

**Extended Field Trip Request & Forms**

(In excess of 150 Miles, Overnight, Out-of-State or use by Common Carrier)

This form must be completed and sent to the Superintendent in time to be placed on the agenda of the Powell County Board of Education prior to the planned trip date. Safety and liability issues, as well as the availability of substitute teachers (where applicable) are all areas of Board responsibility.

**ALL ITEMS MUST BE COMPLETED FOR TRIP TO BE CONSIDERED.**

SCHOOL PCHS

Estimated # OF STUDENTS ELIGIBLE FOR TRIP 115

Male 57 Female 58

ORGANIZATION OR GROUP Senior Class

Estimated # OF STUDENTS PARTICIPATING 85

Male 43 Female 42

DATE(S) OF TRIP (Including Travel) April 22-24

# OF SCHOOL DAYS INVOLVED 3

SPONSOR'S NAME Kincaid

MALE CHAPERONES 3 FEMALE CHAPERONES 9

LOCATION(S): Pigeon Forge, TN - Dollywood, Island, Stamped

CITY/STATE: Pigeon Forge, TN



For out of state trips, please check here if medical assistance from a licensed medical professional is required for any students on trip. School nurse **MUST** be notified of trip.

[Empty rectangular box for additional notes or comments]

**TRANSPORTATION PROVISIONS:**

- Powell County Public School bus
- Commercial Travel; Insurance Coverage Provided by Travel Firm: \_\_\_\_\_  
Why is a Commercial Carrier being used in lieu of a Powell County School Bus? \_\_\_\_\_
- Private Travel (Review 09.36 AP.2: Restrictions, parent notification, driver notification.)
  - Parent Transport – WAIVER REQUESTS ATTACHED (Note: District Transportation Must Be Offered)
- Rental Vehicle – Type of vehicle \_\_\_\_\_, Rental Company \_\_\_\_\_

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<b>COST OF TRIP</b>	
<u>Estimated Total Cost of Trip</u>	
\$ 15,000	Meals/Lodging/Transportation
	<u>Big Bear Cove Lodge, Pigeon Forge, TN</u>
	<small>Name of Facility and City for Lodging</small>
\$ 3,500	Additional Expenses (Specify) <u>Dollywood</u>
<u>\$ 18,500</u>	<b>**TOTAL COST</b>
<u>How Expenses of Trip Are to Be Paid</u>	
\$ 10,000	School or District Amount From <u>Sr. trip acct.</u> Source
\$	Association or Parent Group (Specify) _____
\$ 8,500	Student's Share (Individual Amount \$ <u>100 each</u> )
	Provisions must be made for students who are unable to pay their share for any trip made during the instructional day.
	<u>Terms of the student fee waiver policy apply to all trips that are scheduled within the instructional day.</u>
 <u>\$ 18,500</u>	<b>**TOTAL PAYMENT MUST MATCH TOTAL COST ABOVE**</b>
<b>PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:</b>	
Field Trip Policy & Procedures & Forms Have Been Reviewed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
List of Students Participating Attached	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost of Trip Completed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Complete Itinerary of the Trip Attached	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educational Plan for the Trip Attached (if instructional in nature)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>PRIOR to trip, sponsor will ensure completion</u></b>	
<input type="checkbox"/> All Chaperones are on the Approved Volunteer List & Approved by Principal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> List of Chaperones completed (Mark whether teacher, parent, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Field Trip Policy & Procedures have been reviewed by all chaperones on trip	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Per Kentucky regulations, all trip forms/signatures shall be retained at school for five (5) years.</b>	
I accept the responsibility of seeing that the above event is represented accurately and shall be carried out in accordance with Board Policies, Administrative Procedures, and any applicable school council policies.	
 _____ Signature: Trip Sponsor	<u>2/16/26</u> _____ Date
 _____ Signature: Principal Approval	<u>2/16/26</u> _____ Date

