

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: 4/1/2024Field Trip Location: Seattle FCCLA NLCStart Date of Requested Field Trip: 6/27/24End Date of Requested Field Trip: 7/4/24School: W.S.H.C.C.A.School Group: Culinary ArtsProposed Number of Students: 1Proposed Number of Adults: 2Field Trip Paid By: SCHOOL FCCLA FUNDSTrip Tracker ID #: AT-03513Organizing Teacher #1: Chef Stuart Hardy

Contact #: _____

Organizing Teacher #2: _____

Contact #: _____

Other School Personnel: _____

Contact #: _____

Other School Personnel: _____

Contact #: _____

☒ DESTINATION: Please provided a detailed schedule of any stops.☒ Educational Purpose of Field Trip: Practice Competitive Cooking Talent, Mise En Place, Knife Skills, Etc.☒ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):\$500 Food Fees & Events. All competitive events and travel costs covered.SH 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.SH 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.SH 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

SH 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

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

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

_____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.

_____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

_____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.

_____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.

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

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

_____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).

_____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.

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

_____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.

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

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

_____A standard first aid kit will be on each bus.

_____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

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

_____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.

_____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.

_____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.

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

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

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

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

_____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.

_____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: **Stuart Hardy**

Digitally signed by Stuart Hardy
Date: 2024.01.16 09:46:36 -05'00'

Principal's Electronic Signature: **Jason Weiss**

Digitally signed by Jason Weiss
Date: 2024.04.29 15:28:16 -04'00'

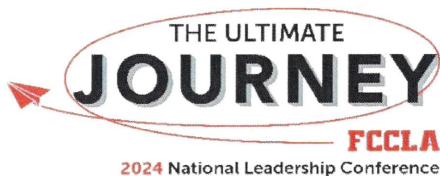
Determination of Central Office Administrator:

☐ 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.



2024 National Leadership Conference

Tentative At-A-Glance Schedule (Subject to Change)

As of 2/28/24

February 28, 2024

[Pre-Registration Webinar \(Register here\)](#)

June 6, 2024

[Virtual First Time Attendee Webinar \(Register here\)](#)

Thursday, June 27

START	END	EVENT
8:00 AM	6:00 PM	State Adviser City Acclimation

Friday, June 28

START	END	EVENT
8:00 AM	6:00 PM	Conference Registration (Day 1)
1:00 PM	3:00 PM	National Officer Candidate Adviser Orientation
1:00 PM	3:00 PM	National Officer Candidate Nominating Committee Orientation & Meeting
1:00 PM	3:00 PM	National Officer Candidate Orientation & Project Center
3:30 PM	8:00 PM	National Officer Candidate Nominating Committee Interviews
5:00 PM	8:00 PM	State Advisers Session & Welcome Reception

Saturday, June 29

STAR EVENT COMPETITIONS: (Subject to Change)

Culinary Arts & Baking and Pastry (Offsite)

Challenge Testing

Skill Demonstration Events:

Fashion Sketch

FCCLA Creed Speaking & Interpretation

Pastry Technical Decorating

Speak Out for FCCLA

Technology in Teaching

7:30 AM	8:00 AM	Skill Demonstration Event Consultant/Evaluators Orientation
8:00 AM	8:20 AM	Skill Demonstration Event Participant Check-in
8:00 AM	10:00 AM	National Officer Candidate Nominating Committee Interviews
8:00 AM	2:00 PM	Skill Demonstration Event Competitions
8:00 AM	4:00 PM	Challenge Testing
8:00 AM	6:00 PM	Conference Registration (Day 2)
10:30 AM	12:30 PM	National Officer Candidate Fishbowl
12:00 PM	3:00 PM	Fashion Show Jury Selection <i>A panel of judges will select the student designers who will be featured at the FCCLA Fashion Show during the Adviser Recognition Session.</i>
1:00 PM	2:00 PM	Youth Networking – High School level
1:00 PM	2:00 PM	Youth Networking – Middle level
1:00 PM	2:00 PM	Adviser Professional Development Session
1:30 PM	3:00 PM	STAR Events Lead / Assistant Lead Consultants Organizational Meeting
2:00 PM	3:30 PM	Small Group Youth Networking
2:00 PM	3:45 PM	Voting Delegate Orientation (Check-in at 1:30 PM)
3:00 PM	4:00 PM	STAR Events Adult Room Consultant Orientation
3:00 PM	5:00 PM	EXPO Exhibitor Move-In



