

**Extended Field Trip Request & Forms**

**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM**

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

DATE: 4/30/20

TRIP: FBIA National Leadership Conference, San Antonio, Tx

SCHOOL and GROUP: PHS FBIA

SUPERVISING STAFF MEMBER: Jennifer Kincaid

I, \_\_\_\_\_, 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.

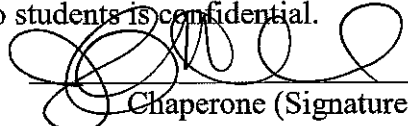
I acknowledge that no verbal waiver will release me from my obligations to abide and adhere to both the Powell County Board of Education Policies and Procedures or the Powell County School District code of conduct and that I may be held responsible for violations of either directive as if such occurred 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.

Jennifer Kincaid  
Chaperone Name (Print)

  
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

**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 Co. High School

ORGANIZATION OR GROUP FBLA

DATE(S) OF TRIP (Including Travel) 6/28 - 7/3

SPONSOR'S NAME Alison Hayden

MALE CHAPERONES \_\_\_\_\_ FEMALE CHAPERONES 2

LOCATION(S): Henry B. Gonzalez Convention Center

CITY/STATE: San Antonio, TX

Estimated # OF STUDENTS ELIGIBLE FOR TRIP \_\_\_\_\_  
Male 0 Female 14  
Estimated # OF STUDENTS PARTICIPATING \_\_\_\_\_  
Male 0 Female 7  
# OF SCHOOL DAYS INVOLVED \_\_\_\_\_

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? \_\_\_\_\_

going to Texas

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 \_\_\_\_\_

**Extended Field Trip Request & Forms**

**COST OF TRIP**

Estimated Total Cost of Trip

\$ 17,695

Meals/Lodging/Transportation

Unsure of hotel - San Antonio, TX

*Name of Facility and City for Lodging*

\$

Additional Expenses (Specify) \_\_\_\_\_

\$ \_\_\_\_\_

**\*\*TOTAL COST**

How Expenses of Trip Are to Be Paid

\$15,275 - CTE

School or District Amount From CTE Source

\$1,020 - FBIA

Association or Parent Group (Specify) FBIA -

\$1400 - Student

Student's Share (Individual Amount \$ 200 -)

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.

\$ 17,695

**\*\*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.

Elison Hayden 4/30/26  
Signature: Trip Sponsor Date

[Signature]  
Signature: Principal Approval

5/1/26  
Date

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

DATE: 4/30/21

TRIP: FBLA National Leadership Conference, San Antonio Tx

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

Itinerary for FBLA NLC  
6/28 - 7/3

Sunday 6/28

Travel Day - We will be flying to San Antonio

Monday 6/29

We will explore San Antonio that day.  
That afternoon, Madi Kincaid will be doing her preliminary presentation.

Tuesday 6/30

Madi Kincaid will be testing at 2:00pm  
Brooklyn Whitehead and Peyton Jefferson will be doing their preliminary presentation in the afternoon. We do not have a time yet.

Wednesday 7/1

That morning if she advances, Madi Kincaid will do her finals presentation.  
That evening if they advance, Brooklyn and Peyton will be doing their finals presentation.  
That evening is FBLA Night at the Rodeo, which we will attend

Thursday 7/2

Closing session will be that night at 8pm

Wednesday 7/3

Travel Day

3 students will be attending with 4 more possibly

Madison Kincaid  
Brooklyn Whitehead  
Peyton Jefferson

Possible

Darbi Nolan  
Isabella Reed  
Olivia Stone  
Ella Napier

Chaperones will be

Alison Hayden  
Jennifer Kincaid

Peyton will be traveling from GSP the evening of 7/28 and returning back the evening of 7/1.  
Jennifer Kincaid will be traveling with her.

Cost for the trip

Registration

\$195 per student =  $7 \times \$195 = \$1,365$   
\$125 per advisor =  $2 \times \$125 = \$250$   
Total registration = **\$1,615**

Hotels

4 rooms for 5 nights estimating \$300 = **\$6,000**

Food

CTE paid meal =  $9 \text{ people} \times \$40 = \mathbf{\$360}$   
FBLA - 2 meals  $9 \text{ people} \times 40 = \$720$   
FBLA - Walmart order = \$300

Transportation

Roundtrip to San Antonio =  $9 \text{ people} \times \$700 = \$6300$   
Uber while there = \$1,000  
**Total = \$7,300**

**Educational Plan - student with events they are competing in**

Madison Kincaid - Future Business Leader  
Brooklyn Whitehead - Broadcast Journalism  
Peyton Jefferson - Broadcast Journalism  
Darbi Nolan - Social Media Strategies  
Isabella Reed - Social Media Strategies  
Olivia Stone - Supply Chain Management  
Ella Napier - Supply Chain Management