



School-Related Student Trip Request Form & Event Specific Emergency Action Plan (EAP)

School

ALLEN CO. INTERMEDIATE CENTER

Faculty Member(s) Sponsoring Trip

Tracy Butler & Ashley Gillilan

Type of Trip (Check One)

- Classroom Field Trip
- Class Trip (specify)
- Organization/Club Trip (specify)
- Other (specify)

Type of Trip

Elementary Archery Team to Championships

Destination

Daytona Beach Ocean Center

Phone

(386) 254-4500

Address

101 North Atlantic Avenue, Daytona Beach, Florida 32118

Destination Type

- Out of State
- Out of County
- Within County
- Overnight

Departure Date & Time

06/17/2026 8:00 AM

Return Date & Time

06/21/2026 6:00 AM

Purpose/Educational Value

The ACIC Elementary Archery Team has placed to participate in the 2026 NASP Championships in Daytona, Florida.

Source of Funding for Trip

Parents responsibility for travel expenses to and from events. Archery Funds will pay the Archer Tournament Fees

Source of Funding for Trip (Verified by Principal's Designee)

Parents are responsible for travel expense

Funding Verification (Signature):

Keena Woods

Date Signed

05/13/2026 10:00 am

Estimate Cost of Trip

(actual cost billed after the completion of the trip)

Is there a registration cost?

Yes No

Type of Vehicle Needed

Bus Fleet Vehicle (i.e., SUV)

of Fleet Vehicles

1

Round Trip Mileage

1500

Current Mileage Rate

16.7 miles per gallon

[Click here for current mileage rate. \(https://finance.ky.gov/office-of-the-controller/office-of-statewide-accounting-services/Pages/state-employee-travel.aspx\)](https://finance.ky.gov/office-of-the-controller/office-of-statewide-accounting-services/Pages/state-employee-travel.aspx)

Est. Fleet Vehicle Cost

25050

Meal Cost Estimate

\$0

Are there any other costs associated with the trip?

Yes No

Total Estimated Cost

\$25,050.00

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

Bill Trip Expenses To

Sponsoring Organization School Council Board Other

Number of Students

24

Faculty Sponsors

2

Other Chaperones

4

Total # of Participants

30

Mode of Transportation

Is District Transportation Needed?

NO YES, SEE PROCEDURE 09.36 AP.212.

Transportation Type

Certificated Common Carrier (specify) Private Vehicle - specify driver(s)

Transportation Type Specifications

I will be driving my personal vehicle.

Supervision (Please List of Names of Adults Accompanying Students on Trip)

Name of Adult	Phone Number
Tracy Butler	937-545-4703

You can add employees by clicking the + icon to the right

Have all chaperones undergone required records check and been designated by the principal/designee to supervise students?

Yes No

EMERGENCY ACTION PLAN

Person contacted at venue to discuss EAP

First Aid Responders

Person making contact

Tracy Butler

Is there an Automated External Defibrillator (AED) on site?

Yes No

If Yes, where?

First Aid Booth

Does the venue have an Emergency Response Team?

Yes No

If Yes, how are they contacted?

radios

School Employee(s) Attending Trip (Please note beside name if employee is CPR trained)

Employee	CPR Trained
Tracy Butler	<input checked="" type="checkbox"/>
Ashley Gillilan	<input checked="" type="checkbox"/>

You can add employees by clicking the + icon to the right

Faculty Sponsor Name

Tracy Butler

Faculty Sponsor Email

tracy.butler@allen.kyschools.us

For the purpose of processing this form

Signature of Faculty Sponsor

Tracy Butler

Date Signed

05/13/2026 08:59 am

Trip has been

Approved Disapproved

Signature of Principal/Designee

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

Trip has been

Date of Board Approval

Approved Disapproved

Signature of Superintendent/Designee

[Redacted Signature]

RELATED PROCEDURES: 09.36 AP.1, 09.36 AP.21, 09.36 AP.211, 09.36 AP.212