

FFA Rising Sun Conference

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

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| <ul style="list-style-type: none"> ☐ Provide chaperone orientation (video, etc.) ☐ Provide office with a list of chaperones & cell numbers ☐ Take student medications in original labeled bottle ☐ Take parent permission slips with you on the trip ☐ Give office copies of all parent permission slips | <ul style="list-style-type: none"> ☐ Post attendance prior to leaving ☐ Take student lunches (if applicable) ☐ Take classroom emergency kit ☐ Take required payments ☐ Provide copy of event specific EAP to all personnel attending in an official capacity, including cell numbers for all (Retain for one (1) year) |
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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 been invited to bring two FFA members to the Kentucky FFA Rising Sun Conference at the Kentucky FFA Leadership Training Center in Hardinsburg, KY which will be held September 11-12. The Rising Sun Conference is open to up to two officers per chapter. While the focus will not be solely on regional officers, all regional officers are encouraged to attend. If a chapter has a regional officer, they may send him or her and one other chapter officer. If a chapter does not have a regional officer, they may send two chapter officers. During the conference: Chapters and regions will work together to identify the resources and steps needed to meet their goals, including the support needed from the association. State officers will present sessions about the state goals, how the chapters are involved in those goals, tips for success, and methods to share those goals with the membership. Action plans will be developed for chapters, regions, and the association. Cost: \$10 per member by August 10. Cost includes breakfast on Saturday, a snack on Friday, and conference T-shirt. The attendees will leave after school on Friday, September 11th and return in the evening on Saturday, September 12th. The Attendees will stay at the camp for housing.

Members attending:

JJ Jackson and Ella Graves.

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