

Request for Field Trip Approval Form

This form must be received and approved by the Central Office Administrator prior to the announcement of the requested field trip.

☐ GENERAL INFORMATION:Date of Request: Aug 4, 2023Field Trip Location: Indianapolis, INStart Date of Requested Field Trip: 10.31.2023End Date of Requested Field Trip: 11.04.23School: Rutland High SchoolSchool Group: FFAProposed Number of Students: 22Proposed Number of Adults: 5Field Trip Paid By: CTAE/FFATrip Tracker ID #: AT-00762Organizing Teacher #1: Robbie Bartlett

Contact #: _____

Organizing Teacher #2: Andy Reeves

Contact #: _____

Other School Personnel: Jessica Ogden

Contact #: _____

Other School Personnel: Amy Leslie

Contact #: _____

☐ DESTINATION: Please provide a detailed schedule of any stops. 100 S. Capitol Ave., Indianapolis, IN 46225☒ Educational Purpose of Field Trip: Allow students to compete at the National FFA Convention Proficiency☒ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):
\$500 (TBD) Includes food and spending moneyRB A permission slip will be distributed to all parents that includes the following statement: No student will be denied participation due to the inability to pay or raise funds.RB A copy of an emergency information card for every student including updated contact numbers, any known allergies, any known medical conditions, physician, and insurance information will be taken on the projected field trip.RB The necessary professional leave of absence requests will be submitted via Aesop according to the established guidelines of the Professional Learning Department.☐ TRANSPORTATION: Time Bus(es) to pick up at School: _____ Time Bus(es) To Return to School: _____

According to the Bibb County School District Field Trip Guidelines, there are only three modes of transportation that will be considered for approval. This projected field trip will utilize the following mode of transportation:

☒ Parent/Legal Guardian Will Transport His/Her Own Child

_____ The following statement is a true statement regarding the projected field trip: "Each individual parent or legal guardian will transport his or her own individual child and will be responsible for his or her own individual child for the field trip in its entirety." The preceding statement will be included on the parent permission slip. If initialed, move directly to the Affirmation section.

☐ School Bus Number of Buses Proposed: _____

If a school bus is requested and you have proposed a school-based driver, i.e. coach with a CDL, provide their name(s) below. Note: school-based bus drivers must be approved by the Transportation Department.

1. _____ School: _____

2. _____ School: _____

☐ Charter Bus Number of Buses Proposed: _____ Charter Bus Company: _____☐ The proposed charter bus company is an approved carrier☐ Proof of insurance valid through the end of the requested field trip is attached for the proposed charter bus company. (Proof of insurance must be considered and may be required to be submitted when any mode of transportation is proposed to be utilized other than a school bus).

□ CHAPERONES

RB Chaperone guidelines are met with at least one chaperone with every ten students for the duration of the day field trip.

RB Criminal Background Check Authorization Form approval(s) for non-Bibb BOE chaperone(s) projected to chaperone will be received before requested day field trip.

RB Chaperone guidelines are met with at least one chaperone with every five students for the duration of the overnight field trip or out-of-state field trip.

RB Fingerprinting approval(s) for non-Bibb BOE chaperone(s) to chaperone an overnight field trip will be received before an overnight field trip.

□ GENERAL PRECAUTIONS

RB Each attending teacher is responsible for each student attending the field trip; however, each chaperone will have a group of students under their direct and close supervision for the duration of the projected field trip.

RB A teacher and chaperone orientation will be conducted and signatures obtained to indicate the teachers and chaperones received the necessary orientation prior to the requested field trip. A copy of the orientation guidelines should be stapled to the orientation sign-in sheet and kept on file at the school.

RB The Principal will have the contact number(s) for each teacher and chaperone attending prior to the field trip.

RB Roll checks will be conducted each time students enter or leave the bus and enter or leave a destination.

RB Monitoring provisions and safety precautions will be discussed with each chaperone prior to the requested field trip. Each chaperone has the contact number(s) for the organizing teacher(s).

RB Monitoring provisions and safety precautions will be submitted to the Principal in detailed written form for his or her approval prior to the requested field trip.

RB The bus route for this trip will be submitted to the Principal prior to the requested field trip.

RB Prior to the requested field trip, proper arrangements will be made at the school for the administration of medication while on the projected field trip according to the Bibb County School District Field Trip Guidelines.

RB Emergency meeting locations will be discussed with students and chaperones prior to the requested field trip.

RB Swimming will not be allowed during the field trip and field trip participants will not be allowed in the pool area.

BR A standard first aid kit will be on each bus.

BR The organizing teacher will assign each student a "buddy" of the same gender for the duration of the field trip.

□ OVERNIGHT FIELD TRIP REQUEST AND/OR OUT-OF-STATE REQUEST

RB The organizing teacher will ensure that all Pay-Per-View Movies will be disabled in all rooms prior to arriving at the hotel.

