

Field Trip Planning Form

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

School: Conner High Grade(s): 9- 12 Class/Activity Group/Team: FFA
 Teacher/Sponsor/Coach: Jo Ann Collins Cell Phone Number: 859-391-6105
 Person trained with current medication administration training CPR/FA/AED credential Jo Ann Collins

Destination Venue, Location and State: Indiana Convention Center and Lucas Oil Stadium

Trip Location Contact Person: Cathy Crawford Phone Number: 317-262-3418

Teachers: 4 # Students: 15 # Chaperones: 0 Adult/Student Ratio: 4:15

Date(s) & Times		Cost	Transportation
Departure Date: <u>10-21-26</u>		Total Cost: \$ <u>400</u>	☐ District Bus/Van
Time: <u>8:00 AM</u> AM/PM		Funding Source: <u>Student pay/</u> <u>FFA Fundraising</u>	☒ Charter Bus: <u>Queen City Transportation</u>
Return Date: <u>10-23-26</u>		Fee to be assessed to students: \$ <u>400</u>	Approved Bid – Company Name
Time: <u>5:00 PM</u> AM/PM		<i>Attach Student Activity Cost Form 09.15 AP.23</i>	☐ Other: _____ <i>Attach a copy of Charter Bus Contract.</i>
Meals	At school prior to departure ☐	Student Packed ☐	Location where packed lunches will be
	School Cafeteria Packed ☐		consumed: <u>TBD</u>
Over Night	Date: <u>10-21-26</u>	Lodging: <u>Courtyard Indianapolis South IN</u>	
	Date: <u>10-23-26</u>	Lodging:	

Trip Purpose and Core Content/learning targets: Attend the National FFA Convention

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

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: Jo Ann Collins

School Nurse Initials: AW for verification that medications administrator listed above received training.

Due Date: 10/15/26 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
- JC I have attached an anticipated Trip Itinerary
- JC I have evaluated the trip site for potential hazards/special requirements
- JC 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.
- JC Funds have been secured for indigent students
- JC If needed, background checks for chaperone approval have been initiated
- JC 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: Jo Ann Collins Date: 7/21/2026

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR****ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue Indiana Convention Center and Lucas Oil StadiumVenue Address ICC- 100 South Capitol Avenue, Indianapolis, IN 46225; Lucas Oil Stadium- 500 SouthPerson or email contacted at venue to discuss EAP Cathy Crawford-Position/Title of person contacted Safety CoordinatorDate (s) of contact 9-19-23Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? see attachmentDoes venue have an emergency response team (ERT) ☒ yes ☐ no?Process to request AED and/or ERT if needed, at the scene see attachmentCall Cathy Crawford 317-262-3418 Call 911Will 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: _____ Date: 8/13/24

