

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 36
Male 14 Female 22

ORGANIZATION OR GROUP FBLA

Estimated # OF STUDENTS PARTICIPATING 36
Male 14 Female 22

DATE(S) OF TRIP (Including Travel) April 27-29

OF SCHOOL DAYS INVOLVED 3

SPONSOR'S NAME Alison Hayden

MALE CHAPERONES _____ FEMALE CHAPERONES 2

LOCATION(S): Galt House

CITY/STATE: Louisville, KY

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 box for additional information]

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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COST OF TRIP

Estimated Total Cost of Trip

\$ 11,605.60

Meals/Lodging/Transportation.

Galt House, Louisville Ky

Name of Facility and City for Lodging

Additional Expenses (Specify) _____

\$ 11,605.60

****TOTAL COST**

How Expenses of Trip Are to Be Paid

\$ 8845.60 — CTE

School or District Amount From CTE & FBWA Source

\$ 960.00 — FBWA

Association or Parent Group (Specify) _____

\$ 1800.00 — each student

Student's Share (Individual Amount \$ 50)

Provisions must be made for students who are unable to pay their share for any trip made during the instructional day.

Terms of the student fee waiver policy apply to all trips that are scheduled within the instructional day.

\$ 11,605.60

****TOTAL PAYMENT MUST MATCH TOTAL COST ABOVE****

PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:

- Field Trip Policy & Procedures & Forms Have Been Reviewed Yes No
- List of Students Participating Attached Yes No
- Cost of Trip Completed Yes No
- Complete Itinerary of the Trip Attached Yes No
- Educational Plan for the Trip Attached (if instructional in nature) Yes No

PRIOR to trip, sponsor will ensure completion

- All Chaperones are on the Approved Volunteer List & Approved by Principal Yes No
- List of Chaperones completed (Mark whether teacher, parent, etc.) Yes No
- Field Trip Policy & Procedures have been reviewed by all chaperones on trip Yes No

Per Kentucky regulations, all trip forms/signatures shall be retained at school for five (5) years.

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.

Glenn Hayden 3/12/26
Signature: Trip Sponsor Date

Signature: Principal Approval Date

Extended Field Trip Request & Forms

ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM

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

DATE: April 27-29

TRIP: FBIA State Conference

SCHOOL and GROUP: PCHS / FBLA

SUPERVISING STAFF MEMBER: Alison Hayden

I, Alison Hayden, 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.

Alison Hayden
Chaperone Name (Print)

Alison Hayden
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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ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM

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

DATE: 3/3/26

TRIP: FBLA State

SCHOOL and GROUP: PCHS / FBLA

SUPERVISING STAFF MEMBER: Melissa Meade

I, Melissa Meade, 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.

Melissa Meade
Chaperone Name (Print)

Melissa Meade
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

Itinerary for FBLA State 4/27 - 4/29 @ The Galt House, Louisville

4/27

Leave school @ 8:30 or ASAP from front lobby of PCHS

Arrive at The Outlets of the Bluegrass @ 10:00

Students can shop and eat lunch - students will be responsible for paying for their own lunch and any shopping they do.

Will leave between 12/12:30

Arrive @ The Galt House around 1

Once there, we check into our hotels and begin our day. You can dress casual that day but be prepared to change and get ready once we arrive (if you compete that day).

Afternoon - Battle of the Chapters

Events will take place that evening. We just do not have a schedule yet but events will start at 3pm.

I will order pizza delivery for dinner (paid for by sponsor) and then we have the opening ceremony @ 8pm. **You will need a business outfit for the opening ceremony as well as if you are competing that day.**

Curfew is midnight. At midnight, rooms are checked to make sure everyone is inside and then doors duct taped.

4/28

Our day starts with events and Battle of the Chapters if we advance

We will walk to lunch that day together. Students are responsible for paying for their own lunch.

That evening we will be going together to eat dinner @5 and be back in time for the awards ceremony

You will need a business outfit for the awards ceremony as well as if you are competing that day.

Curfew is the same as the day before.

4/29

Closing session is that morning. We will attend this and then leave once it is over. The time we leave depends on if we have anyone run and be elected as a state officer. You can wear jeans(no holes), FBLA shirt and casual shoes(no flip flops) if you donate 1.00 to The Debbie Barnett Memorial Scholarship. If you don't, then you will have to wear business attire.

Battle of the Chapters final round will be that morning if we advance.