RB The organizing teacher will ensure that all long distance calling features will be disabled in all rooms prior to arrival at the hotel. Room to room calling will be provided and allowed in case of emergency. Room numbers of each teacher and chaperone will be provided to students in case of emergency.

RB All student doors will be taped and initialed for overnight by the organizing teacher at the final room check. The organizing teacher will remove the tape during the wake-up call and will ensure that all students are accounted for.

RB Student doors will be monitored overnight by teachers, chaperones, or by a security guard who has background check approval through his or her employing company.

RB Teachers will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

RB Chaperones will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

RB Individuals of one gender will not be allowed in the room of the opposite gender.

RB A detailed Overnight Safety Plan will be submitted to the Principal for review and approval in advance of the projected field trip.

RB A proposed itinerary (complete with as many details as possible) is attached. A final itinerary (complete and detailed with every moment packed with details for the entire time) will be submitted to the Principal two weeks prior to the requested field trip.

RB If students are to travel overnight on a bus, one gender will be seated at the front of the bus with the other gender at the rear of the bus with teachers and chaperones dispersed throughout the bus.

Affirmation

As the Principal and as the organizing teacher, respectively, I have reviewed the requested field trip and confirmed that all information included in the Bibb County School District Field Trip Guidelines has been addressed and I affirm that all required items indicated on this form are included and will be sent to the Central Office Administrator (requested day field trips) or Ben Bridges (all requested overnight field trips) a minimum of four weeks prior to the requested start date of the requested field trip. **If applicable: I affirm that for presentation to be made to the Bibb County Board of Education, this Request for Field Trip Approval Form for an overnight field trip that is also an out-of-state field trip will be sent as an overnight field trip request at least ten weeks prior to the start date of the field trip.** I understand that approval of this requested field trip is also the method of approval for student instructional absences.

As the Principal, I approve the field trip.

Teacher's Electronic Signature: **Robbie Bartlett**

Digitally signed by Robbie Bartlett
Date: 2023.08.29 11:29:11 -04'00'

Principal's Electronic Signature: **Wendy Pooler**

Digitally signed by Wendy Pooler
Date: 2023.08.29 11:30:18 -04'00'

Determination of Central Office Administrator:

☐ Approved

☐ Disapproved

Electronic Signature of Central Office Administrator for Zone:

Once considered for approval and the electronic signature of the Central Office Administrator is affixed, transmit this electronic document via e-mail to the requesting Principal and Barbara Addison (Barbara.Addison@bcsdk12.net), Field Trip Coordinator, Transportation Department.

*****Itinerary is subject to change once National FFA
releases Convention Schedule*****

National FFA National Convention Itinerary

Indianapolis, IN

October 31 - November 4 2023

****In the event of an emergency/evacuation, students are to report to the “George Washington Statue” located across the street from the hotel (It’s at the corner of Washington Street and Capitol Ave). ****

Tuesday, October 31, 2023

5:00 AM- Depart Macon for Atlanta Airport (600 Terminal Pkwy, Atlanta, Ga. 30320)

(Parents will transport their students to the airport)

6:35 AM- Arrive at Atlanta Airport (Checkpoint #1)

6:45 AM- Meet students and parents at ticket line. Check-in and go through security. Breakfast at airport food court {Students pay}. (Checkpoint #2)

8:45 AM- Fly to Indianapolis

Flight Number:

ATL- TBD (Departure)

IND (Indianapolis International Airport- TBD (Arrival))

10:15 AM- Land and travel to baggage claim (Checkpoint #3)

11:00 AM- Depart for JW Marriott Indianapolis via airport shuttle. (10 S West Street, Indianapolis, Indiana, USA, 46204) (Checkpoint #4)

11:20 AM- 12:45 PM- Arrive at hotel for lunch at the hotel restaurant. (Checkpoint #5)

1:00 PM- Meet in hotel lobby to study and prepare for tomorrow’s test and contest. (Checkpoint #6)

3:00 PM- Check-in/go to rooms to freshen up and unpack.

3:30 PM- Official dress check and iron per contest guidelines at each room.

3:30 PM – 5:00 PM- Students will study Conduct of Chapter questions and practice.

5:00 PM - 6:45 PM- Meet in the hotel lobby to study.

7:00 PM – 8:15 PM- Dinner in hotel (Restaurant in the Hotel) (Checkpoint #7)

8:30 PM- Nationals meeting/gathering for the night in the hotel lobby.

