

Bourbon County Middle School



Student Y~Chapter

December 1st, 2025

The Bourbon County Middle School Student Y-Chapter is requesting the School Board's approval to attend the Kentucky United Nations Assembly (KUNA.) Conference from March 4-6, 2026. The trip will be at the Crowne Plaza Hotel in Louisville. The hotel has doors that open into the hotel building, not motel-style that open outward.

The opportunity to attend this in-person conference is one that only a few of our students that are currently in our Y-chapter have experienced. The ability to vote on bills, discuss international matters, and experience a glimpse of other countries' cultures is an opportunity that is once in a lifetime for many of our students. We believe that the Kentucky United Nations Assembly will be a safe, and rewarding experience. We respectfully request for you to allow us to go to the KUNA conference in Louisville, we are looking forward to seeing Bourbon County students shine!

Thank you,

Dana Jones
Student Y-Chapter Advisor

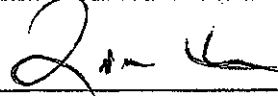
Our School Nurse will receive a list of students going on the trip by February 5th, 2025 to check for medical issues.

Rachael Hurst
BCMS School Nurse

School-Related Student Trip Request Forms

APPROVAL SIGNATURES REQUIRED

CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

Principal:  Date: 1/6/26

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.

Includes a Student Fee

Travel outside the Tri-State area of KY, OH, IN

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

All field trip forms requiring Board approval must be completed and submitted to the Superintendent/designee ten (10) days prior to the Board meeting. Incomplete or late forms cannot be accepted and may result in trip cancellation.

UPON APPROVAL, THIS FORM WILL BE RETURNED FOR FINAL PREPARATIONS

Provide a copy of this approved form to the bookkeeper and request Purchase Orders for all expenses

Make reservation with the venue

Make transportation arrangements

Send out completed Principal approved Parent Permission Forms.

Confirm receipt of Parent Permission Forms & authenticate signatures. Send reminders, if needed.

Collect fees using the Multiple Receipt Form and turn funds into the Bookkeeper daily.

Confirm parents requesting to chaperone are on the approved list and begin assignment of chaperones to students. Parents of students who require emergency and/or routine medications should be invited to chaperone if they are on the approved list.

Consult with Cafeteria Manager on lunch arrangements, including number of students that will be out of the building if lunch is not provided through the Cafeteria.

Two weeks prior to the trip date, submit a student roster and all completed parent permission slips to the School Nurse for medications and/or specific adaptations approval. Confirm that personnel trained in medication administration, as needed and CPR/FA/AED will attend. Name of trained personnel: D Jones

Cost for nursing, if applicable, shall be arranged and paid by the school.

School Nurse Signature:  Date: 1/26

ON THE DAY OF THE TRIP

Provide chaperone orientation (video, etc.)

Provide office with a list of chaperones & cell numbers

Take student medications in original labeled bottle

Take parent permission slips with you on the trip

Give office copies of all parent permission slips (Retain for one (1) year)

Post attendance prior to leaving

Take student lunches (if applicable)

Take classroom emergency kit

Take required payments

Provide copy of event specific EAP to all personnel attending in an official capacity, including cell numbers for all (Retain for one (1) year)