

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? JoBeth Shaffer, BUS 1

Is any other assigned emergency equipment available on field trip? ☐ yes ☒ no

If so, list location of equipment \_\_\_\_\_

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- Location of AEDs.
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  - 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: [Signature] Date: 10/8/25

○ ☐ Required for all trips

○ Superintendent/Designee: James Detwiler Date: 1/15/2026

○ ☐ Overnight Trips

○ **Board of Education:** Meeting Date: 1/15/2026

○ 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.

**School-Related Student Trip Request Form****EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)****FOR****ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue DAVE & BUSTER'SVenue Address 6655 Springfield Mall Rd. Springfield, VA 22150Person or email contacted at venue to discuss EAP Dot WeberPosition/Title of person contacted ManagerDate (s) of contact 8/21/25Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? Front deskDoes venue have an emergency response team (ERT) yes ☐ no ☒Process to request AED and/or ERT if needed at the scene Access immediatelyat the front deskWill a portable AED be taken from school on this trip? ☒ yes ☐ no? If yes, who will be responsible for oversight and location of AED? Jobeth Shaffer, BUSIs 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.
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- 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).
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  - 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: [Signature] Date: 10/8/25

○ ☐ Required for all trips

○ Superintendent/Designee: James Detwiler Date: 1/15/2026

○ ☐ Overnight Trips

○ **Board of Education:** \_\_\_\_\_ Meeting Date: 1/15/2026

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○ ☐ Common Carrier contract including cost

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# WorldStrides

Educational Travel & Experiences

## Educator Confirmation

Confirmation Date: July 30, 2025

### Group

Program Leader: Jobeth Shafer  
PL ID#: 200280251  
School: Gray Middle School  
Union, KY 41091 United States

### Program

Trip#: 223573  
Program: 3 Sightseeing Days and 3 Hotel Nights  
Destination(s): Washington D.C.  
Departing: Tuesday, March 24, 2026 AM  
Returning: Friday, March 27, 2026 PM

### Terms

Deposit Amount: \$115 (\$115 of which is non-refundable)  
Price: \$1599 per student quad occupancy, based on 35 full-paying participants.  
(Price includes the \$115 deposit noted above)

**Additional Charges for Adults.** Adults (including Program Leaders, chaperones, and discount participants) are automatically registered two to a room unless stated otherwise on the registration letter. WorldStrides charges an adult room supplement if adults cannot be accommodated in a double room because of group configuration, lack of additional adults to room with, and/or hotel availability. Please make sure your full-paying adults are aware of the prices below.

Full Paying Adults: \$1,599 Quad Room  
\$1,759 Triple Room  
\$1,839 Double Room  
\$2,079 Single Room

Includes: Educational activities, round-trip transportation, accommodations, deluxe motor coach, meals and admissions  
The above inclusions are subject to changes WorldStrides deems advisable for the well-being of the group or changes in circumstances.

Full Refund Program\*: \$209; offered to all registrants; provides a refund of all monies paid if it becomes necessary to cancel at any time prior to departure for any reason, subject to certain exclusions.

\*Please note: The handling charges, merchandise fees, fees for returned checks, fees for declined credit cards or electronic drafts, or late payments and registration fees are not refundable.

Standard Cancellation Policy: For individuals/groups not enrolled in the Full Refund Program, WorldStrides will retain a percentage of the base tour price. The amount retained is based on the post-mark date of the cancellation letter and the number of days to trip departure:

Over 74 days 25%  
45-74 days 50%  
44 or less 100%

Late Registrations: 10% of base tour price for registrations received after January 8, 2026.

Late Payment: \$60 late payment fee if not paid in full by the final payment deadline.

Returned Check Fee: \$35 fee for each returned check, declined credit card, or e-check.

Handling Fee: \$6 for each installment.

Late Installment Payment Fee: There will be a \$15 late payment fee for any late installment payment

Changes in Travel Dates: All monies minus fees will be refunded if WorldStrides changes scheduled program by 3 days or more.

Free Chaperone: One for each 10 full-paying participants.