2024 National Leadership Conference

Tentative At-A-Glance Schedule (Subject to Change)

As of 2/28/24

4:00 PM	5:00 PM	State Meetings
4:00 PM	6:00 PM	Dinner (On Own)
6:00 PM	8:00 PM	General Session: Opening General Session (Doors Open at 5:15 PM) -Welcome/Greetings -Award Presentations -Keynote Address
8:30 PM	9:30 PM	State Meetings

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Sunday, June 30

STAR EVENT COMPETITIONS: (Subject to Change)

Baking and Pastry (Offsite)
Career Investigations
Chapter Service Project Display
Chapter Service Project Portfolio
Culinary Arts (Offsite)
Early Childhood Education
Entrepreneurship
Event Management
Fashion Construction

Fashion Design
FCCLA Chapter Website
Focus on Children
Interior Design
Nutrition & Wellness
Parliamentary Procedure
Promote & Publicize FCCLA
Say Yes to FCS Education

7:00 AM	7:30 AM	STAR Events Room Consultants, Evaluators and Volunteers Check-in
7:30 AM	8:30 AM	STAR Events Room Consultants, Evaluators and Volunteers Meeting
7:30 AM	5:00 PM	Conference Information
6:30 AM	7:00 AM	Voting Delegate Check-In
7:00 AM	10:00 AM	General Session: Business Session (Doors Open at 6:30 AM) -Business Report -Bylaw Proposals -This session will continue until the conclusion of business. Voting delegates are required to remain until the session is adjourned.
8:30 AM	9:15 AM	FCCLA/LifeSmarts Knowledge Bowl Volunteer Orientation
9:00 AM	4:00 PM	STAR Event Competitions
9:30 AM	10:00 AM	FCCLA/LifeSmarts Knowledge Bowl Team Orientation
10:00 AM	5:00 PM	EXPO (Day 1 of 2)
10:00 AM	5:00 PM	FCCLA Store (Day 1 of 2)
10:00 AM	12:30 PM	FCCLA/LifeSmarts Knowledge Bowl Pool Play
10:15 AM	12:00 PM	RED Talks Presentations Fun 15-minute workshops led by youth, advisers, exhibitors and partners.
10:30 AM	11:45 AM	Youth Workshops
10:30 AM	12:00 PM	Best Practice Exchanges Round table sessions on various topics facing advisers today
11:00 AM	1:00 PM	State Officer Networking*
11:00 AM	2:00 PM	Lunch Concessions
1:30 PM	3:15 PM	FCCLA/LifeSmarts Knowledge Bowl Quarterfinals, Semifinals, and 3rd Place Match
1:45 PM	3:30 PM	RED Talks Presentations Fun 15-minute workshops led by youth, advisers, exhibitors and partners.



2024 National Leadership Conference

Tentative At-A-Glance Schedule (Subject to Change)

As of 2/28/24

2:00 PM	4:00 PM	Youth Workshops
2:00 PM	4:00 PM	National Officer Candidate Nominating Committee Deliberations
2:00 PM	4:00 PM	Leadership Training Modules*
4:00 PM	5:30 PM	Dinner on Own
5:30 PM	7:00 PM	General Session: Member Recognition & Knowledge Bowl Finals (Doors Open at 5:00 PM) -Program, Skill Demonstration Event, and Challenge Testing Awards -FCCLA/LifeSmarts Knowledge Bowl Finals -Say Yes to FCS Signing Ceremony <i>Night Open for Dinner, Sightseeing, and Tours</i>

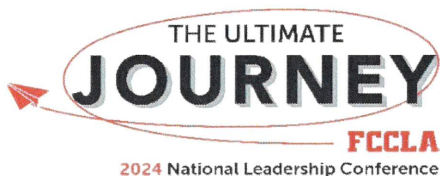
Monday, July 1

STAR EVENT COMPETITIONS: (Events subject to change)