We will stop on the way home for lunch (FBLA will pay for this meal) and arrive back to school before the end of the school day.

Students attending and event/s

1. Addyson Hayden - Intro to Business Presentation & Bulletin Board
2. Allyson Spencer - Financial Planning
3. Autumn Marsh - Bulletin Board
4. Ayden Slone - Marketing
5. Brayden Jett - Public Service Announcement
6. Brennon Hall - Intro to Business Procedures
7. Brody Welch - Marketing
8. Brooklyn Whitehead - Broadcast Journalism & Newsletter & Parliamentarian candidate
9. Cadence Lane - Sales Presentation
10. Claire Estes - Graphic Design & The Debbie Barnett Memorial Scholarship
11. Daleela Jasser - Sales Presentation
12. Darbi Nolan - Social Media Strategies
13. Ella Napier - Event Planning & Newsletter
14. Ellie Billings - Public Speaking
15. Emma Foster - Graphic Design & Eugene H Smith Scholarship
16. Garrett Gillispie - Marketing
17. Gavin Gillispie - Intro to Social Media Strategies
18. Gracie Pelfrey - Personal Finance
19. Isabella Reed - Social Media Strategies
20. Izzabella Allen - Intro to Business Communications & Bulletin Board
21. Jacey Walters - Event Planning
22. Jake Halcomb - Public Service Announcement
23. Jake Kincaid - Intro to Social Media Strategies
24. Jaxson Briscoe - Intro to Social Media Strategies
25. Kennedy Napier - Supply Chain Management
26. Kobe Kennon - Advertising
27. Lillie Boyd - Business Plan
28. Madison Kincaid - Event Planning & Future Business Leader
29. Madison Anderson - Business Plan
30. Noah Allen - Advanced Accounting
31. Olivia Stone - Supply Chain Management & Traditional Scrapbook
32. Peyton Jefferson - Broadcast Journalism & Traditional Scrapbook
33. Raelynn Turner - Intro to Public Speaking & Community Service Project & Reporter candidate
34. Russell Faulkner - Financial Planning
35. Talon Rice - Public Service Announcement
36. Timber Drake - Community Service Project & Intro to Business Concepts

Expenses

Paid for by CTE

Registration

\$70 per student = \$2520

\$60 per advisor = \$120

\$10 chapter fee = 10

Total = \$2650

Hotel

6 female rooms + 3 male rooms + 2 advisor rooms = 11 rooms

11 rooms x 2 nights (\$209.80 per night) = \$4615.60

1 meal

38 people x \$20 = \$760

CTE total = \$8025.60

Paid for by FBLA

Walmart order for snacks and drinks = \$200

1 meal

38 people x \$20 = \$760

FBLA total = \$960

Students portion

\$50 for additional meals

Total = 38 x 50 = \$1800



State Leadership Conference 2026

The Kentucky FBLA State Leadership Conference will be held April 27-29, 2026, at the Galt House Hotel, 140 North 4th Street, Louisville, KY 40202. Please read all of the following information carefully and note important dates and deadlines.

Registration and Submission of Assets (Event Materials)

SLC registration is open to members, advisers and adult guests acting as chaperones. All attendees must complete all required paperwork and follow dress code expectations when in conference areas. Each registered and paid attendee will receive a complimentary conference T-shirt. With a \$1 donation to the Debra Barnett Memorial Scholarship Fund, the shirt may be worn during the closing session – ribbons will again be available for purchase in our Kentucky FBLA Marketplace. Sizes will be collected when registering attendees for the conference.

The paperwork required should be maintained by the chapter adviser and kept readily available for reference and in case of emergency. All required forms may be found as attachments and will be checked for completion upon arrival at the registration desk. If you retain forms from the regional conference, you may reuse those. Required forms include:

- Medical Release/Parent Permission Form
- Code of Conduct Form
- Dress Code Form

It is the responsibility of all local chapter advisers to enforce the code of conduct and to ensure that all members understand the dress code. Many attendees are new to these expectations; please ensure they are prepared in advance. Some consequences of being out of dress code include penalty points deducted from event scores (15 points), not being admitted to conference areas, not being permitted on stage, etc. Judges will make the decision on point deductions and their decisions are final.

