

Field Trip Planning Form

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

School: Ignite Institute Grade(s): 9-12 Class/Activity Group/Team: Ignite VEX Robotics
 Teacher/Sponsor/Coach: Josh Knox and Tayland Boswell Cell Phone Number: (859)640-0723
 Person trained with current medication administration training CPR/FA/AED credential Josh Knox and Tayland Boswell

Destination Venue, Location and State: Bristol Motor Speedway, 151 Speedway Boulevard, Bristol, TN 37620
 Trip Location Contact Person: Margaret Trent Phone Number: (423)354-1801

Teachers: 2 # Students: 12 # Chaperones: 0 Adult/Student Ratio: 1:6

Date(s) & Times		Cost	Transportation
Departure Date: <u>2/11/26</u>		Total Cost: \$ <u>3200</u>	<input type="checkbox"/> District Bus/Van
Time: <u>2:30 PM</u> AM/PM		Funding Source: <u>Ignite Robotics</u>	<input type="checkbox"/> Charter Bus:
Return Date: <u>2/13/26</u>		Fee to be assessed to students:	Approved Bid – Company Name
Time: <u>10:00PM</u> AM/PM		\$ <u>0</u>	<input checked="" type="checkbox"/> Other: <u>Rental Van</u>
		<i>Attach Student Activity Cost Form 09.15 AP.23</i>	<i>Attach a copy of Charter Bus Contract.</i>
Meals	At school prior to departure <input type="checkbox"/> Student Packed <input type="checkbox"/> Location where packed lunches will be		
	School Cafeteria Packed <input type="checkbox"/> Consumed: _____		
	Student Purchase Restaurant <input checked="" type="checkbox"/> (Name and location of each stop)	Name & Location:	
		Name & Location:	
Over Night	Date: <u>2/11/16 - 2/13/16</u>	Lodging: <u>Hotel Marriott Bonvoy</u>	
	Date:	Lodging:	

Trip Purpose and Core Content/learning targets: Bots @ Bristol VEX V5 Robotics Competition

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: Josh Knox & Tayland Boswell

School Nurse Initials: N/A for verification that medications administrator listed above received training.

Due Date: 2/1/20 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.
- JK I have attached an anticipated Trip Itinerary.
- JK I have evaluated the trip site for potential hazards/special requirements.
- JK 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.
- JK Funds have been secured for indigent students.
- JK If needed, background checks for chaperone approval have been initiated.
- JK 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: [Signature] Date: 1/20/26

School-Related Student Trip Request Form

**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**

Destination/Venue: Bristol Motor Speedway, 151 Speedway Boulevard, Bristol, TN 37620

Venue Address: 151 Speedway Boulevard, Bristol, TN 37620

Person or email contacted at venue to discuss EAP: Margaret Trent

Position/Title of person contacted: Event Partner

Date (s) of contact: 1/20/2026

Is there an Automatic External Defibrillator (AED) on site yes no? Is it regularly maintained? yes no? If yes, where is it located? Event partner will bring.

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

Process to request AED and/or ERT if needed at the scene: ASK the Event Partner at 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? Josh Knox

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: [Signature] Date: 1-22-26

○ 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: Approved vendor Enterprise

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

Bristol @ Bots – Agenda

Wednesday 2-11-2025

- Leave Ignite @ 3:00pm
- Stop for Dinner
- Arrive at Hotel @ 9:00pm

Thursday 2-12-2026

- Doors open 7:30 AM - check-in
 - (digital check-in will be mailed to coaches - teams that check in digitally will not need to stop at the check-in table)
 - Judging will begin @ 8:30 AM and continue throughout the day
- Inspection 7:30 AM - 9:30 AM
- Skills & Practice Fields 8:00 AM - 5:30 PM
 - All teams must pass inspection prior to using the practice or skills fields
 - Skills will close during the opening ceremony, drivers, & meeting.
 - Skills and practice fields will run with a smaller crew during lunch to allow for breaks.
- Opening Ceremony & Drivers Meeting 9:30 AM - 10:30 AM
- Quals 11:00 AM - 12:00 PM
- Lunch 12:00PM - 1:00 PM
- Skills and Practice rotate for lunch from 11:30 AM - 1:30 PM
- Quals 1:00 PM - 6:00 PM

Friday 2-13-2026

- Doors open 7:30 AM
- Quals 8:00 AM - 11:00 AM
 - Finish any last judging from previous day
- Skills 8:00 AM until last match scored
- Alliance Selection 11:15 AM - 12:00PM
- Lunch 12:00 PM - 1:00 PM
- Finals 1:00 PM - 3:30 PM
- Awards 3:30 PM - 3:45PM
 - Awards start during the finals

Rental Details

Dates & Times

Edit

Wed, Feb 11, 2026 @ 12:00 PM

Sat, Feb 14, 2026 @ 9:00 AM

Pick-up & Return Location

Edit

Florence Burlington Pike
7484 Burlington Pike
Florence, KY 41042

Additional Details

Edit

Renter Age: 25+
Corporate Account Number or
Promotional Code: -

Are you a loyalty member?

Sign in to earn points and speed through the form below.

Sign In

Save Time at the Counter



Provide more rental details and spend less time at the counter.

- You won't be charged right now
- You can cancel at any time
- It should only take a couple of minutes

Would you like to save time at the counter?

- Yes, I'd like to save time
- No, I'll provide my information at the counter

Vehicle Details



7 Passenger Minivan

Chrysler Pacifica or similar
Automatic

⚡ It's not too late! You can still upgrade to Full Size

Complete Your Booking

Estimated Total Due at the Counter:

\$261.47*

You will be charged when you pick up the rental.

*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later.

Reserve Now

Website Feedback

By clicking Reserve Now I agree to these [Terms of Use](#). All reservations subject to availability and standard eligibility requirements.

SUV for
only
\$154.54*
more.
(\$416.01
total)

Vehicle

Edit

Time & Distance 3 \$ 224.88*
Day(s) @ \$ 74.96 / Day

Unlimited Mileage Included

Extras

Add

Taxes and Fees  \$ 36.59*

Estimated Total **\$261.47***

*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later.

Why Choose Enterprise?

Free Cancellation Anytime

Pay at Pickup

Unlimited Mileage

Rental Policies

Rental Contract Additional
Terms and Conditions >

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