

Field Trip Planning Form

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

School: Ignite Institute Grade(s): 9-12 Class/Activity Group/Team: Educators Rising
 Teacher/Sponsor/Coach: Leah Jefferson Cell Phone Number: 606-782-5497
 Person trained with current medication administration training CPR/FA/AED credential Leah Jefferson
Eddie Raeb
 Destination Venue, Location and State: Oregon Convention Center Portland, Oregon
 Trip Location Contact Person: Robyn Mintier Phone Number: 812-339-1156
 # Teachers: 3 # Students: 19 # Chaperones: 0 Adult/Student Ratio: 3:6

Date(s) & Times Departure Date: <u>6/19/26</u> Time: <u>5:30</u> AM/PM Return Date: <u>6/24/26</u> Time: <u>8:43</u> AM/PM		Cost Total Cost: \$ <u>8280.19</u> Funding Source: <u>9402017-0580/0338</u> Fee to be assessed to students: \$ <u>287.90</u> <small>Attach Student Activity Cost Form 09.15 AP.23</small>		Transportation <input type="checkbox"/> District Bus/Van <input type="checkbox"/> Charter Bus: Approved Bid - Company Name <input checked="" type="checkbox"/> Other: <u>Common Carrier</u> <small>Attach a copy of Charter Bus Contract.</small> <u>airlines - Student purchase</u>		
Meals	At school prior to departure <input type="checkbox"/>		Student Packed <input type="checkbox"/>		Location where packed lunches will be consumed: _____	
	Student Purchase Restaurant (Name and location of each stop) <input checked="" type="checkbox"/>		Name & Location: <u>Purchased at local restaurants</u>			
Over Night	Date: <u>6/19/26</u>		Lodging: <u>Doubletree by Hilton Portland</u>			
	Date: <u>6/22/26</u>		Lodging: <u>1000 NE Multnomah Street Portland, OR 97232</u>			

Trip Purpose and Core Content/Learning targets: Teaching + Learning pathway courses

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: None

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: Leah Jefferson
 School Nurse Initials: AW for verification that medications administrator listed above received training.
 Due Date: 5/25/26 to turn in Roster and completed Parent Permission Slips for nurse's final review.
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.
- [Signature] I have attached an anticipated Trip Itinerary.
- [Signature] I have evaluated the trip site for potential hazards/special requirements.
- [Signature] 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.
- [Signature] Funds have been secured for indigent students.
- [Signature] If needed, background checks for chaperone approval have been initiated.
- [Signature] 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: Leah Jefferson Date: 3/20/26

School-Related Student Trip Request Form

**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**

Destination/Venue: Oregon Convention Center Portland Oregon
Venue Address: 777 NE Martin Luther King Jr. Blvd. Portland, OR 97232
Person or email contacted at venue to discuss EAP: Evelyn Murphy evelynmurphy@oregoncc.org
Position/Title of person contacted: Director of Guest Experience
Date (s) of contact: 2/20/26

Is there an Automatic External Defibrillator (AED) on site? yes no? Is it regularly maintained? yes no? If yes, where is it located? the building has multiple defibrillator stations located in public spaces.

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

Process to request AED and/or ERT if needed at the scene: OCC has 2 fully equipped first aid rooms outside
* Alert staff to assist from main event desk persons exhibit Hall A & E lobbies.

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: 3-20-26

○ 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.

○ 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.

2026 American Airlines Group Quote:

Students purchasing on their own @ a group rate.

American Airlines

Group Booking Confirmation

Thank you for choosing American Airlines. Your group and key dates are below.

By accepting a quote and requesting a booking, you accept the terms and conditions referred to below.

Group booking details	
Agency	5555555 AA User Group
Booked by	Leah Jefferson
Group travel reference	713370
Group name	EDUCATORS RISING NATIONALS IGNITE
Group size	22
Passengers breakdown	22 Seated
Main PNR	NJWXQX
Booking confirmation date	Tuesday 24-Mar-2026
Terms & Conditions	Meeting Planner 1.x Terms and Conditions (DNA)
PNR NJWXQX	
Status	Confirmed Booking Option
Created	Tuesday 24-Mar-2026 14:05:20
Group name	EDUCATORS RISING NATIONALS IGNITE