### Schedule

Registration Due: May 6, 2025

Payments: Monthly installments based on registration date or pay-in-full option. Registrants can sign up for EZPay to have regular payments automatically deducted from their checking account established through a US banking institution. There are no handling fees charged for trip installments when paying through the EZPay option. For single payments or final installments, we offer payment via Electronic Check (e-check) after registering.

Final Payment Deadline: January 8, 2026

### Staff

Account Manager: Alyssa Hudgins  
Financial Services Representative: Angelina Vera  
Account Support Representative: Laurie Reaves

In the event of any discrepancy between this Educator Confirmation and the Registration Letter and Brochure, the Registration Letter and Brochure shall control. Please review this carefully and contact us if you have any questions.

worldstrides.com





## WorldAssist™ by WorldStrides

For 24/7/365 assistance call: 800-999-4542

Gray Middle School AAW  
 Trip ID: 223573 HD  
 Group Number: 18413-12-L  
 Jobeth Shafer [131S+23A+9TC=163]

## Sightseeing Information (DRAFT)

### Course Leaders

03/24, 03/25, 03/26, 03/27  
 03/24, 03/25, 03/26, 03/27  
 03/24, 03/25, 03/26, 03/27  
 03/24, 03/25, 03/26, 03/27  
 03/24, 03/25, 03/26, 03/27

Total Count: 131S + 23A + 9TC = 163  
 PRT: 12/12/25

WorldStrides reserves the right to revise this itinerary due to unforeseen circumstances such as traffic, road closures, site closures, weather or any restrictions related to public health and safety matters. Your Course Leader will consult with the Program Leader and Bus Driver(s) on any changes.

In keeping with WorldStrides' commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations and giving drivers at least 9 hours off each night and a maximum of 14 hours on duty, not to exceed 10 hours of driving during any 24 hour period. This includes time for drivers to follow any necessary health and safety cleaning protocols.

REAL ID requirements go into effect May 7, 2025. Travelers 18 and older will need a REAL ID or valid passport to board flights or enter certain federal buildings.

## (DRAFT)Tuesday, March 24, 2026

Cherry Blossom Timing Advisory: Due to large crowds and vehicle/pedestrian traffic, Program Leader & Course Leader may adjust itinerary as necessary. Tidal Basin Memorials (MLK, FDR, Jefferson) will require extra time. (Festival runs 3/20-4/14)

Bus Captains  
 Bus 1: Jobeth Shafer (513)400-8675  
 Bus 2: Heather Tombragel (859)802-5805  
 Bus 3: Eric Savicki (513)324-0520  
 Bus 4: Staci Alvey (859) 640-8669

5:00A Coach REPORT to Gray Middle School

5:30A Coach DEPART for Washington D.C.

\$15 Lunch Allotment

4:30P ” MEET Course Leader(s) at Old Post Office (Pennsylvania Avenue Side) 1100 Pennsylvania Ave, NW, Washington, DC 20004

4:30P Approximate arrival in Washington D.C.  
 Washington Monument (picture stop only)  
 Lincoln Memorial - Korean Memorial - Vietnam Memorial

7:00P ” Course Leader DISMISSED

7:30P Dave & Busters- Fairfax, VA 11958U Fair Oaks Mall, Fairfax VA 22033

9:30P Coach DEPART for hotel

9:45P Coach DROP group at hotel for check-in

## (DRAFT)Wednesday, March 25, 2026

It may be necessary to stagger participant entry into the breakfast space. Your Onsite Coordinator will work with you if necessary while on tour.

6:45A Hotel Breakfast

8:00A Coach DEPART

9:15A ” MEET Course Leader(s) at Fords Theater

9:30A Ford's Theatre - 511 10th Street NW, Washington, D.C. 20004 - (202) 347-4833 - Please Note: Tickets must be picked up at will call. Please provide Confirmation #: at the box office. - (200 ppl)  
 Conf#-1788052 RANGER, PETERSEN, CENTER  
 Souvenir Shopping - DC

11:00A Reagan International Trade Center Food Court (MEAL VOUCHERS) - 1300 Pennsylvania Avenue, Washington, DC 20004 - 202-312-1300  
 Important location instructions: Please enter on 14th Street (Ground Level). Management asks that groups please avoid congregating in the atrium. Please instruct students NOT TO SCAN tickets on-

own as this will invalidate them. Mon-Fri 9a-4:30pm WorldStrides DC Field Office is open in this building and can provide extra vouchers or replace any that may be at issue or not able to be scanned: 202-886-0216


