

Extended Field Trip Request & Forms

(In excess of 150 Miles, Overnight, Out-of-State or use by Common Carrier)

This form must be completed and sent to the Superintendent in time to be placed on the agenda of the Powell County Board of Education prior to the planned trip date. Safety and liability issues, as well as the availability of substitute teachers (where applicable) are all areas of Board responsibility.

ALL ITEMS MUST BE COMPLETED FOR TRIP TO BE CONSIDERED.SCHOOL PCHSORGANIZATION OR GROUP FBLADATE(S) OF TRIP (Including Travel) 11/5 - 11/7SPONSOR'S NAME Alison Hayden

MALE CHAPERONES _____ FEMALE CHAPERONES _____

LOCATION(S): Washington HiltonCITY/STATE: Washington, DCEstimated # OF STUDENTS ELIGIBLE FOR TRIP 8Male 1 Female 7Estimated # OF STUDENTS PARTICIPATING 8Male 1 Female 7# OF SCHOOL DAYS INVOLVED 2

- ☐ For out of state trips, please check here if medical assistance from a licensed medical professional is required for any students on trip. School nurse MUST be notified of trip.

TRANSPORTATION PROVISIONS:☐ Powell County Public School bus☒ Commercial Travel; Insurance Coverage Provided by Travel Firm: _____

Why is a Commercial Carrier being used in lieu of a Powell County School Bus? _____

Washington DC will be flying☐ Private Travel (Review 09.36 AP.2: Restrictions, parent notification, driver notification.)

➤ Parent Transport – WAIVER REQUESTS ATTACHED (Note: District Transportation Must Be Offered)

☐ Rental Vehicle – Type of vehicle _____, Rental Company _____

Extended Field Trip Request & Forms**COST OF TRIP**Estimated Total Cost of Trip\$ 7830 -

Meals/Lodging/Transportation

Washington Hilton Washington, DC

Name of Facility and City for Lodging

\$ 2000Additional Expenses (Specify) students for food\$ 9830****TOTAL COST**How Expenses of Trip Are to Be Paid\$ 7830School or District Amount From CTE Source

\$

Association or Parent Group (Specify)

\$ 2000Student's Share (Individual Amount \$ 250)

Provisions must be made for students who are unable to pay their share for any trip made during the instructional day.

Terms of the student fee waiver policy apply to all trips that are scheduled within the instructional day.\$ 9830 -****TOTAL PAYMENT MUST MATCH TOTAL COST ABOVE******PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:**

Field Trip Policy & Procedures & Forms Have Been Reviewed

☒ Yes ☐ No

List of Students Participating Attached

☒ Yes ☐ No

Cost of Trip Completed

☒ Yes ☐ No

Complete Itinerary of the Trip Attached

☒ Yes ☐ No

Educational Plan for the Trip Attached (if instructional in nature)

☒ Yes ☐ No**PRIOR to trip, sponsor will ensure completion**

① All Chaperones are on the Approved Volunteer List & Approved by Principal

☒ Yes ☐ No

① List of Chaperones completed (Mark whether teacher, parent, etc.)

☒ Yes ☐ No

① Field Trip Policy & Procedures have been reviewed by all chaperones on trip

☒ Yes ☐ No**Per Kentucky regulations, all trip forms/signatures shall be retained at school for five (5) years.**

I accept the responsibility of seeing that the above event is represented accurately and shall be carried out in accordance with Board Policies, Administrative Procedures, and any applicable school council policies.

Glenn Hunter
Signature: Trip Sponsor8/26/26
Date[Signature]
Signature: Principal Approval8/27/26
Date

Extended Field Trip Request & Forms**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM****POWELL COUNTY SCHOOL DISTRICT
EXTENDED/OVERNIGHT FIELD TRIPS**DATE: 8/26/26TRIP: FBLA Fall National ConferenceSCHOOL and GROUP: PCHS / FBLASUPERVISING STAFF MEMBER: Alison Hayden

I, Alison Hayden, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

Further, it is my understanding the Powell County School District code of conduct shall always be applicable on school trips, and I will uphold the code of conduct as I would be expected to do on school property.

