

Field Trip Planning Form

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

School: Burlington Elementary Grade(s): 4 Class/Activity Group/Team: Fourth Grade Team
 Teacher/Sponsor/Coach: Karen Panella Cell Phone Number: 8597573842
 Person trained with current medication administration training CPR/FA/AED credential Karen Panella, Heather Smith

Destination Venue, Location and State: COSI Columbus, OH
 Trip Location Contact Person: COSI Team Phone Number: 614-228-2674

Teachers: 5 # Students: 102 # Chaperones: 30+ Adult/Student Ratio: 1:3

Date(s) & Times	Cost	Transportation
Departure Date: <u>April 16, 2026</u> Time: <u>8:00 am</u> AM/PM Return Date: _____ Time: <u>6:00 pm</u> AM/PM	Total Cost: \$ <u>5,550.00</u> Funding Source: _____ Fee to be assessed to students: \$ 43.00 <u>38.00</u> <small>Attach Student Activity Cost Form 09.15 AP.23</small>	<input type="checkbox"/> District Bus/Van <input checked="" type="checkbox"/> Charter Bus: <u>Executive Bhaater</u> Approved Bid – Company Name <input type="checkbox"/> Other: <u>Executive Busing</u> <small>Attach a copy of Charter Bus Contract.</small>
Meals	At school prior to departure <input type="checkbox"/> Student Packed <input type="checkbox"/> Location where packed lunches will be consumed: _____ School Cafeteria Packed <input type="checkbox"/>	
	Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)	Name & Location: <u>COSI cafeteria</u> Name & Location: _____
Over Night	Date: _____	Lodging: _____
	Date: _____	Lodging: _____

Trip Purpose and Core Content/learning targets: hands on science

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: Students not attending will be placed in other grade levels for the school day.

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: Kelly Bitter, Jen Collins, Patty Kayler
 School Nurse Initials: GN for verification that medications administrator listed above received training. Karen Panella
 Due Date: 4/2/26 to turn in Roster and completed Parent Permission Slips for nurse's final review. Heather Smith
 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
- KP I have attached an anticipated Trip Itinerary
- KP I have evaluated the trip site for potential hazards/special requirements
- KP 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.
- KP Funds have been secured for indigent students
- KP If needed, background checks for chaperone approval have been initiated
- KP 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: Karen Panella Date: 1:30 26

School-Related Student Trip Request Form

**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR**

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue COSI

Venue Address 333 West Broad St. Columbus OH 43215

Person or email contacted at venue to discuss EAP COSI.org

Position/Title of person contacted COSI Team

Date (s) of contact 1-28-26

Is there an Automatic External Defibrillator (AED) on site yes no? Is it regularly maintained? yes no? If yes, where is it located? _____

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

Process to request AED and/or ERT if needed at the scene Report to Guest Services
or go directly to First Aid Room

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? _____

Is any other assigned emergency equipment available on field trip? yes no

If 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: 1-30-2026
○ 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: _____

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

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

Account Name: **BURLINGTON ELEMENTARY / PANELLA** Acct ID: **7573842**

Address: **5946 N. ORIENT STREET BURLINGTON, KENTUCKY 41005**

Client Contact: **KAREN PANELLA** Phone#: **8597573842**

4/16/2026 7:30:00AM	BURLINGTON ELEMENTARY / PANELLA	Confirmation# 3172421
MOTOR COACH 55	FROM: BURLINGTON ELEMENTARY: 5946 N. ORIENT ST, BURLINGTON	FARE: \$1,525.00
	TO: COSI: 333 W. BROAD ST, COLUMBUS, OH 43215	TIPS: \$50.00
TRIP REMARKS:		
WAIT & RETURN TO SCHOOL BY 6PM		
Order has more than 1 vehicle (3)		
		Total Fare \$1,575.00

4/16/2026 7:30:00AM	BURLINGTON ELEMENTARY / PANELLA	Confirmation# 3172458
MOTOR COACH 55	FROM: BURLINGTON ELEMENTARY: 5946 N. ORIENT ST, BURLINGTON	FARE: \$1,525.00
	TO: COSI: 333 W. BROAD ST, COLUMBUS, OH 43215	TIPS: \$50.00
TRIP REMARKS:		
WAIT & RETURN TO SCHOOL BY 6PM		
Order has more than 1 vehicle (3)		
		Total Fare \$1,575.00

Invoice Total: \$3,150.00

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 _____ Date _____