Chapter in Review Display
Chapter in Review Portfolio
Digital Stories for Change
Food Innovations
Hospitality, Tourism, Recreation
Instructional Video Design
Interpersonal Communications
Job Interview
Leadership

National Programs in Action
Professional Presentation
Public Policy Advocate
Red Talks for Education
Repurpose and Redesign
Sports Nutrition
Sustainability Challenge
Teach or Train
Teaching Strategies

7:00 AM	7:30 AM	STAR Events Room Consultants, Evaluators and Volunteers Check-in
7:30 AM	8:30 AM	STAR Events Room Consultants, Evaluators, and Volunteers Meeting
7:30 AM	5:00 PM	Conference Information
8:00 AM	4:00 PM	EXPO (Day 2 of 2)
8:00 AM	4:00 PM	FCCLA Store (Day 2 of 2)
8:15 AM	10:00 AM	RED Talks Presentations
8:30 AM	9:45 AM	Youth Workshops
8:30 AM	10:30 AM	National Officer Candidate Networking (Voting Delegates ONLY)
9:00 AM	4:00 PM	STAR Event Competitions
11:00 AM	2:00 PM	Lunch Concessions
1:00 PM	2:00 PM	General Session: National Officer Candidate Speeches – Group A (Voting Delegate check-in at 12:30 PM)
1:00 PM	2:00 PM	National Officer Candidate Teambuilding – Group B
2:15 PM	3:15 PM	General Session: National Candidate Speeches – Group B
2:15 PM	3:15 PM	National Candidate Teambuilding – Group A
4:00 PM	6:00 PM	EXPO Exhibitor Move-Out
4:00 PM	4:45 PM	State Meetings



2024 National Leadership Conference

Tentative At-A-Glance Schedule (Subject to Change)

As of 2/28/24

5:00 PM	5:45 PM	State Meetings
4:30 PM	6:15 PM	National Executive Council Elections (Election Voting Delegates Only)
		<i>Night Open for Dinner, Sightseeing, and Tours</i>

Tuesday, July 2

7:30 AM	5:00 PM	Conference Information
7:30 AM	8:00 AM	FCCLA Showcase - Participant Check-In
8:00 AM	11:00 AM	FCCLA Showcase <i>-View program award winning projects and highlighted STAR Event projects</i>
8:00 AM	11:00 AM	Meals for Hope Meal Packing*
8:15 AM	10:45 AM	RED Talks Presentations
8:30 AM	10:30 AM	Youth Workshops
9:00 AM	11:00 AM	State Officer Training*
9:00 AM	11:00 AM	Chapter Adviser Networking Roundtables <i>- Roundtable discussions led by advisers and partners</i>
9:00 AM	11:00 AM	State Adviser Professional Development
11:00 AM	1:00 PM	Lunch Concessions
1:00 PM	3:00 PM	General Session: Adviser Recognition & Fashion Show (Doors Open at 12:30 PM) <i>-Fashion Show</i> <i>- Award Presentations (Adviser, Membership)</i> <i>-Introduction of 2024-2025 National Executive Council</i>
6:00 PM	10:00 PM	Special Event: FCCLA Night at the Ballgame*

Wednesday, July 3

8:00 AM	5:00 PM	Conference Information
7:30 AM	8:30 AM	State STAR Events Finalist Session Pickup (State Advisers Only)
7:15 AM	7:30 AM	STAR Events Finalist Session - Volunteers Report to Holding Room
7:45 AM	8:15 AM	STAR Events Finalist Session - Finalists Report to Holding Room
9:00 AM	11:30 AM	General Session: STAR Events Finalist Session (Doors Open at 8:30 AM)
12:00 PM	1:00 PM	State STAR Events Recognition Sessions: Group A
1:30 PM	2:30 PM	State STAR Events Recognition Sessions: Group B
4:00 PM	5:30 PM	General Session: Closing General Session (Doors Open at 3:30 PM) <i>-Scholarship Presentations</i> <i>-Farewell to 2023-2024 National Executive Council</i> <i>-Conference in Review</i>
5:30 PM	7:30 PM	Dinner (On Own)
7:30 PM	10:30 PM	Special Event: FCCLA NLC After Party*

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* indicates pre-registration required.