Registration is now available at: <http://app.gobluepanda.com/> The last day to register for the conference is March 15 at 6:00 PM EST. An invoice will be emailed to you upon submission, please print your invoice and review for accuracy. You may open and edit your registration to make necessary changes through March 15. The following assets must be uploaded in Blue Panda (as they were for regional competition) by March 15: all prejudged projects and reports, credentials for Future Business Leader and Job Interview, URLs for events requiring those, etc.

Fees: \$70 for each member, \$75 if registered for 2+ events
\$60 for each adviser and adult guests (students may not be registered as guests)
\$10 chapter fee

Make checks payable to Kentucky FBLA, postmarked by April 1. Any checks not postmarked by April 1 should be hand delivered to the registration desk upon arrival. Card payment options will be available through Blue Panda if preferred.

Mail checks to: Kentucky FBLA
300 Sower Blvd, 5th Floor
Frankfort, KY 40601

Adviser Reception, Breakfast, Gifts and Special Treats

Recognizing that none of what we do in Kentucky FBLA would be possible without our fabulous advisers, we have a few special treats planned just for YOU. The adviser's reception will be hosted following the awards ceremony. The adviser's breakfast will be held Wednesday morning before the closing session. Specific times will be indicated in the conference program. Following event coordinator duties, materials may be exchanged for a special gift, and sign-ups will be available for time slots at a chair massage station. We hope to see you at conference and be able to celebrate our year of education, service and progress with Kentucky FBLA!

State Leadership Conference 2026

Hotel Information and Procedures

Reservations must follow the instructions on the pre-registration form and may not be made through third party sites or by calling the Galt House directly. We have a block of rooms reserved. After March 30, unused rooms will be released for general sale. All reservations made after this will be based on availability and rates will be quoted at the rate of the day.

- Conference contact: Lexie Bobzien at lbobzien@ajshotels.com
- A link is provided to reserve rooms by March 30: [KY FBLA 2026 - Start your reservation](#)
- Also required is the Pre-Registration Form 2026 (attached) and Tax Exemption Forms, if applicable.
- Once received, a credit card authorization link will be sent for payment. If a check is preferred this must be received by April 10 or the rooms will be released for general sale.
- Hotel room assignments and keys must be picked up by the chapter adviser in the lobby registration area beginning at 3:00PM EST. Note, all rooms may not be available immediately at 3:00 PM EST.

Commuting Chapter Guidelines - If local school districts prohibit overnight trips but permit daily participation, it is strongly encouraged that the chapter reserve two hotel rooms for members, one male, and one female (if applicable based on student composition and in accordance with district policy). These rooms could be used for study areas, practice areas, equipment storage, etc. Chaperones must be provided for these spaces. In this unique situation, room chaperones do not have to be registered for the conference as long as they remain in the rooms. This is also a good place for bus drivers to rest while waiting to transport the chapter back to school.

General Regulations and Procedures

- Name tags must be worn in the conference space and to all events and activities
- Correct attire is required in conference spaces.
- Name tags will be taken to conference headquarters for those out of dress code or behaving inappropriately
- Members are not permitted to drive themselves to the conference
- Hallways and elevators are public spaces, attendees should not congregate or crowd these areas
- Speakers, or other such devices, are not welcome at the conference
- All advisers' help is needed to coordinate events, supervise students, etc.
- Active supervision is needed in hallways. Assignments will be made based on room locations if issues arise
- Advisers must strictly enforce curfew and dress code expectations
- Cell phones and similar devices are not permitted in preparation or performance rooms.

Mandatory Adviser Session – a mandatory adviser session will be held on Monday. If there is enough interest an alternative meeting will be held virtually the week prior to conference, attending one of the two is required. These short sessions will provide you with valuable information you will need for the conference and update you on changes.

Sports You will be utilized with advisers to announce finalists and relay other conference information, including prizes and emergency notifications. Please download the Sports You app ahead of conference and join the KY FBLA SLC 2026 group using access code: EGQ8-UDXB (Please do not share this group or code with your students).

General Sessions – please monitor your student's behavior. Students should remain quiet and seated throughout the session. An effort has been made to shorten these sessions based on feedback received. If there are disturbances around you and your chapter that you are not comfortable addressing, contact conference headquarters.

Event Coordinators – all adults attending the SLC will be needed to serve as event coordinators, timers and doorkeepers to ensure a smooth, well-run conference. Advisers will have the opportunity to indicate preferences during the registration process.

Security – while the hotel provides security, advisers must assist. Please do not retire to your room until you ensure all of your students are safely in their room for the night.