

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 Powell County High School

Estimated # OF STUDENTS ELIGIBLE FOR TRIP 8
Male 1 Female 7

ORGANIZATION OR GROUP FECLA

Estimated # OF STUDENTS PARTICIPATING 8
Male 1 Female 7

DATE(S) OF TRIP (Including Travel) 3/24/20-3/27/20

OF SCHOOL DAYS INVOLVED 4

SPONSOR'S NAME Hannah Jones Creech

MALE CHAPERONES 1 FEMALE CHAPERONES 1

LOCATION(S): Galt House Hotel

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 rectangular box for additional information or notes.

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

\$ 3,446.79 (Hotels)
\$ 2,000.00 (Food) + (extras)
\$ 360.00 (travel)
\$ 1,270.00 (registration)
\$ _____

Meals/Lodging/Transportation

Galt House Hotel Louisville, KY

Name of Facility and City for Lodging

Additional Expenses (Specify) _____

****TOTAL COST**

How Expenses of Trip Are to Be Paid

\$ 3,446.79 - CTE
\$ 2,000.00 - FCCLA
\$ 300.00 - CTE
\$ 1,270.00 - CTE

School or District Amount From CTE & FCCLA Source

Association or Parent Group (Specify) _____

Student's Share (Individual Amount \$ _____)

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.

\$ 7,076.79

****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.

Thomas Gray 3/11/26
Signature: Trip Sponsor Date

[Signature]
Signature: Principal Approval

3/11/26
Date

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ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM

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

DATE: 3/11/20

TRIP: FCCLA State Leadership Conference

SCHOOL and GROUP: RCHS FCCLA

SUPERVISING STAFF MEMBER: Hannah Jones Creech

I, Hannah Jones Creech, 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.

Hannah Jones Creech
Chaperone Name (Print)

Hannah Jones Creech
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

List of Students Attending

NAME	<input checked="" type="checkbox"/> Field trip form turned in	<input checked="" type="checkbox"/> Med Check	Column 1
Jayla Rogers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Kherington Reynolds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Darcy Lawson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Brooklyn Stone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Taylor Stone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ava Rose	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Chloe Hardin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Adrian Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



Dear Parents and Guardians,

I am excited to share that your student will be attending the FCCLA State Leadership Conference March 24-27 at the Galt House Hotel in Louisville, Kentucky. These students have worked incredibly hard, either earning 1st place at the regional level in their STAR Event or qualifying as a member of our Knowledge Bowl team, and I am so proud of their accomplishments.

We will depart from school at 9:00 AM on March 24 and anticipate returning around 1:00 PM on March 27.

While at the conference, students will have the opportunity to compete, network with other FCCLA members from across the state, and attend a variety of leadership sessions and workshops designed to build their skills and confidence. Our tentative schedule is as follows:

- **Tuesday:** Travel to Louisville, check in at the Galt House Hotel, eat lunch and dinner together, and prepare for competition the following day.
- **Wednesday:** Competition day for STAR Events and Knowledge Bowl, along with additional leadership sessions and workshops.
- **Thursday:** A full day of business sessions and workshops, followed by the formal banquet in the evening. Students will dress professionally for this event.
- **Friday:** Closing session and awards ceremony where we will learn who advances to the National Leadership Conference in Washington, D.C. this summer. We will depart immediately following the session and travel back to school.

Thank you for allowing me the opportunity to work with your children and for supporting them in this incredible leadership experience. FCCLA provides students with real-world skills, confidence, and unforgettable memories, and I am honored to guide them through this journey.

Please feel free to contact me with any questions or concerns at any time.

Phone Number: (606) 481-6122

Email: hannah.jones@powell.kyschools.us

Kind regards,
Hannah Jones Creech

A handwritten signature in black ink, appearing to read "Hannah Jones Creech", is written over a horizontal line. To the right of the signature is a small, handwritten letter "Q".

Powell County High School
700 West College Ave. Stanton, KY 40380