

Field Trip Planning Form

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

School: Conner High School Grade(s): 12 Class/Activity Group/Team: FBLA
 Teacher/Sponsor/Coach: Rachel Crockett Cell Phone Number: 216-903-4183
 Person trained with current medication administration training CPR/FA/AED credential Rachel Crockett

Destination Venue, Location and State: Henry B. Gonzalez Convention Center, San Antonio TX
 Trip Location Contact Person: Sheena Searcy Phone Number: 502-564-4286 ext.6423

Teachers: 1 # Students: 4 # Chaperones: _____ Adult/Student Ratio: 1/4

Date(s) & Times		Cost	Transportation
Departure Date: <u>June 28, 2026</u>		Total Cost: \$ _____	<input type="checkbox"/> District Bus/Van
Time: _____ AM/PM		Funding Source: <u>student</u>	<input type="checkbox"/> Charter Bus:
Return Date: <u>July 3, 2026</u>		Fee to be assessed to students: \$ <u>505 plus Airfare</u> <i>Attach Student Activity Cost Form 09.15 AP.23</i>	Approved Bid – Company Name
Time: _____ AM/PM			<input checked="" type="checkbox"/> Other: <u>Delta Airlines</u> <i>Attach a copy of Charter Bus Contract.</i>
Meals	At school prior to departure <input type="checkbox"/>	Student Packed <input type="checkbox"/>	Location where packed lunches will be
	Student Purchase Restaurant <input checked="" type="checkbox"/> (Name and location of each stop)	School Cafeteria Packed <input type="checkbox"/>	Consumed: _____
Over Night	Date: <u>June 28, 2026</u>	Lodging: <u>The Crockett Hotel 320 Bonham, San Antonio, TX 78205</u>	
	Date: <u>July 3, 2026</u>	Lodging: _____	

Trip Purpose and Core Content/learning targets: FBLA National Conference

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: _____

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: Rachel Crockett

School Nurse Initials: RLC for verification that medications administrator listed above received training.
 Due Date: 5/28/20 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.
- RLC I have attached an anticipated Trip Itinerary.
- RLC I have evaluated the trip site for potential hazards/special requirements.
- RLC 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.
- RLC Funds have been secured for indigent students.
- RLC If needed, background checks for chaperone approval have been initiated.
- RLC 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: [Signature] Date: 5/11/20

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue: Henry B. Gonzalez Convention Center, San Antonio TXVenue Address: 900 E Market Street, San Antonio TX 78205Person or email contacted at venue to discuss EAP: WebsitePosition/Title of person contacted: WebsiteDate (s) of contact: May 5, 2026Is there an Automatic External Defibrillator (AED) on site yes no? Is it regularly maintained? yes no? If yes, where is it located? Throughout the convention centerDoes venue have an emergency response team (ERT) yes no?Process to request AED and/or ERT if needed at the scene: Call 911 or security at 210-207-7773Will 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 _____

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: 5/14/26
- 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.*

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FBLA National Conference Itinerary

Date: June 29 - July 2, 2026

Location: San Antonio, Texas

Hotel: The Crockett Hotel

320 Bonham, San Antonio, TX 78205

Monday, June 29th

TBD

Tuesday, June 30th

7:00 AM - 5:00 PM Conference Check-In & Info Desk Open

7:00 AM - 6:00 PM Competitive Events Info Desk Open

8:00 AM - 6:00 PM Objective Testing

Morning TBD - Graphic Design

4:00 PM - Business Law Test

9:00 AM - 4:00 PM Workshops

9:00 AM - 4:00 PM Expo Hall Open

12:00 AM Curfew

Wednesday, July 1st

7:00 AM - 5:00 PM Conference Info Desk Open

7:00 AM - 5:30 PM Competitive Events Info Desk Open

Morning TBD - Graphic Design - Final Round

8:00 AM - 9:00 AM State Presidents & State Voting Delegates Q&A Session for the offices of President, Secretary, and Treasurer

9:00 AM - 1:00 PM Expo Hall Open

9:00 AM - 2:00 PM Workshops

1:00 PM - 6:00 PM Certification Lab

6:00 PM Optional Social Activity (Rodeo Night)

12:00 AM Curfew

Thursday, July 2nd

12:00 PM National Officer Election Voting Window Closes

4:00 PM - 5:00 PM Doors Open for High School Awards of Excellence General Session

5:00 PM - 9:00 PM High School Awards of Excellence General Session

12:00 AM Curfew

Friday, July 3rd

TBD