

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: January 8, 2024Field Trip Location: Washington, DCStart Date of Requested Field Trip: April 1, 2024End Date of Requested Field Trip: April 4, 2024School: Appling Middle SchoolSchool Group: Junior Leadership CorpsProposed Number of Students: 9Proposed Number of Adults: 2Field Trip Paid By: StudentsTrip Tracker ID #: AT-02233Organizing Teacher #1: SSG Robert Johnson

Contact #: _____

Organizing Teacher #2: _____

Contact #: _____

Other School Personnel: Scherryl Morgan

Contact #: _____

Other School Personnel: _____

Contact #: _____

☐ DESTINATION: Please provided a detailed schedule of any stops.

☒ Educational Purpose of Field Trip: Students will gain a deeper understanding of our history, consider the consequences of politicians' choices, and discover the American story.

☒ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):

Up to \$500 - Food and Spending money

RJ 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.

RJ 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.

RJ 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: 5AM Time Bus(es) To Return to School: 1159P

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: 1 Charter Bus Company: KELLY TOURS

☒ 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

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

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

RJ 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.

RJ 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

RJ 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.

RJ 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.

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

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

RJ 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).

RJ 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.

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

RJ 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.

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

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

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

RJ 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

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

RJ 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.

RJ 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.

RJ 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.

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

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

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

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

RJ 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.

RJ 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: **SSG Robert Johnson** Digitally signed by SSG Robert Johnson
Date: 2024.01.08 13:26:38 -05'00'

Principal's Electronic Signature: **Mrs. Sally Moody** Digitally signed by Mrs. Sally Moody
Date: 2024.01.17 13:22:47 -05'00'

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.

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: January 3, 2024Field Trip Location: Washington, DCStart Date of Requested Field Trip: April 1, 2024End Date of Requested Field Trip: April 4, 2024School: Howard Middle SchoolSchool Group: Junior Leadership CorpsProposed Number of Students: 10Proposed Number of Adults: 2Field Trip Paid By: StudentsTrip Tracker ID #: AT-02233Organizing Teacher #1: SFC Merritt, Antorius

Contact #: _____

Organizing Teacher #2: Jennifer Giegler

Contact #: _____

Other School Personnel: _____

Contact #: _____

Other School Personnel: _____

Contact #: _____

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

☒ Educational Purpose of Field Trip: Students will gain a deeper understanding of our history, consider the consequences of politicians' choices, and discover the American story.

☒ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):

Up to \$500 - Food and Spending money

AM 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.

AM 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.

AM 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: 5AM Time Bus(es) To Return to School: 1159P

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☒ Charter Bus Number of Buses Proposed: 1 Charter Bus Company: KELLY TOURS

☒ 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

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

☒ GENERAL PRECAUTIONS

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AM 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.

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

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

AM 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).

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

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AM 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.

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

AM 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.

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

AM 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.

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

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

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

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

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

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

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

AM 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.

AM 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: **Antorius Merritt**

Digitally signed by Antorius Merritt
Date: 2024.01.19 15:25:27 -05'00'

Principal's Electronic Signature: **Anthony Jones**

Digitally signed by Anthony Jones
Date: 2024.01.19 15:21:41 -05'00'

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.

Monday April 1, 2024, Day 1:

5:00 AM - Meet at SOAR Academy parking lot to start loading the bus.

6:00 AM – Depart from SOAR Academy for Washington, DC Snacks and drinks are included along the way.

11:30 AM – Chick Fil-a Boxed Lunch (2705 David H. McLeod Blvd, Florence, SC 29501). Lunch will eat on bus Continue to Washington, DC.

1:30 PM – Rest stop at Loves Truck Stop (3948 Hodges Chapel Rd, Dunn, NC 28334) to stretch, use the restroom or get snacks and drinks.

2:00 PM – Depart from rest stop, heading to Washington, DC.

6:30 PM – Dinner at the Old Country Buffet 2942 Prince Williams PKWY, Woodbridge, VA 22192.

7:00 PM – Depart Old Country Buffet

9:00 PM – Orientation tour including a stop at the Jefferson and the MLK Memorial (1964 Independence Ave SW, Washington, DC 20004).

10:45 PM – Depart for hotel

11:00 PM – Arrive at the hotel to check-in (Comfort Inn & Suites, 5716 S Van Dorn St., Alexandria, VA 22202) and prepare for bed.

11:30 PM – Lights out and rooms are checked and taped.

Tuesday April 2, 2024, Day 2:

6:00 AM – Wake up and prepare for the day.

7:00 AM - Breakfast is included each morning at the hotel and we have a full day to tour the city.

8:30 AM – Meet our local guide for the day in the hotel lobby.