○ ☐ 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

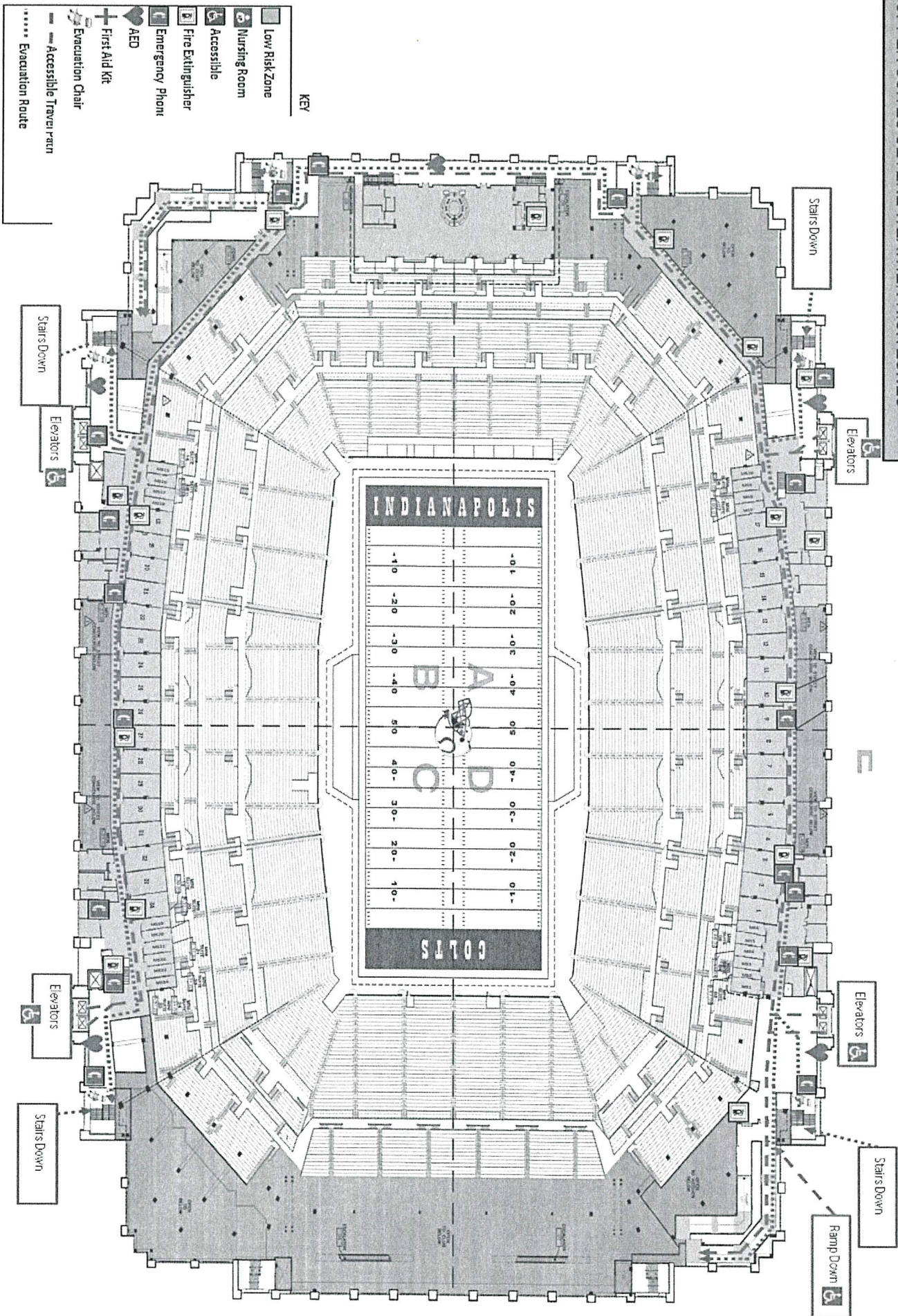
○ ☒ Common Carrier Transportation Reason for using a Charter Bus/Plane: Out of area

○ All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.

[illegible]

LUCAS OIL
STADIUM

UPPER SUITES SEVERE WEATHER RISK ZONES



Never use an elevator or
escalator during an emergency.

**LUCAS OIL
STADIUM**

Trip Quote and Confirmation



Trip #: 63181
 Trip Date: 21-Oct-2026
 Group: Conner HS to Indy
 Picking up at Cooper HS

