



### Certification of Student Extracurricular Event Hours

Show

Field Trip

Charity

Student Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

School Name: \_\_\_\_\_ School License Number: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Address of Event: \_\_\_\_\_

STREET ADDRESS

CITY

STATE

ZIP CODE

Date(s) of Event: \_\_\_\_\_ Event Hours Completed: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Event Description: \_\_\_\_\_

- All extracurricular events must be educational in nature. The school must provide the Board office with notification of the event no later than five business days prior to the event start date.
- Per 201 KAR 12:082, this completed form AND digital submission of hours must be received in the Board office within 10 business days following the event ending date.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
SIGNATURE OF SCHOOL REPRESENTATIVE

**For KBHC Use Only:**

Date Received: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_