White House (picture stop)


Smithsonian Complex: 1-2 museums of choice, as time allows.( Operating days/hours subject to change. Course Leader to check Smithsonian website for operating hours/days)

Capitol Hill - Capitol (tour of grounds) - Supreme Court - Library of Congress(photo stop)

Kennedy Center: Hall of Nations - John F. Kennedy Bust - Terrace View


**5:00P** Shear Madness - The Kennedy Center - 2700 F Street NW, Washington, D.C. 20566 - (800) 444-1324 - (200 ppl) Conf#-48707333

**7:30P**  Nighthawk Pizza - Group leader please connect with management on arrival to review dietary. 1201 S. Joyce St. Arlington, VA 22202 - 571-416-8100 - (120 ppl)

**7:30P**  We The Pizza - Crystal City - Dinner Pizza Buffet - 2100 Crystal Drive, Arlington VA 22202 - 703-415-7992 - Group leader should check in with staff first before group enters. - (120 ppl)


World War II Memorial


**9:15P** ” Course Leader DISMISSED

**10:00P**  Coach DROP at hotel


### (DRAFT)Thursday, March 26, 2026

It may be necessary to stagger participant entry into the breakfast space. Your Onsite Coordinator will work with you if necessary while on tour.


**8:15A**  Hotel Breakfast

**9:30A**  Coach DEPART

**10:00A** Air and Space Museum - Udvar-Hazy Center - Self Guided Tour - 14390 Air and Space Museum Pkwy, Chantilly, VA - 202-633-2563 - Groups can enter anytime this day between 10a - 5:30p. - (200 ppl)

**11:30A**  Coach DEPART

**12:00P** ” MEET Course Leader at Pentagon City Mall - Hayes Street Entrance

 Pentagon City Mall (MEAL VOUCHERS) - 1100 South Hayes Street, Arlington VA 22202 - 703-415-2130 (Available vendors are subject to change. Please avoid congregating in front of doors and retail establishments)


September 11th Pentagon Memorial


**2:30P** National Museum of the US Army - 1775 Liberty Dr, Fort Belvoir, VA - (200 ppl) Conf#-106183-286001.

Martin Luther King, Jr Memorial - Franklin D. Roosevelt Memorial - Jefferson Memorial

**6:30P** Odyssey Dinner Cruise - 6th and Water Street SW, Washington, D.C. 20024 - (202) 488-6000 - (200 ppl) Conf#-375889 (boarding 6:30pm, cruise 7-9:30pm)


**6:30P** ” Course Leaders DISMISSED once group boards

**9:45P**  Coach DEPART for hotel


**10:30P**  Coach DROP at hotel

### (DRAFT)Friday, March 27, 2026


It may be necessary to stagger participant entry into the breakfast space. Your Onsite Coordinator will work with you if necessary while on tour.

**6:30A**  Hotel Breakfast

Bags on Bus


**7:45A**  Coach DEPART

**9:00A** ” MEET Course Leader(s) at Arlington National Cemetery Visitor Center




**9:00A**  Coached dismissed until 11:30am

Arlington National Cemetery - Kennedy Gravesites - Tomb of the Unknown Soldier - Changing of the Guard - (guests 18 and older may be asked to provide a valid photo ID, please be prepared) - Please leave all bags on the coach to expedite security clearance

**11:30A**  Coach REPORTS

**11:30A**  \*\*\*\*\*Jimmy John's - Boxed Meal (TO BE DELIVERED - PRE-ORDER REQUIRED) - Re-confirm counts and special dietary needs 24 hours in advance - Please text ONLY: 202-670-6529 (Pending)

Iwo Jima Marine Memorial

	<b>12:00P</b>		Coach DEPART for Gray Middle School
	<b>12:00P</b>		Course Leader DISMISSED once group departs
			Enjoy boxed meal on the road
	<b>6:00P</b>		\$20 Dinner Allotment
	<b>11:00P</b>		Approximate arrival at Gray Middle School

Confidential and proprietary information of WorldStrides .

Itinerary View Copies: 1 Status:Meals Submitted