## 2026 Senior Trip Itinerary and Details

	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Breakfast</b>	On own	At lodge	At lodge
<b>Lunch</b>	On own en route	On own at lodge or Island or Ripley's	Provided at Dollywood
<b>Dinner</b>	Grill out	Dolly's Stampede	On own headed home
<b>Activity</b>	Cabin fun	Cabin, Stampede, Ripley's and Island for any who want to go	Dollywood

- APRIL 22- Leave PCHS at 9am  
 Stop at Williamsburg for lunch around noon  
 Arrive at Big Bear Cove Lodge at 4pm  
 Grill out dinner at the cabin  
 Lights out at 11pm
- APRIL 23- Breakfast at cabin  
 Lunch- at lodge, or can go to The Island mid day shopping trip or Ripley's  
 Dinner Dolly's Stampede
- APRIL 24- Breakfast at Lodge  
 Checkout at 10 and leave for Dollywood  
 Lunch provided by Dollywood  
 Leave by 6pm  
 Dinner on own at stop on the way home  
 Arrive back in Stanton by 10pm

### Chaperones:

- Jennifer Kincaid
- Cassie Rose  
Desi Rose
- Langdon Middleton  
Claire Charles  
Martine Shoemaker
- Chase Friel
- Cole Wills
- Stephen Willis
- Jessica Neal (Nurse)
- Tori Looney  
Jasmine Fermantez

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**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM**

**POWELL COUNTY SCHOOL DISTRICT  
EXTENDED/OVERNIGHT FIELD TRIPS**

DATE: 4/22/26 - 4/24/26

TRIP: PCHS Senior Class trip

SCHOOL and GROUP: PCHS - Senior Class

SUPERVISING STAFF MEMBER: Kincaid

I, Cassandra R. Rose, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

Further, it is my understanding the Powell County School District code of conduct shall always be applicable on school trips, and I will uphold the code of conduct as I would be expected to do on school property.

I acknowledge that no verbal waiver will release me from my obligations to abide and adhere to both the Powell County Board of Education Policies and Procedures or the Powell County School District code of conduct and that I may be held responsible for violations of either directive as if such occurred on school property.

**Check All That Apply**

25 or Older on Date of Trip       Powell Schools Employee     Parent/Legal Guardian of Student     On the Current Powell Co. Volunteer Approved List

Understand school/health information related to students is confidential.

Cassandra R Rose  
Chaperone Name (Print)

Cassandra R Rose  
Chaperone (Signature)

Keep all applicable forms and signatures related to trip on file at school for five (5) years.

**RELATED PROCEDURES:**

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised: 11/21/2023

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SUPERVISING STAFF MEMBER: Kincaid

I, Coke Wills, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

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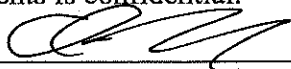
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Coke Wills  
Chaperone Name (Print)

  
Chaperone (Signature)

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SUPERVISING STAFF MEMBER: Kincaid

I, Langdon Middleton, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

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Langdon Middleton  
Chaperone Name (Print)

Langdon Middleton  
Chaperone (Signature)

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SCHOOL and GROUP: PCHS - Senior class

SUPERVISING STAFF MEMBER: Kincaid

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Victoria Looney  
Chaperone Name (Print)

Victoria Looney  
Chaperone (Signature)

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SUPERVISING STAFF MEMBER: Kincaid

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Jessiea Neal  
Chaperone Name (Print)

Jessiea Neal  
Chaperone (Signature)

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SUPERVISING STAFF MEMBER: Kincaid

I, Stephen Willis, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

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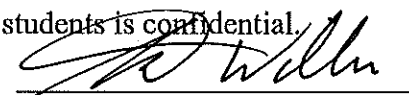
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Stephen Willis  
Chaperone Name (Print)

  
Chaperone (Signature)

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Chase Friel  
Chaperone Name (Print)

[Signature]  
Chaperone (Signature)

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SUPERVISING STAFF MEMBER: Kincaid

I, Jennifer H. Kincaid, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

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Jennifer H. Kincaid  
Chaperone Name (Print)

[Signature]  
Chaperone (Signature)

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