

Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.	
School: <u>Ryle High School</u>	Grade(s): <u>9th-12th</u> Class/Activity Group/Team: <u>Soccer Tournament</u>
Teacher/Sponsor/Coach: <u>John T. Pohlman</u>	Cell Phone Number: <u>859.468.7112</u>
Person trained with current medication administration training CPR/FA/AED credential <u>John T. Pohlman</u> <u>1, Rocky Top Sports Word 2.</u>	
Destination Venue, Location and State: <u>MainStay Suites Gatlinburg Downtown Gatlinburg, TN</u>	
Trip Location Contact Person: <u>Van Harper</u> Phone Number: <u>1. 865.705.3105 2. 865.412.2570</u>	
# Teachers: _____	# Students: <u>20</u> # Chaperones: <u>5</u> Adult/Student Ratio: <u>4 to 1</u>

Date(s) & Times	Cost	Transportation
Departure Date: <u>8.28.26</u> Time: <u>11:00a</u> AM/PM	Total Cost: \$ <u>8,000</u> Funding Source: <u>RAC Account</u>	☒ District Bus/Van ☐ Charter Bus:
Return Date: <u>8.30.2026</u> Time: <u>11:00a</u> AM/PM	Fee to be assessed to students: \$ _____ <i>Attach Student Activity Cost Form 09.15 AP.23</i>	Approved Bid – Company Name ☐ Other: _____ <i>Attach a copy of Charter Bus Contract.</i>
Meals	At school prior to departure ☐ Student Packed ☐ Location where packed lunches will be consumed: _____	
	School Cafeteria Packed ☒ consumed: _____	
Over Night	Student Purchase Restaurant ☐ Name & Location: _____ (Name and location of each stop)	
	Name & Location: _____	
Date: <u>8.28.2026</u>	Lodging: <u>Mainstay Suites Gatlinburg Downtown A</u>	
Date: <u>8.29.2026</u>	Lodging: <u>Mainstay Suites Gatlinburg Downtown A</u>	

Trip Purpose and Core Content/learning targets: Girls Varsity Soccer Tournament

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: John T. Pohlman | Steve Fong | Zach Stone

School Nurse Initials: [Signature] for verification that medications administrator listed above received training.

Due Date: 8.21.2026 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
- JTP I have attached an anticipated Trip Itinerary
- JTP I have evaluated the trip site for potential hazards/special requirements
- JTP 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.
- JTP Funds have been secured for indigent students
- JTP If needed, background checks for chaperone approval have been initiated
- JTP 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: 7.3.26

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)****FOR****ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue Rocky Top Sports WorldVenue Address 1870 Sports World Blvd, Gatlinburg, TNPerson or email contacted at venue to discuss EAP Van HarperPosition/Title of person contacted Event OrganizerDate (s) of contact 7.2.2026

Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? 1. Rocky Top Sports World Gymnasium – Main Entrance 2. Rocky Top Sports World Gymnasium – Between Zones 3. Gatlinburg Pittman High School Gymnasium – Outside Athletic Training Room 4. Old Gym – Left of the Main Entrance

Does venue have an emergency response team (ERT) ☒ yes ☐ no?Process to request AED and/or ERT if needed at the scene NA - Won't need to request AED, we have our oRyle Girls Soccer possesses its' own AED | Coach John Pohlman is responsible for it's oversightWill 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 ☐ noIf so, list location of equipment Equipment will travel with the team

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: 7/9/26○ ☐ 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.