Key dates	
Today's date	Tuesday 24-Mar-2026
Days to departure	87
Deposit payment deadline	Tuesday 07-Apr-2026
Utilization period start date	Tuesday 21-Apr-2026
Final payment deadline	Wednesday 20-May-2026
Passenger naming and ticketing deadline	Wednesday 20-May-2026

PNR NJWXQX	
Status	Confirmed Booking Option
Created	Tuesday 24-Mar-2026 14:05:20
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Itinerary

Flight	Departure	Date	Time	Terminal	Arrival	Date	Time	Terminal	Cabin	Airline
AA5438	Cincinnati Northern Kentucky Int L, OH, US (CVG)	19 Jun 26	05:35		Philadelphia Intl, PA, US (PHL)	19 Jun 26	07:21	F	Economy	OPERATED BY PSA AIRLINES AS AMERICAN EAGLE
AA3090	Philadelphia Intl, PA, US (PHL)	19 Jun 26	08:25	NOT PRE-DETERMINED	Portland Intl, OR, US (PDX)	19 Jun 26	11:34		Economy	American Airlines
AA1170	Portland Intl, OR, US (PDX)	23 Jun 26	21:47		Charlotte Douglas Intl, NC, US (CLT)	24 Jun 26	05:41		Economy	American Airlines
AA5215	Charlotte Douglas Intl, NC, US (CLT)	24 Jun 26	07:05		Cincinnati Northern Kentucky Int L, OH, US (CVG)	24 Jun 26	08:43		Economy	OPERATED BY PSA AIRLINES AS AMERICAN EAGLE

Costs	Seated	Sub Total
Netfare	1 person	\$643.00
Taxes, Fees	\$98.63	\$98.63
Total		\$741.63

Deposit to hold Ticket Due 4/7/26 \$50



June 20-23, 2026 | Oregon Convention Center | Portland, Oregon

Tentative conference schedule

Friday, June 19 Pre-Conference

- 1:00 PM - 6:00 PM State/Regional Coordinators Meeting (*by invitation only*)
- 1:00 PM - 6:00 PM State Officer Meeting (*by invitation only*)
- 3:00 PM - 6:00 PM Bundle Pick-up
- 3:00 PM - 6:00 PM Registration/Store opens

Saturday, June 20

- 8:00 AM - 5:00 PM Bundle Pick-up
- 8:00 AM - 5:00 PM Registration/Store opens
- 9:00 AM - 11:00 AM Judges training (*by invitation only-lunch after training*)
- 1:00 PM - 7:00 PM Competitions
- 1:00 PM - 5:00 PM Student Testing (ParaPro/Praxis)
- 1:00 PM - 5:00 PM College & Innovation Fair
- 1:00 PM - 4:45 PM Breakout sessions (25)
- 7:00 PM Opening Ceremony with Keynote, Ashlie Crosson 2025 NTOY

Sunday, June 21

- 8:00 AM - 5:00 PM Registration/Store opens
- 8:00 AM - 12:00 PM Competitions
- 8:00 AM - 12:00 PM Student Testing (ParaPro/Praxis)
- 9:00 AM - 12:00 PM Curriculum Training Part 1* (*pre-registration required*)
- 9:00 AM - 10:45 AM Breakout sessions (14)
- 9:00 AM - 5:00 PM College & Innovation Fair
- 10:45 - 11:45 PM Dedicated time to visit the exhibit hall
- 12:00 - 2:00 PM Membership Recognition Lunch with Keynote and National Signing Day
- 2:00 - 4:45 PM Breakout sessions (21)
- 2:00 - 5:00 PM Curriculum Training Part 2* (*pre-registration required*)
- 2:00 - 5:00 PM Student Testing (ParaPro/Praxis)
- 2:00 - 7:00 PM Competitions
- 8:00 - 11:00 PM Student Social Event (Lip Sync and Karaoke)

Monday, June 22

- 8:00 AM - 12:00 PM Registration/Store opens
- 8:00 AM - 12:00 PM Curriculum Training Part 3* (*pre-registration required*)
- 8:00 AM - 12:00 PM Competitions
- 9:00 AM - 11:45 AM Breakout Sessions (15)
- 10:00 AM - 12:00 PM National Delegate meeting
- 12:00 - 1:00 PM Lunch (on your own)
- 1:00 PM City Exploration Time

Tuesday, June 23

- 10:00 - 12:30 PM Closing General Session & Awards Celebration
 - *Continental breakfast provided*

*Attendees must have purchased the Educators Rising Curriculum