

School-Related Student Trip Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL Menifee High School FACULTY MEMBER(S) SPONSORING TRIP Loren Parks

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____
☒ Organization/Club Trip, specify Track & field ☒ Other (athletic, band, if applicable) _____

DESTINATION Lexington Ky ADDRESS _____ PHONE _____

- ☐ Out of State ☐ Out of County ☐ Within County

☒ Overnight; give name, address, phone of lodging Clanton Hotel Conference Center
Lexington North

DATE(S) OF TRIP 5/20/24 - 5/21/24 DEPARTURE TIME 5:00 RETURN TIME 5:00

PURPOSE/EDUCATIONAL VALUE _____

SOURCE OF FUNDING FOR TRIP Track & field account*NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.*

BILL TRIP EXPENSES TO: ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER,
 SPECIFY Track & field fundraiser account

NUMBER OF: STUDENTS 9 FACULTY SPONSORS 3 OTHER CHAPERONES 1TOTAL # OF PARTICIPANTS 13

FOOD SERVICE: ARE MEALS TO BE PROVIDED BY FOOD SERVICE?

☒ NO ☐ YES, # OF STUDENTS _____ - COMPLETE PAGE 2 AND SUBMIT 2 WEEKS PRIOR TO TRIP

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.☐ CERTIFICATED COMMON CARRIER; SPECIFY _____☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? ☒ Yes ☐ No

Loren Parks
 Signature of Faculty Sponsor

5/20/24
 Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval _____

J. J. Kim
 Signature of Superintendent/Designee

05/20/24
 Date

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

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

**Event Specific Emergency Action Plan (EAP) for School Sanctioned
Nonathletic Event Held Off-Campus**

Destination/Venue Clairon Hotel Conference Center

Venue Address: 1950 Newtown Pike Lexington Ky 40511

Person or email contacted at venue to discuss EAP Donna

Position/title of person contacted Donna (Manager)

Date(s) of contact 5/19/24

Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no

If yes, where is it located. Several ~~rooms~~ behind front desk

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

Process to request AED and/or ERT if needed at the scene: 4.5 miles to UK Healthcare
Good Samaritan

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? Loren Parks

Is any other assigned emergency equipment available on field trip? Taking school

AED will be with me at all times.

If yes, list location of equipment: _____

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 9-1-1 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 Automated External Defibrillator (AED).
 - Continuing supporting the victim until the local EMS arrives and takes over care.
 - Direct EMS to the scene.

Review/Revised: 8/16/2023

School-Related Student Trip Permission Slip and Medical Release Form

Student's Name _____		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
School <u>Menifee High</u>	Grade _____	Homeroom/Classroom _____
☐ All school-related trips for the _____ school year; OR ☐ Field Trip Date(s) <u>5/20/26-5/21/26</u> Destination <u>Clarian Hotel, State track meet</u>		
Departure Time <u>5:00</u>	Return Time <u>5:00 5/21/26</u>	
Alternate Destination, if applicable _____		
Mode of Transportation <u>School Vans</u>	Cost to Student, if applicable \$ <u>snacks</u> if wanted	
Student Dress Code		
☐ Official Dress	☐ Uniform	☐ School Approved
Chaperones:		
<u>Loren Parks</u>	<u>Travis Parks</u>	
<u>Thomas Wofford</u>	<u>Elizabeth Hale</u>	

I hereby give permission for my child to participate in the above-mentioned school-related student trip(s).

In addition, in the event of accident or sudden illness while on the school-related student trip, I authorize school personnel to contact the physician(s) listed on my child's school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency for the health of said child. An event-specific emergency action plan has been developed to use in the event of a medical emergency, which may include the provision of a portable AED. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment for the health of said child.

Parent/Guardian's Signature

Phone Number

Date

Please return this form to your child's teacher.

Track & Field Travel Itinerary

Dates: May 20–21, 2026

Trip Information

Hotel: Clarion Hotel Conference Center North

Wednesday, May 20, 2026

- **5:00 PM** — Depart from school for Lexington, Kentucky
- **Approximately 6:30–7:00 PM** — Arrive in Lexington and check into hotel
- **Evening** — Team dinner in Lexington
- **After Dinner** — Return to hotel for the evening and team rest time

Expenses Covered

- Hotel accommodations will be paid through the Track & Field Account
 - Team dinner on May 20, 2026 will be paid through the Track & Field Account
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Thursday, May 21, 2026

- **Breakfast** — Breakfast provided by hotel
 - **7:00 AM** — Depart hotel for the University of Kentucky Track & Field Meet
 - **Throughout the Day** — Track & Field competition/events
 - **Approximately 5:00 PM** — Return home
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Additional Notes

- Athletes should bring all required uniforms, equipment, and personal items.
- Students are expected to follow all school and team rules throughout the trip.
- Times are approximate and may vary depending on traffic and meet schedule.