I acknowledge that no verbal waiver will release me from my obligations to abide and adhere to both the Powell County Board of Education Policies and Procedures or the Powell County School District code of conduct and that I may be held responsible for violations of either directive as if such occurred on school property.

Check All That Apply

☒ 25 or Older on Date of Trip ☒ Powell Schools Employee ☒ Parent/Legal Guardian of Student
☐ On the Current Powell Co. Volunteer Approved List

☐ Understand school/health information related to students is confidential.

Alison Hayden
 Chaperone Name (Print)

Alison Hayden
 Chaperone (Signature)

Keep all applicable forms and signatures related to trip on file at school for five (5) years.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised: 11/21/2023

Extended Field Trip Request & Forms**ADULT SPONSOR/CHAPERONE ACKNOWLEDGEMENT FORM****POWELL COUNTY SCHOOL DISTRICT
EXTENDED/OVERNIGHT FIELD TRIPS**DATE: 8/26/26TRIP: FBLA Fall National ConferenceSCHOOL and GROUP: PCHS/FBLASUPERVISING STAFF MEMBER: Zachary Skidmore

I, Zachary Skidmore, hereby provide that I will be sponsoring/chaperoning a Powell County School trip. I understand that all Powell County Board of Education Policies and Procedures will be applicable on this trip and my strict adherence is necessary as I will be held responsible for violation of any and all policies and procedures regulating by sponsorship, chaperoning and/or conduct. I acknowledge that I am aware of all Powell County field trip policies and procedures for chaperone expectations related to student trips.

Further, it is my understanding the Powell County School District code of conduct shall always be applicable on school trips, and I will uphold the code of conduct as I would be expected to do on school property.

I acknowledge that no verbal waiver will release me from my obligations to abide and adhere to both the Powell County Board of Education Policies and Procedures or the Powell County School District code of conduct and that I may be held responsible for violations of either directive as if such occurred on school property.

Check All That Apply

☒ 25 or Older on Date of Trip ☒ Powell Schools Employee ☐ Parent/Legal Guardian of Student ☐ On the Current Powell Co. Volunteer Approved List

☐ Understand school/health information related to students is confidential.

Zachary Skidmore
Chaperone Name (Print)

Zach Skidmore
Chaperone (Signature)

Keep all applicable forms and signatures related to trip on file at school for five (5) years.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised: 11/21/2023

2026/2027 FBLA Fall National Convention
November 5-7, 2026
Washington Hilton
1919 Connecticut Ave. NW
Washington, DC 20009

Expenses:

Flights - \$300 per person x 10 people = \$3,000
Registration - \$125 x 10 people = 1,250
Hotel - \$308 x 5 rooms x 2 nights = \$3,080
Transportation (UBER) = 500
Total = \$7,830

Students would be responsible for paying for their own food.

List of students:

Olivia Stone
Daleela Jasser
Ella Napier
Peyton Jefferson
Brody Welch
Addyson Hayden
Brooklyn Whitehead
Isabella Reed

Adults:

Alison Hayden
Zach Skidmore

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Thursday, November 5

Flying out early.

We plan to get there early and explore Washington, D.C.

Registration beings at 4pm

Opening Ceremony - 8:30pm

Friday, November 6

9:00 AM – 4:00 PM – Collegiate Career Connections

9:00 AM – 4:00 PM – Future Leaders Expo

9:00 AM – 12:00 PM – Education Academy

12:00 PM – 1:30 PM – Lunch (on your own)

1:30 PM – 4:30 PM – Education Academy

4:30 PM – 10:00 PM – Explore D.C. (optional)

Saturday, November 7

9:00 AM – 10:00 AM – Battle of the Regions

10:00 AM – 12:00 PM – Education Academy

9:00 AM – 12:00 PM – Future Leaders Expo

We plan to fly out that evening