CONNER HIGH SCHOOL

3310 COUGAR PASS
 HEBRON, KY 41048
 Contact: JoAnn Gripshover

Email: joann.gripshover@boone.kyschools.us

Date Quoted: 14-Jul-2026

Total Vehicles: 1

Sales Person: Elaine Sheaks

MC - 56 Pax

1 x \$5,795.00 = \$5,795.00

Spot Time	21-Oct-2026 8:45 AM	Randall K. Cooper High School	2855 Longbranch Rd Union, KY 41091
Pick Up	21-Oct-2026 9:00 AM	Randall K. Cooper High School	2855 Longbranch Rd Union, KY 41091
Drop Off	21-Oct-2026	Indiana Convention Center	100 S Capitol Ave Indianapolis, IN 46225
Pick Up	21-Oct-2026	Indiana Convention Center	100 S Capitol Ave Indianapolis, IN 46225
Drop Off	21-Oct-2026 2:00 PM	Hyatt Regency-Indianapolis, IN	One South Capitol Ave Indianapolis, IN 46204
Pick Up	21-Oct-2026	Hyatt Regency-Indianapolis, IN	One South Capitol Ave Indianapolis, IN 46204
Drop Off	21-Oct-2026	Slick City-Brownsburg, IN	4430 N country Road 1000 East Brownsburg, IN 46112
Pick Up	21-Oct-2026	Slick City-Brownsburg, IN	4430 N country Road 1000 East Brownsburg, IN 46112
Drop Off	21-Oct-2026 10:30 PM	Hyatt Regency-Indianapolis, IN	One South Capitol Ave Indianapolis, IN 46204
Pick Up	22-Oct-2026 7:30 AM	Hyatt Regency-Indianapolis, IN	One South Capitol Ave Indianapolis, IN 46204
Drop Off	22-Oct-2026	Fair Oaks Farms-Fair Oaks, IN	856 N 600E Fair Oaks, IN 47943
Pick Up	22-Oct-2026 5:00 PM	Fair Oaks Farms-Fair Oaks, IN	856 N 600E Fair Oaks, IN 47943
Drop Off	22-Oct-2026	Embassy Suites-Indianapolis, IN	110 West Washington Street Indianapolis, IN 45204
Pick Up	22-Oct-2026 5:30 PM	Embassy Suites-Indianapolis, IN	110 West Washington Street Indianapolis, IN 45204
Drop Off	22-Oct-2026	Scream Park	5211 S New Columbus Road Anderson, IN 46013
Pick Up	22-Oct-2026 10:30 PM	Scream Park	5211 S New Columbus Road Anderson, IN 46013

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Customer, passengers or third parties.

CUSTOMER RESPONSIBILITIES: At any time during the charter trip the Carrier, or the operator as the Carrier's representative, reserves the right to refuse to transport any person or persons that Carrier or its representative believes to be in violation Carrier's charter transportation policy, including without limitation adherence to the rules regarding prohibited activities and items set forth in these terms and conditions. Customer further agrees to comply with all applicable laws, rules, regulations and ordinances.

PROHIBITED ITEMS: The following items and activities are prohibited at all times on Carrier vehicles:

(a) smoking tobacco or any other substance, or carrying a lighted or smoldering substance in any form; (b) with the exception of peace officers, carrying aboard any weapon; (c) flammable or explosive substances and materials (except for matches and cigarette lighters), such as cooking stoves, propane tanks and other fuels; (d) with the exception of service animals, carrying aboard any animal not housed in an enclosed carrying container; (e) spitting, urinating, or defecating in any part of the vehicle other than the restroom; (f) obstructing any aisle, emergency exit, or stairway of the vehicle, with any package, article, or equipment (e.g., strollers, crates, luggage, etc.); (g) playing any audio or video device or instrument without a personal listening attachment (earphone); (h) littering, discarding, or depositing any trash, debris, or offensive substances in any inappropriate manner (including throwing into, at or from the vehicle); (i) engaging in any violent, tumultuous, or threatening behavior; (j) damaging, writing upon, or otherwise defacing or altering property; (k) making excessive and unnecessary noise, or using profanity; (l) obstructing the free movement of passengers; (m) interfering with the safe operation or movement of a Carrier vehicle or operator in any way, or refusal to abide by instructions from the vehicle operator; (n) engaging in any activity prohibited by Federal, State, County, Municipal, or any other applicable law; (o) entering, exiting, climbing or extending arm, leg or head out of vehicle rear exit door or window unless directed by a Carrier official or in the event of an emergency; (p) refusing to leave any Carrier vehicle after having been ordered to do so by the operator of the vehicle, a security guard, peace officer, or Carrier official or supervisor. Failure to comply with these Carrier's charter transportation policy may result in immediate removal up to suspension of charter transportation privileges. Carrier is not responsible for any passengers who have not boarded the vehicle at the time of departure. Customer must provide their own supervision if required. The Carrier is not responsible for the Customer's failure to provide supervision. Any activity that interferes with the safe operation of the vehicle shall be discontinued immediately. Use of any external signage or decoration requires prior Carrier approval and may be subject to applicable law.

REPAIRS OR DAMAGE: The Customer is liable for all damage to the vehicle interior and exterior caused by any of the passengers or incurred during the charter trip, unless the result of driver's negligence. Customer agrees that Carrier will assess additional fees post -trip for biological cleaning services or other services beyond ordinary wear and tear. Customer shall be responsible for replacement costs of any items that cannot be satisfactorily cleaned or repaired.

