

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: <u>08.24.23</u>	Field Trip Location: <u>Indianapolis, IN</u>
Start Date of Requested Field Trip: <u>10.31.23</u>	End Date of Requested Field Trip: <u>11.04.23</u>
School: <u>Rutland MS</u>	School Group: <u>FFA</u>
Proposed Number of Students: <u>10</u>	Proposed Number of Adults: <u>2</u>
Field Trip Paid By: <u>CTAE</u>	Trip Tracker ID #: <u>AT-00961</u>
Organizing Teacher #1: <u>BrandiGrimsley</u>	Contact #: _____
Organizing Teacher #2: <u>RobertParker</u>	Contact #: _____
Other School Personnel: _____	Contact #: _____
Other School Personnel: _____	Contact #: _____

☐ DESTINATION: Please provide a detailed schedule of any stops. **See attached.**

☐ Educational Purpose of Field Trip: **Students will compete at the National FFA Convention Proficiency.**

☒ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):
\$500 - Food and Spending money

BG 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.

BG 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.

BG 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: 430A Time Bus(es) To Return to School: 630P

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: 1

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. <u>Brandi Grimsley</u>	School: <u>Rutland MS mini bus</u>
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).

☐ CHAPTERONES

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

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

BG 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.

BG 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

BG 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.

BG 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.

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

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

BG 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).

BG 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.

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

BG 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.

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

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

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

BG 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

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

BG 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.

BG 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.

BG 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.

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

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

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

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

BG 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.

BG 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: **Brandi Grimsley**

Digitally signed by Brandi Grimsley
DN: cn=Brandi Grimsley, o, ou, email=Brandi.Grimsley@bcsdk12.net, c=US
Date: 2023.08.29 16:55:33 -04'00'

Principal's Electronic Signature: **Keith Groeper**

Digitally signed by Keith Groeper
DN: cn=Keith Groeper, o, ou, email=Keith.Groeper@bcsdk12.net, c=US
Date: 2023.08.29 16:56:10 -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 Victory Field (baseball field) entrance. The entrance is located across the street from the Convention Center (It's at the corner of W Maryland Street and S West Street). ****

****In the event of an emergency/evacuation, students are to report to the Main Lodge Cabin (site of office and dining hall).**

Tuesday, October 31, 2023

4:30 AM- Meet at Rutland Middle/High School and begin loading bus.

4:45 AM – Depart Macon for Indiana FFA Leadership Center 6595 S 125 W, Trafalger, IN 46181 (Checkpoint #1)

8:00 AM – Stop for breakfast at Cracker Barrel, 50 Biscuit Way, Ringgold, GA 30736 (Checkpoint #2) {Student Pays}

9:30 AM – Load bus and depart Cracker Barrel, continue route Indiana FFA Leadership Center. (Checkpoint #3)

11:00 AM – Arrive at MSTU Dairy Farm, 3221 Guy James Rd, Murfreesboro, TN 37129 (Student Tour), (Checkpoint #4)

1:30 PM – Tour concludes, Depart MTSU Dairy for lunch (Jack in the Box, 3900 Dickerson Pike, Nashville, TN.) (Checkpoint #5)

2:00 PM – Arrive at Jack in the Box, Nashville, TN for lunch {Student pays} (Checkpoint #6)

3:00 PM – Depart from lunch, continue route to Indiana FFA Leadership Center.

7:00 PM – Arrive at Indiana FFA Leadership Center (Checkpoint #6)

7:05 PM – Check into Camp officer (Get cabin assignments).

7:30 PM – Load bus for dinner at Casey’s Pizza 210 W Center Cross St. Edinburgh, IN 46124
(Checkpoint #7)

7:45 PM- Arrive at Casey’s Pizza for dinner (Checkpoint #8).

