

**SUFFOLK PUBLIC SCHOOLS**  
*(Attach to field trip application requiring School Board approval)*

**Field Trip #:** 23659

**School:** Nansemond River High School

**Grade/Subject/Club/Team:** Outdoor Track Team Members

**Date of Field Trip:** April 11, 2025 through April 12, 2025

**Destination:** Columbia, South Carolina

**Purpose:** Nansemond River High School Track Team members will participate in the All-American Track Classic at Spring Valley High School in Columbia, South Carolina.

**Objectives:** Nansemond River High Track Team members will have the opportunity to participate in the All-American Track Classic at Spring Valley High School in Columbia, South Carolina.

- Approve**
- Disapprove**

  
\_\_\_\_\_  
**Director of Secondary Leadership**

2/5/25  
\_\_\_\_\_  
**Date**

**School Board Action:**

- Approve**
- Disapprove**

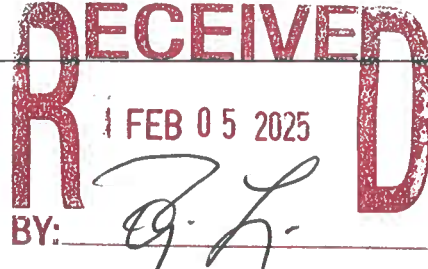
\_\_\_\_\_  
**Clerk of the Board**

\_\_\_\_\_  
**Date**



- Main
- Trip Approval**
- Calendar
- Reports

### Suffolk City Public Schools Travel Tracker



#### Trips Pending Approval

Waiting on Approval

#### Trip Emails

#### Trip Inquiry

#### Schedules/Assignments

#### Daily Vehicle Schedule

#### Assignment Inquiry

Create Duplicate Request

#### Travel Request Form

Please Note: Welcome to Suffolk City Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email kevinprivott@spsk12.net or call (757) 925-5573.

Trip Number **23659**

\* Category  Staff Only Travel  Travel With Students

\* Type of Trip **Athletic**

\* Athletic Event (you may check more than one)

- Band
- Boys Soccer
- Boys Tennis
- Boys Volleyball
- Cross Country
- Debate
- Forensics
- Girls JV Volleyball
- Girls Soccer
- Girls Tennis
- Girls Volleyball
- Golf
- HS ACTIVITY BUS
- Indoor Track
- INTRAMURAL BASKETBALL
- INTRAMURAL FIELD HOCKEY
- INTRAMURAL FOOTBALL
- Intramural Outdoor Track
- INTRAMURAL SOCCER
- INTRAMURAL VOLLEYBALL
- JV Baseball
- JV Boys Basketball
- JV Boys Soccer
- JV Cheerleading
- JV Field Hockey
- JV Football
- JV Girls Basketball
- JV Girls Soccer
- JV Softball
- JV Wrestling
- MS ACTIVITY BUS
- MS Cheer
- One Act Play
- Outdoor Track
- Scholastic Bowl
- SHUTTLE BUS
- Swimming
- V Baseball
- V Boys Basketball
- V Cheerleading
- V Field Hockey
- V Football
- V Girls Basketball
- V Softball
- V Wrestling

#### Trip Leave

\* Date **4/11/2025** Friday  
\* Time **8:00 AM**

#### Trip Return

\* Date **4/12/2025** Saturday  
\* Time **10:00 PM**

Trip Year/Week 2025-15

\* Is this trip overnight, out-of-state, or greater than 200 miles one way?  Yes  No

#### Comments

Enter any comments about this trip that is important for the driver to know such as pick up and drop off location. This information will print on the trip ticket for the driver.

Your School/Dept **(i)**

**240 Nansemond River High**  
3301 Nansemond Parkway, Suffolk, VA 23435

Main Other (Type Below)

**(i)** Destination **120 Sparkleberry Ln, Columbia, SC 29229, USA**

Destination Not Listed **120 Sparkleberry Lane, Columbia, SC, USA**

Destination Name **Spring Valley High School**

Add a Stop on the Way There

Add a Stop on the Return

Approximate Nbr of Miles Round Trip 717.88

CALCULATE MILES

Funding Source #1 Athletics

Budget Code

Est Trip Cost \$0.00 Est Bal \$255,000.00

Funding Source Desc test of funding management

Budget Code Desc

Funding Approver

Teacher / Advisor / Staff Name Marco McKoy

Teacher / Advisor / Staff Phone # 757-537-8730

Teacher / Advisor / Staff Email nrtrackcoach@gmail.com

Note: This email will receive the requester emails if different from requester

Emergency Contact Info Same as Teacher / Advisor / Staff

Emergency Contact Name Marco McKoy

Emergency Contact Phone # 757-537-8730

Number of Individuals Making Trip

Male Adults 3 Female Adults 2 Total Adults 5
Male Students 10 Female Students 15 Total Students 25

Additional Information

School will be billed for Mileage Yes No

School will be billed for Driver Yes No

District Event Yes No

Non District Event Yes No

Description of the funding source you will be using : Team/Athletics will cover the cost of a Coach Bus. Parents will cover the

Will a coach be driving the trip? Yes No

If yes, please enter the coaches name. If no, enter NA. NA

Will you be using external transportation (ex. plane, walking)? Yes

Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itinerary transportation company if applicable.