INSURANCE: Carrier shall maintain insurance for General and Auto Liability coverage and for Workers' Compensation coverage. General and Auto Liability insurance shall be maintained to protect Carrier from any claims from damages for personal injury or death, and from damage to property, which may arise from operations of Carrier under this Agreement. The General Liability and Automobile Liability insurance shall each have a single limit of One Million Dollars (\$1,000,000.00). Worker's Compensation Insurance shall be maintained by Customer as required by law to protect the Carrier from claims that arise from its operation under this Agreement.

HOLD HARMLESS: The Customer agrees to defend, hold harmless and indemnify the Carrier, and its parent, affiliates, officers, agents, or employees (the "Indemnitees") from and against all claims, damages and expenses (including reasonable attorney's fees) (the "Claims") arising out of or in connection with the negligence or willful misconduct of the Customer or any passengers and relating to or during the performance of the Services provided by Carrier pursuant to this Agreement. Customer, at its own expense and risk, shall defend any legal proceeding in connection with this Agreement

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that may be brought against the Indemnitees on any such Claims and satisfy any judgment that may be rendered against the Indemnitees. In the event that any such proceeding is brought against the Indemnitees, Carrier shall have the right to select and employ counsel to defend such persons and entities and shall have the right to settle any Claims when the Carrier, in its sole discretion, deems such a settlement advisable. The Customer, its agents, employees, representatives, officers and directors shall cooperate in all reasonable manners related to the defense of such Claims.

FORCE MAJEURE: Carrier shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, earthquake, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of the vehicle, materials, products, plants, or facilities by the Government, unexpected vehicle breakdowns or any other occurrence which is beyond the control of the Carrier. Additionally, the Carrier shall not be responsible for any damages which result from any cancellation or delay. In the event of a vehicle breakdown, all efforts will be made to supply a replacement vehicle. If a replacement vehicle is sent and/or Customer refuses a replacement vehicle, no refund is due. If no replacement vehicle is available, refund shall be limited to the amount paid by Customer.

AS IS WARRANTY: The vehicle and Services included or otherwise made available to the Customer are provided on an "As Is" and "As Available" basis. Carrier makes no representations or warranties of any kind, express or implied, as to the operation of vehicle and accessories.

LIMITATION OF LIABILITY: TO THE FULLEST EXTENT PERMITTED BY LAW, AND NOT WITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL LIABILITY, IN THE AGGREGATE, OF THE CARRIER AND THE CARRIER'S OFFICERS, DIRECTORS, EMPLOYEES, REPRESENTATIVES, AGENTS, AND ANY OF THEM, TO THE CUSTOMER AND ANYONE CLAIMING BY, THROUGH OR UNDER THE CUSTOMER, FOR ANY AND ALL CLAIMS, LOSSES, COSTS OR DAMAGES OF ANY NATURE WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED TO THE AGREEMENT FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO THE NEGLIGENCE, ERRORS OR OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT OR WARRANTY, EXPRESS OR IMPLIED, OF THE CARRIER AND THE CARRIER'S OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND ANY OF THEM, SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY THE CARRIER UNDER THIS AGREEMENT. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, TREBLE CONSEQUENTIAL OR EXEMPLARY DAMAGES OF ANY KIND EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR COULD HAVE REASONABLY FORESEEN SUCH DAMAGES.

DISPUTE RESOLUTION: The parties agree to submit any dispute to binding arbitration under the Commercial Rules of the American Arbitration Association. Such arbitration will be held as promptly as possible in Hamilton County, Ohio and will be conducted before a panel of three (3) members. The Carrier and the Customer shall each select one arbitrator, and the third arbitrator shall be selected by agreement of the other two arbitrators so chosen. The decision of a majority of the arbitration panel will be binding on the parties and may be submitted for enforcement to any court of competent jurisdiction. The respective costs and expenses associated with the arbitration shall be borne by each party separately.

GOVERNING LAW/ENTIRE AGREEMENT: This Agreement and all of the rights and obligations of the parties hereto shall be construed, interpreted and applied in accordance with the laws of the State of Ohio. This document represents the entire Agreement between the parties. No changes or modifications shall be made to these Terms and Conditions. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such

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invalid or unenforceable provision had not been included herein.

HEADINGS: Headings herein are for convenience only and have no effect in limiting or extending the language of the provisions to which they refer.

AUTHORIZED CONTACTS: The Customer identifies the following person(s) as additional authorized contacts as it relates to the itinerary and Services.