8:45 PM – Load bus and depart for Indiana FFA Leadership Center (Checkpoint #9)

9:00 PM – Arrive at Indiana FFA Leadership Center, team meeting to discuss tomorrow’s agenda; break off to cabins (Checkpoint #10)

10:00 PM - Room check/Lights out/Tape Doors (Checkpoint #11)

Wednesday, November 1, 2023

6:30am – Roll call / check rooms (Checkpoint #1)

7:30-8:40am – Meet in dining hall for Breakfast {Student Pays} (Checkpoint #2)

8:45am – Depart Indiana FFA Leadership Center for Convention Center (30 S. Meridian Street, Indianapolis, IN (Checkpoint #3)

9:30am – Arrive at Convention Center. Students attend workshops and expo. (Checkpoint #4)

12:00-1:00pm – Meet for LUNCH at the Convention Center Food Court {Student Pays}
(Checkpoint #5)

1:00-5:30pm – Students visit with colleges at Expo. (Checkpoint #6)

5:30-6:15pm – Meet for dinner and eat at the Convention Center Food Court {Student Pays}
(Checkpoint #7).

6:30pm – Attend Opening Session at Convention Center. {Student Pays} (Checkpoint #8)

9:35pm – Depart Convention Center for Indiana FFA Leadership Center (Checkpoint #9)

10:05pm – Arrive at Indiana FFA Leadership Center (Checkpoint #10)

10:30 pm – Room check/Lights out/Tape Doors (Checkpoint #11)

Thursday, November 2, 2023

6:30am – Roll call / check rooms (Checkpoint #1)

7:15-7:45am – Meet in dining hall for Breakfast {Student Pays} (Checkpoint #2)

8:00am – Depart Indiana FFA Leadership Center for Convention Center (Checkpoint #3)

8:30 am – Arrive at Convention Center. (Checkpoint #4)

9:30am-11:45am – Students will attend expo.

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

1:30-5:00pm – Students will attend workshops and expo. Also, watch Finals Hall for Conduct of Chapter Meeting and Prepared Public Speaking.

5:15-7:45pm – Meet for dinner at the Convention Center {Student Pays} (Checkpoint #6)

7:50pm – Depart Convention Center for Indiana Leadership Center (Checkpoint #7)

8:30pm – Arrive at Indiana FFA Leadership Center (Checkpoint #8)

8:45PM -9:15 PM -prepare for bed.

9:00pm – Room Check/Lights out/Tape Doors (Checkpoint #9)

Friday, November 3, 2023

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

7:00-7:30am – Meet in dining hall for Breakfast {Student Pays} (Checkpoint #2)

7:45am – Depart Indiana FFA Leadership Center to Convention Center (Checkpoint #3)

8:30 am – Arrive at Convention Center. Students attend workshops and career expo.
(Checkpoint #4)

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

1:00 PM-2:30PM – Attend Leadership Series at Convention Center.

3:00-5:00 pm- Meet for National FFA Blue Room Presentations (Checkpoint #6)

5:30- 6:00 pm- National FFA Talent Competition (Checkpoint #7)

6:00- 7:00 pm- Meet for dinner at the Convention Center Food Court {Student Pays}
(Checkpoint #8)

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

9:05 pm – Depart Convention Center for Indiana FFA Leadership Center (Checkpoint #10)

9:45 pm – Arrive at Indiana FFA Leadership Center (Checkpoint #11)

10:15 – Room check/Lights out/Tape Doors (Checkpoint #12)

Saturday, November 4, 2023

6:30am—Roll Call (Checkpoint #1)

7:15-7:45am – Meet in dining hall for Breakfast at Indiana FFA Leadership Center {Student Pays}
(Checkpoint #2)

8:00 am- Depart Indiana FFA Leadership Center for Macon. (Checkpoint #3)

12:00pm - Lunch at Chicago Style Gyros, 3221 Dickerson Pike, Nashville, TN 37207 {Student Pays} (Checkpoint #4)

1:00 pm- Depart from lunch and continue route to Macon. (Checkpoint #5)

6:30 pm- Arrive at Rutland Middle/High School (Checkpoint #6)

6:40 pm- Gather belongs from bus. (Checkpoint #7)

6:45 pm- Release students to Parents/guardian. (Checkpoint #8)

7:00 pm – All students should be released, conclude National Convention trip (Checkpoint #9)