Charter Transportation. We are still awaiting quotes.

Vehicles Needed

Do you need vehicles? Yes No

Person Submitting Request christinaruffin@spsk12.net

Date Submitted Feb 4, 2025, 2:35:35 PM

Trip Estimator (click to open and enter additional information for estimating trip cost)

Level 01 Approval - Location Approval

Comment

Decision Approved

Name tinapaul@spsk12.net  
Decision Date Feb 4, 2025, 5:41:52 PM

### Level 02 Approval - Second Level Location Approval

Comment

Decision

Approved  Denied

Designated Approver

lindaliverman@spsk12.net

Name

Decision Date

### Level 04 Approval - Director Approval

Comment

Decision

Name

Decision Date

### Level 07 Approval - Overnight/OOS Approval

Comment

Decision

Name

Decision Date

### Supporting Documents

No file chosen

File Type	Size	File Name	Created On
application/pdf	294 KB	Track Travel_4.11.pdf	2/4/25, 2:35 PM

**Request Status** Trip: 23659

Pending Second Level Location Approval

**Final Approval Date**

**Email Audit Log:**

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Subject:	Email Sent on:	Email Sent by:	Email Sent To:
Date	User	Action	D
2/4/25, 5:42:06 PM	tinapaul@spsk12.net	Save and Close Trip (Submit Page Determines Return)	Nc
2/4/25, 5:41:52 PM	tinapaul@spsk12.net	Location Level Approved	



Version 4.6.132



### Application for Field Trip

Submit intact to the Athletic Director, Principal, or Bookkeeper/Secretary, at least 30 working days (6 weeks) prior to the scheduled date of the trip. All professional leave forms for this trip must be submitted with this form. All forms are to be done in blue or black ink only.

School/Organization NRHS Track & Field Date 2/4/2025  
Grade/Subject/Club TRACK & FIELD Teachers Ellis

Spring Valley High School

#### REQUEST FOR SPECIAL USE OF SCHOOL BOARD VEHICLE (Personal cars are not to be used to transport students)

Date of Field Trip 4/11/25 Time Departing School 8:00am Time Returning to School 4/12/25 10:00AM

Destination: Columbia South Carolina

School Bus \_\_\_\_\_ Number Needed \_\_\_\_\_

#### SPECIAL NEEDS BUS

Equipment Needed: W/C  PCR  Safety Vest

School Car \_\_\_\_\_ Number Needed \_\_\_\_\_

(School cars are not to be used to transport students)

Number of Students 25 Number of Classes \_\_\_\_\_

Overnight Trip?  Yes \_\_\_\_\_ No \_\_\_\_\_

Total Cost to Student \_\_\_\_\_ \*Other Costs Incurred \_\_\_\_\_

\*Paid By Athletics

Names of Chaperones (Not including Teachers) Stacey Ellis, Nikki Mckoy

Date Parental Permission Secured and Filed in Office \_\_\_\_\_

Trip Requested By: Christina Ruffin

Trip Received By: Impaul

Date: 2-4-25

(Any field trip is subject to last minute cancellation due to local, state, national and/or international situations)

Non-School Board Transportation	
Type:	<u>Coach Bus</u>
Furnished By:	_____



**SUFFOLK PUBLIC SCHOOLS**  
**Field Trip Instructional Objectives**

School NRHS

Person completing the form Christina Ruffin

Grade Level \_\_\_\_\_

Date of Trip April 11-12th

Listed below are the instructional objectives for the requested field trip:

<b>Objectives:</b>	<b>Correlated Standard of Learning:</b>
Track & Field meet.	
National caliber event.	

This form must be attached to the Application for Field Trip.

***All American Track Classic: April 11-12<sup>th</sup>, 2025***

**Venue:** Spring Valley High School – 4927 Alpine Rd, Columbia, SC 29223

**Lodging:** Hampton Inn Columbia I-26, 101 Woodcross Drive, Columbia SC.

**\*Cost of lodging will be covered by parents**

**Transportation:** Coach Bus

**Coaches:** M. McKoy, R. Gill, S. Ellis

**Chaperones:** Stacey Ellis, Nikki McKoy

**Athletes:** 15 Female/10 Male

**Departure Date/Time:** 8:00 A.M Friday, April 11<sup>th</sup>, 2025.

**Summary:** This is a National Caliber meet with school from all over the country in attendance. Entries are limited, so we must register early and gain special permission from the meet director for more entries. Based on pass success at this meet, we always receive a personal invite. Only select athletes that have hit a certain standard will attend.

**FIELD TRIP  
CHAPERONE LIST**

**\*\*By listing the chaperone's name, if a parent, you certify that they have an approved volunteer form ON FILE!!**

COACHES

~~TEACHERS~~

**\*\*PARENTS**

1. Marco McKoy
2. Shawn Ellis
3. Rob Gill
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

1. Stacey Ellis
2. Nikki McKoy
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**SPECIAL EDUCATION TEACHERS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**TEACHER ASSISTANTS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_