

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): 8th Class/Activity Group/Team: _____
 Teacher/Sponsor/Coach: Jubeth Shafer Cell Phone Number: 513 400-8075
 Person trained with current medication administration training CPR/FA/AED credential: ✓ Jubeth Shafer

Destination Venue, Location and State: Washington DC

Trip Location Contact Person: Alyssa Hudgings Phone Number: 434 260-5324

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>1594.00</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 Stride</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	Attach Student Activity Cost Form 09.15 AP.23	
Meals	At school prior to departure <input type="checkbox"/>		
	Student Packed <input type="checkbox"/> Location where packed lunches will be consumed: _____		
Student Purchase Restaurant <input type="checkbox"/>		School Cafeteria Packed <input type="checkbox"/> Name & Location: _____	
(Name and location of each stop)		Name & Location: _____	
Over Night	Date: <u>3/24/20</u>	Lodging: <u>Will be released in due spring</u>	
	Date: <u>3/25/20</u>	Lodging: _____	

Trip Purpose and Core Content/learning targets: Student experiences in DC will focus on 8th grade Social Studies standards & overview of 9th grade

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: Jubeth Shafer

School Nurse Initials: T 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: Jubeth Shafer Date: 3/4/25

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 13869 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 11/12/25Is 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 desk911Will 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: R. M. R. Date: 11/12/25
 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 Arlington National CemeteryVenue Address 1 Memorial Ave. Arlington, Virginia 22211Person or email contacted at venue to discuss EAP John T. RedmondPosition/Title of person contacted Occupational safety & Health ManagerDate (s) of contact 8/25/25Is 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 respondercan access AED when/if neededWill a portable AED be taken from school on this trip yes no? If yes, who will be responsible for oversight and location of AED? Jabeth Shaffer, BVSIs any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment _____

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 - 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: Patsy M. Ray 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 Shafer, Bus 1Is any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment _____

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 - 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: Dot M. Pugh Date: 10/18/25
- 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.*

WorldStrides

Educational Travel & Experiences

Educator Confirmation

Confirmation Date: July 30, 2025

Program

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

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

Educational Travel & Experiences

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

Itinerary for Group 18413

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

12:00P	 Coach	DEPART for Gray Middle School
12:00P	„	Course Leader DISMISSED once group departs
		Enjoy boxed meal on the road
6:00P	 (●)	\$20 Dinner Allotment

11:00P Approximate arrival at Gray Middle School

Confidential and proprietary information of WorldStrides .

Itinerary View Copies: 1 Status:Meals Submitted