9:00 AM – Depart for a guided tour of the US Capitol, including tours of the Crypt, the Rotunda, and the National Statuary Hall and view the Library of Congress and Supreme Court (101 Independence Ave. SE, Washington, DC. 20540)

11:15 AM – Depart for lunch.

11:30 AM – Arrive for lunch on your own at the Capitol Visitor Center Café (First St & East Capitol St. NE, Washington, DC. 20004)

1:15 PM – Depart for the Monuments and Memorial Tour.

1:30 PM – Arrive and tour continues with a Monuments and Memorial Tour featuring Jefferson, Lincoln, Korea, Vietnam, MLK, FDR, WWII Memorials, and see the world flags on Embassy Row (1750 Independence Ave, Washington, DC 20004)

2:15 PM – Depart for the National Cathedral

2:30 PM – Arrive at the National Cathedral the sixth-largest Gothic Cathedral in the world (3101 Wisconsin Ave NW, Washington, DC 20007)

6:45 PM – Depart for dinner.

7:00 PM – Arrive for dinner and activity at Pinstripes at Georgetown (1064 Wisconsin Ave NW, Washington, DC 20007)

10:30 PM – Depart and return to hotel.

11:00 PM – Arrive at hotel and prepare for bed.

11:30 PM – Lights out, rooms checked, and doors taped.

Wednesday April 3, 2024, Day 3:

6:00 AM – Wake up and prepare for the day.

7:00 AM – Breakfast is included each morning at the hotel, and we have a full day to tour the city.

8:30 AM – Morning tour of Arlington National Cemetery for the “Changing of the Guard” at the Tomb of the Unknown and JFK’s gravesite (1 Wilson Ave., Fort Myer, VA 22211)

10:15 AM – Wreath Laying Ceremony

12:30 PM – Lunch is on your own at the National Mall. (1100 Ohio Dr. SW, Washington, DC 20242)

1:30 PM – Tour of the American History Museum, Natural History, African American History, and Air & Space Museum. (1300 Constitution Ave. NW, Washington, DC 20004)

5:45 PM – Depart for Dinner at the Pentagon City Mall. (1100 S Hayes St., Arlington, VA 22202)

6:00 PM – Arrive at the Pentagon City Mall.

7:00 PM – Depart for the tour of the Air Force and Marine Corps Memorials. (1 Air Force Memorial Dr., Arlington, VA 22204)

7:30 PM – Arrive to tour the Air Force and Marine Corps Memorials.

9:00 PM – Depart for the hotel.

9:30 PM – Arrive at the hotel to make sure everyone is packed and prepared for the next day’s departure.

10:00 PM – Lights out, rooms checked, and doors taped.

Thursday April 4, 2024, Day 4:

7:00 AM – Breakfast and hotel checkout this morning.

8:30 AM – Morning tour of Mount Vernon, home of George Washington. (3200 Mount Vernon Memorial HWY, Mt. Vernon, VA 22121)

9:45 AM – Guided tour of the mansion, outbuildings, and the grave site of George and Martha. (3200 Mount Vernon Memorial HWY, Mt. Vernon, VA 22121)

11:00 AM – Depart and head back to Macon, GA

1:30 PM – Rest stop and lunch on your own at Davis Travel Center (13306 St. John Church Rd., Stony Creek, VA) NOTE: Subway and Little Caesar's Pizza restaurant are located inside of Davis Travel Center.

2:30 PM – Depart for Macon, GA

4:00 PM – Restroom break and stretch your legs at Loves Truck Stop. Get snacks and drinks if you like. (3948 Hodges Chapel Rd, Dunn, NC 28334)

4:30 PM – Depart for Macon, GA

6:30 PM – Dinner stop at Golden Corral Buffet & Grill (2510 David H. McLeod Blvd., Florence, SC 29501)

7:30 PM – Depart for Macon, GA

11:59 PM – Arrive back to Macon, GA, SOAR Academy parking lot.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/7/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
TIB Transportation Insurance Brokers, LLC
425 W. Broadway
Suite 300
Glendale CA 91204-1269

License#: L091975

KELLTOU-01

INSURED
Kelly Tours, Inc.
All Ways Savannah, LLC dba Gray Line Savannah
2788 US Hwy 80 W,
Garden City GA 31408-2930

CONTACT NAME: Marcie Ramos

PHONE (A/C, No, Ext): 818-246-2800

FAX (A/C, No): 818-246-4690

E-MAIL ADDRESS: mramos@acrisure.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Carolina Casualty

10510

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

COVERAGES

CERTIFICATE NUMBER: 1256051532

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	KCA26630482	9/28/2023	9/28/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	Y	KCA26630482	9/28/2023	9/28/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as additional insured as respects to the operations of the named insured.

CERTIFICATE HOLDER**CANCELLATION**

Westside High School
2851 Heath Rd
Macon GA 31206

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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