<u>Jo Ann Collins</u>	<u>Teacher</u>	<u></u>	<u>859 391 6105</u>
Customer Contact Name	Title/Position	Phone	Mobile
<u></u>	<u></u>	<u></u>	<u></u>
Customer Contact Name	Title/Position	Phone	Mobile
<u></u>	<u></u>	<u></u>	<u></u>
Customer Contact Name	Title/Position	Phone	Mobile

Customer's authorized signature below demonstrates full acceptance and acknowledgement of this Agreement.

<u></u>	<u></u>	<u></u>
Authorized Signature	Print Name/Title	Date Signed

Thank You for Your Business

ADDENDUM

This Addendum is agreed and entered into by and between the **Boone County School District** ("District") and Queen City Charter ("Vendor"), and is intended to amend, modify, and supplement the Bus Agreement (hereinafter, the "Agreement").

WHEREAS, the Vendor is providing services to the Boone County Board of Education and, by extension, the District; and

NOW THEREFORE, in consideration of the terms, covenants, conditions and promises set forth herein, as well as those set forth in the Parties' Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to amend, modify, and supplement the Agreement as follows:

Section 1. Prohibition Against Use of Student or District Likeness. Vendor acknowledges and agrees that it may not disseminate the District's name, logo, or likeness for any reason, including marketing, internal training, or similar purposes, to any third party without written authorization from the District.

Section 2. Open Records. Vendor acknowledges that the District is subject to the Kentucky Open Records Act, KRS 61.870 to KRS 61.884, and may be required to disclose certain information obtained pursuant to the Parties' relationship as set forth therein. Vendor agrees that it will not pursue any legal action against the District for any disclosure of Vendor's information or data made in response to an Open Records Request.

Section 3. Equitable Relief. In any action or proceeding to enforce rights under the Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. Vendor acknowledges that the District may seek and obtain injunctive relief for the unauthorized use or dissemination of District Data or Confidential Information, or other violations of the Parties' Agreement, in addition to, and not in limitation of, other legal remedies provided under state and federal law.

Section 4. Availability of Funds. Notwithstanding any termination provisions contained in the Agreement, the District's obligations under the Agreement are expressly contingent upon the availability and lawful appropriation of funds. In the event that sufficient funds are not appropriated, allocated, or otherwise made available to the District for the purpose of making payments under the Agreement, the District shall have the right to terminate the Agreement, in whole or in part, upon written notice to the Vendor. Such termination shall be effective as of the date specified in the notice and shall not constitute a breach of the Agreement. Upon termination for lack of funding, the District shall have no further obligation

to make payments for services not performed as of the effective date of termination, and no liability or obligation of any kind shall accrue or be incurred by the District beyond that date.

Section 5. Limitation on Indemnification. To the extent the Agreement contains any provisions obligating the District to indemnify, defend, or hold harmless the Vendor, such provision shall be effective only to the extent permitted by Kentucky law. Nothing in this Agreement shall be construed as a waiver of the sovereign immunity or governmental immunity of the District, its Board, officers, employees, or agents.

Any indemnification obligation of the District is expressly limited by Section 177 of the Kentucky Constitution and all other applicable provisions of Kentucky law, including restrictions on the creation of debt and the expenditure of public funds. The District does not agree to indemnify or hold harmless any party for liabilities or obligations that exceed or are inconsistent with those legal limitations.

Section 6. Governance. The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction and performance of this Agreement and Addendum, or any of their terms. Any suit, action or other proceeding regarding the execution, validity, interpretation, construction or performance of this agreement shall be filed in the Boone Circuit Court of the Commonwealth of Kentucky. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Eastern District of Kentucky.

Section 7. Effect of Addendum. The Parties agree that the terms and conditions set forth in this Addendum modify, amend, and supplement the Agreement as set forth above, and agree to be bound to the terms herein. To the extent that the Addendum expressly conflicts with the terms and conditions of the Agreement, the Addendum shall control.

IN WITNESS WHEREOF, the District and Vendor execute this Addendum to be effective consistent with the effective date of the Parties' Agreement.

BOONE COUNTY SCHOOL DISTRICT

By: _____

Date: _____

Printed Name: _____

Title/Position: _____

[VENDOR NAME HERE]

By: Elaine Sheaks

Date: 7/24/2026

Printed Name: Elaine Sheaks

Title/Position: GM