

### Field Trip Planning Form

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

School: Conner High School Grade(s): 11th Class/Activity Group/Team: YSC-College Tour  
 Teacher/Sponsor/Coach: Brandy Turner Cell Phone Number: 859-496-2511  
 Person trained with current medication administration training CPR/FA/AED credential Brandy Turner

Destination Venue, Location and State: Western KY University  
 Trip Location Contact Person: Sarah Vincent Phone Number: 270-745-2551

# Teachers: 5 # Students: 45 # Chaperones: 0 Adult/Student Ratio: ~~xxx~~ 1:9

Date(s) & Times	Cost	Transportation
Departure Date: <u>3/4/2026</u> Time: <u>7:30am</u> AM/PM	Total Cost: \$ <u>2595.00</u> Funding Source: <u>YSC</u>	<input type="checkbox"/> District Bus/Van <input checked="" type="checkbox"/> Charter Bus: Executive Charter
Return Date: <u>3/4/2026</u> Time: <u>5:30pm</u> AM/PM	<b>Fee to be assessed to students:</b> \$ <u>15</u> for lunch, most likely will be given voucher <i>Attach Student Activity Cost Form 09.15 AP.23</i>	Approved Bid – Company Name <input checked="" type="checkbox"/> Other: <u>Executive Charter</u> <i>Attach a copy of Charter Bus Contract.</i>
<b>Meals</b>	At school prior to departure <input checked="" type="checkbox"/> Student Packed <input type="checkbox"/> Location where packed lunches will be School Cafeteria Packed <input type="checkbox"/> Consumed: <u>WKU Dining Hall</u>	
	Student Purchase Restaurant <input checked="" type="checkbox"/> (Name and location of each stop)	Name & Location: <u>WKU Dining Hall</u> Name & Location:
<b>Over Night</b>	Date: <u>N/A</u>	Lodging:
	Date: <u>N/A</u>	Lodging:

Trip Purpose and Core Content/learning targets: Campus Tour-to learn about college opportunities WKU has to offer

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

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: Brandy Turner

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

Due Date: 2/18/26 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.
- BT I have attached an anticipated Trip Itinerary.
- BT I have evaluated the trip site for potential hazards/special requirements.
- BT 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.
- BT Funds have been secured for indigent students.
- BT If needed, background checks for chaperone approval have been initiated.
- BT 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: Brandy Turner Date: 12/18/2025

**School-Related Student Trip Request Form****EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)  
FOR ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue: Western KY UniversityVenue Address: 1906 College Heights BLVD, Bowling Green, KY 42101Person or email contacted at venue to discuss EAP: Sarah Vincent-tours@wku.eduPosition/Title of person contacted: Specialist, campus visits & eventsDate (s) of contact: 11/25; 12/2, 12/3 & 12/4Is there an Automatic External Defibrillator (AED) on site  yes  no? Is it regularly maintained?  yes  no? If yes, where is it located? AEDs are present in all WKU buildingsDoes venue have an emergency response team (ERT)  yes  no?Process to request AED and/or ERT if needed at the scene: Press the emergency stations on WKU campus, call Campus police and or call 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 n/a

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: 1/3/22○  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: Buses Not Available○ All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.



# CONNER HIGH SCHOOL YOUTH SERVICE CENTER

3310 Cougar Path  
Hebron, KY 41048  
PH 859.283.3234

EMAIL: [brandy.turner@boone.kyschool.us](mailto:brandy.turner@boone.kyschool.us)

## Itinerary for WKU Field Trip

Depart school at 7:30am

10:00am **CST:** Arrival at Eva and Jim Martens Alumni Center (Map 1)

- Drop off map can be found attached
- Bathrooms can be found directly upon entry
- Session will begin in the second-floor auditorium which can be accessed by the staircase to the right of the front door

10:00-10:30am: Informational session with Admissions Counselor

10:30-12:00pm: Campus tour

12:00-1:00pm: Optional lunch at Fresh Food Co.

1:00pm: Departure from Avenue of Champions Loading Zone (Map 2)

Arrival back at school around 5pm

**Executive Charter, Inc.**  
 1810 Monmouth St. Newport KY 41071  
 859-261-8841  
 reservations@executivetransportation.org

Account Name: CONNER HIGH SCHOOL *Turner* Acct ID: 2833234  
 Address: 3310 COUGAR PATH HEBRON, KY 41048  
 Client Contact: *B. Turner* Phone#: 8592833234

3/4/2026 6:45:00AM	CONNER HIGH SCHOOL	Confirmation# 3165976
MOTOR COACH 55	FROM: CONNER HIGH SCHOOL: 3310 COUGAR PATH HEBRON, KY 410	FARE: \$2,545.00
WILL SEND PO	TO: WKU: TBD ON EXACT LOCATION	TIPS: \$50.00
TRIP REMARKS: WAIT & RETURN ABOUT 5PM		Total Fare \$2,595.00

**Invoice Total: \$2,595.00**

**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 forfeiture 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 amenities.

**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 *[Handwritten Signature]* Date 1/3/26