

School-Related Student Trip Request Form

APPROVAL SIGNATURES REQUIRED

CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

Principal: _____ Date: _____
☒ 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.

- ☐ Includes a Student Fee
☐ Travel outside the Tri-State area of KY, OH, IN
☐ Common Carrier Transportation Reason for using a Charter Bus/Plane _____

All field trip forms requiring Board approval must be completed and submitted to the Superintendent/designee ten (10) days prior to the Board meeting. Incomplete or late forms cannot be accepted and may result in trip cancellation.

UPON APPROVAL, THIS FORM WILL BE RETURNED FOR FINAL PREPARATIONS

- ☐ Provide a copy of this approved form to the bookkeeper and request Purchase Orders for all expenses
☐ Make reservation with the venue
☐ Make transportation arrangements
☐ Send out completed Principal approved Parent Permission Forms.
☐ Confirm receipt of Parent Permission Forms & authenticate signatures. Send reminders, if needed.
☐ Collect fees using the Multiple Receipt Form and turn funds into the Bookkeeper daily.
☐ Confirm parents requesting to chaperone are on the approved list and begin assignment of chaperones to students. Parents of students who require emergency and/or routine medications should be invited to chaperone if they are on the approved list.
☐ Consult with the Cafeteria Manager on lunch arrangements, including the number of students that will be out of the building if lunch is not provided through the Cafeteria.
☐ Two (2) weeks prior to the trip date, submit a student roster and all completed parent permission slips to the School Nurse for medications and/or specific adaptations approval. ☐ Confirm that a trained medical person will attend. ☐ Cost for nursing, if applicable, shall be arranged and paid by the school. School Nurse Signature: _____ Date: _____

ON THE DAY OF THE TRIP

- ☐ Provide chaperone orientation (video, etc.) ☐ Post attendance prior to leaving
☐ Provide office with a list of chaperones & cell numbers ☐ Take student lunches (if applicable)
☐ Take student medications in original labeled bottle ☐ Take classroom emergency kit
☐ Take parent permission slips with you on the trip ☐ Take required payments
☐ Give office copies of all parent permission slips ☐ Provide copy of event specific EAP to all personnel attending in an official capacity, including cell numbers for all (Retain for one (1) year)



Bourbon County Agricultural Education & FFA

Learning to Do,
Doing to Learn,
Earning to Live,
Living to Serve

Bourbon County High School
3341 Lexington Road
Paris, KY 40361

Dear the Board of Education,

The Bourbon County FFA has 29 members eligible to attend the National FFA Convention in Indianapolis, IN this year at the convention center and Lucas Oil Stadium. The chapter also has eight students competing at the national level during the convention. The convention is October 20th - October 24th. The National FFA Convention & Expo is all about growing the next generation of leaders. No matter where you are in FFA, you'll find inspiration and direction to become a leader and influencer, ready to make an impact. During this event, find out who you are, who you want to become and how you can change how the world grows. The convention includes hundreds of colleges, careers booths, and other informational pathway materials. The convention also offers leadership workshops and the opportunity for our members to collaborate and network with thousands of FFA members from across the nation. We are requesting approval for our members to attend throughout the week from October 20th-23rd. We would leave after school on October 20th, and either have a charter bus or bus driver take us and drop us off at our hotel. Everything will be in walking distance so the bus does not have to stay. Please see attached agenda.

Best Regards,
Tara Poe
Agriculture Educator & FFA Advisor
tara.poe@bourbon.kyschools.us
(859)707-4925

The FFA Mission: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education



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National FFA Convention Agenda

Tuesday, October 20th

4:00 PM - Load bus at agriculture building to go to hotel

7:00 PM - Arrive at hotel

Residence Inn by Marriott Indianapolis Downtown on the Canal: 350 W New York St, Indianapolis, IN 46202

7:30 PM - Wifi Testing for Ag Communications in Griffin Hall @ JW Hotel

8:00 PM - Have pizza delivered to the hotel for dinner

Wednesday, October 21st

7:00 AM - Meet in the lobby (This will be the general convention day for anyone not competing).

7:30 AM - Orientation for Ag Communications starts @ White River E (JW) in Indiana Convention Center

8:00 AM - 9:00 AM - Ag Communications writing mechanics exam starts

9:00 AM - 9:30 AM - Ag Communications Break

9:30 AM - 10:00 AM - Ag Communications Press Conference

10:00 AM - 1:00 PM - Ag Communications Practicum

11:00 AM - National FFA Expo Vendors & FFA Shopping Mall @ Indiana Convention Center

Lunch on your own in or near convention center

12:00 - 3:00 PM - Leadership Workshops @ Indiana Convention Center

7:00 PM - Advancement Announcements for Extemporaneous speaking and semi finals orientation

2:30-4:30 PM - Semi-Finals for Extemporaneous speaking. @ White River F (JW) in Indiana Convention Center

5:00 PM - Commute to hotel @ 207 South Meridian Street, Indianapolis, IN 46225

Dinner near hotel area

Wednesday, October 22nd

7:30 AM - Meet in the lobby (Career Tours for anyone not competing)

8:00 AM - Ag Marketing gets to holding room

9:00 AM - 12:30 PM - Ag Marketing Preliminary Presentations

2:30 PM - 5:00 PM - Ag Marketing Semi-Finals Presentations

6:00 PM - Ag Communications & Marketing Awards (Rooms 120-122 Convention Center)

Attend the National FFA Concert possibly

Friday, October 23rd

8:00 AM - Final Ag Communications placings during general session at Lucas Oil Stadium

9:00 AM - 11:00 AM - Ag Marketing Finals

2:30 PM - Final Ag Marketing placings during general session at Lucas Oil Stadium.

Return home following session

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National FFA Convention 2026
JJ Jackson
Aubrey Jones
Ella Graves
Vienne Logan
Lilly Terrell
Jack Koch
Samantha Wells
Mia Young
Taylor Moore
Maddie Bishop
Emmalee Price
Boston King
Liam Perkins
Kelby Kenimer
Lilly Jane Brown
Kenzie Burton
Kristin Roberts
Chase Rader
Clayton Peace
Emma Insko
Susan Jean Morton
Avery Bishop
Carson Waugh
Laura Bacon
Cole Nichols
Macie Sparks
Carlie Eubank
Sydney Wells
Bailey Rorer