9:00 PM- Return to rooms and get ready for bed (Checkpoint #8)

9:30 PM- Lights out/Tape Doors

Wednesday, November 1, 2023

5:00am – Roll call / check rooms (Checkpoint #1)

6:00 am -7:00am – Meet in lobby for Breakfast at hotel (Checkpoint #2)

7:00am – Meet at walking bridge to convention center (Checkpoint #3)

7:15am – Arrive at Convention Center to check in to contest. (Checkpoint #4)

8:00 am – Written exam. (Checkpoint #5)

9:00 am- Preliminary announcement. (Checkpoint #6)

9:30am-12:30 pm- Preliminary presentations. (checkpoint #7)

12:30 pm-1:30pm- Lunch in convention center food court. (Checkpoint #8)

1:30 pm- 4:00pm- Preliminary presentation (Checkpoint #9)

4:00 pm- 5:00 pm- Wait at convention room until advancement announcement.

5:00pm- Advancement announcement.

5:30 pm -7:00pm – Meet for dinner at the Convention Center Food Court (Checkpoint #10)

7:30pm – Attend Expo Student/Teacher workshops (Checkpoint #11)

9:35pm – Meet at bridge to walk back to JW Marriott (Checkpoint #12)

9:45pm – Arrive at JW Marriott (Checkpoint #13)

10:15 PM – Lights out (Checkpoint #14)/ doors taped

Thursday, November 2, 2023

6:00am – Roll call / check rooms (Checkpoint #1)

6:30-7:30am – Meet in Lobby for Breakfast at hotel (Checkpoint #2)

7:45am – Meet at bridge to walk to convention center (Checkpoint #3)

8:00 am – 9:30 am– Arrive at Convention Center. (Checkpoint #4). Students will listen to keynote speakers.

9:30 AM-12:00 PM – Students will attend expo.

12:00pm – Meet for lunch at Convention Center Food Court {Student pays} (Checkpoint #5)

1:30 pm-4:30pm – Semi-final presentations. (Checkpoint #6)

4:45 pm-5:45pm – Meet at food court of Convention Center for coffee, water, soda, snacks and to debrief as a group. (Checkpoint #7)

6:00 pm- 7:00 pm- Awards Program.

7:15pm- 9:00 pm- Meet at the Convention food court and have dinner. (Checkpoint #8)

9:15 pm – Meet at bridge to walk to JW Marriot (Checkpoint #9)

9:30pm – Arrive at JW Marriot (Checkpoint #10)

10:00 pm – Lights out (Checkpoint #11)/ doors taped.

Friday, November 3, 2023

6:00am – Roll call / check rooms (Checkpoint #1)

6:30 am-7:30am – Meet in Lobby for Breakfast at hotel {Provided/Complimentary} (Checkpoint #2)

7:45am – Meet at bridge to walk to convention center (Checkpoint #3)

8:00 am-2:00 pm – Arrive at Convention Center for Final presentations. Students attend workshops and career expo. (Checkpoint #4)

12:00 PM – 1:00 PM- Students will have lunch at the Convention Center food court and return

2:30pm-5:00 pm- Meet for Final Placings and the Fifth General Session (Checkpoint #5)

5:30pm- 6:00 pm- National FFA Talent Competition (Checkpoint #6)

6:00pm- 7:00 pm- Meet for dinner at the Convention Center Food Court {Student Pays} (Checkpoint #7)

7:00pm-9:00 pm- Sixth General Session. (Checkpoint #8)

9:00 pm – Meet at bridge to walk to JW Marriott (Checkpoint #9)

9:10 pm – Arrive at JW Marriott (Checkpoint #10) and prepare for bed.

9:40 pm – Lights out (Checkpoint #11)/ doors taped

Saturday, November 4, 2023

6:30am—Roll Call (Checkpoint #1)

6:30am-7:15am – Meet in Lobby for Breakfast at hotel (Provided/Complimentary) (Checkpoint #2)

7:20 am- Meet at bridge to walk to convention center (Checkpoint #3)

7:30 am- Arrive at Convention Center for Seventh General Session (Checkpoint #4)

12:00pm-1:30pm - Lunch at Convention Center Food Court {Student Pays} (Checkpoint #5)

1:30 pm- Eighth General Session (Checkpoint #6)

2:30 pm- Meet at bridge to walk to JW Marriot (Checkpoint #7)

2:40 pm- Arrive at JW Marriott to freshen up and gather bags. (Checkpoint #8)

3:00 pm- Depart JW Marriott to Airport via airport shuttle. (Checkpoint #9)

3:30 pm- Check-in at airport and go through security.

4:30 pm- Dinner/snack at gate {Student pays} (Checkpoint #10)

6:00 pm- Fly to Atlanta

Flight Number: TBD

IND- TBD (Departure)

ATL- TBD (Arrival)

7:45 pm - Land and travel to baggage claim (Checkpoint #11)

8:00 pm - Meet at baggage claim and release students to their parents/guardians. {Parents will provide transportation}