

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 22198

School: Nansemond River High School

Grade/Subject/Club/Team: Golf Team

Date of Field Trip: October 15, 2024 to October 16, 2024

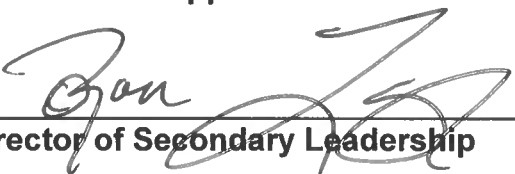
Destination: Leesburg, Virginia

Purpose: Nansemond River High School Golf Team will participate in the VHSL Golf State Championships.

Objectives: Nansemond River High School Golf Team will have the opportunity to participate in the VHSL Golf State Championships at Landstowne Resort in Leesburg, Virginia.

Approve

Disapprove



Director of Secondary Leadership

9/13/24

Date

School Board Action:

Approve

Disapprove

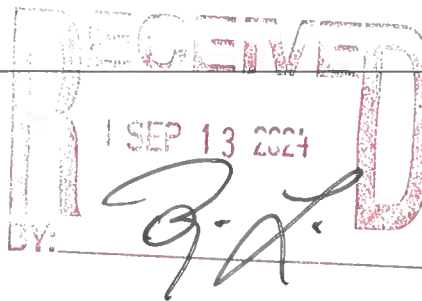
Clerk of the Board

Date



Trip Approval	Completed	Approved
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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

22198

* Category

Staff Only Travel Travel With Students

* Type of Trip

Athletic

* Athletic Event (you may check more than one)

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

Trip Leave

Trip Return

* Date 10/15/2024 Tuesday

* Date 10/16/2024 Wednesday

* Time 8:00 AM

* Time 10:00 PM

Trip Year/Week 2024-42

* 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.

VHSL State Golf Tournament Leesburg Va

* Your School/Dept

240 Nansemond River High

3301 Nansemond Parkway, Suffolk, VA 23435

Main Destination Other (Type Below)

44050 Woodridge Pkwy, Leesburg, VA 20176, USA

Destination Not Listed Lansdowne Resort, Woodridge Parkway, Leesburg, VA, USA

Destination Name Lansdowne Resort

Add a Stop on the Way There

Add a Stop on the Return

* Approximate Nbr of Miles Round Trip

439.99

CALCULATE MILES

* Funding Source #1

Athletics

Budget Code

Est Trip Cost \$2,003.97

Est Bal \$255,000.00

Funding Source Desc

test of funding management

Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name

Brandon Frye

* Teacher / Advisor / Staff Phone #

7573734650

Teacher / Advisor / Staff Email

kristybrett@spsk12.net

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

Emergency Contact Info

Same as Teacher / Advisor / Staff

* Emergency Contact Name

Brandon Frye

* Emergency Contact Phone #

7573734650

Number of Individuals Making Trip

* Male Adults 1

* Female Adults 0

Total Adults 1

* Male Students 6

* Female Students 0

Total Students 6

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 :

ath

* 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 No

Vehicles Needed

* Do you need vehicles? Yes No

Check here to indicate trip is drop-off only Location

Check here to indicate trip is pickup only Location

Vehicle Pickup

* Date 10/15/2024

* Time 8:00 AM

Vehicle Return

* Date 10/16/2024

* Time 10:00 PM

Total Trip Hours 38.00

* Type of vehicles needed to reserve

Yellow Bus Yellow Bus

* How many vehicles do you need?

1

Vehicle Guidelines

Vehicle type and quantity (e.g., 1 van, 1 wheelchair accessible van)

* Need Lift?

Yes No

Nbr Wheelchair Slots 0 Nbr Safety Vests 0 Nbr Fold Down Seats 0

Special Needs Portable Child Restraints (PCR) Safety Vests Wheel Chair Slot

Comments or Details Concerning Needs

Vehicle Driver Information

Owner taylorbracy@spsk12.net
Bid Id/Closing Date 24-10-13 10/10/2024

Reserve Vehicles

Location Used to Reserve Vehicles 240 Nansemond River High
taylorbracy@spsk12.net

Trip Location Zone Nansemond River Trip Year/Week:
Bid Id 24-10-13 Trip Hours:
Total Number of Vehicles Needed: 1 Number w/ Lift:

Person Submitting Request kristybrett@spsk12.net
Date Submitted Sep 12, 2024, 1:50:38 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 Sep 13, 2024, 12:26:56 PM


Level 02 Approval - Second Level Location Approval

Comment
Decision Approved Denied
Designated Approver lindaliverman@spsk12.net
Name
Decision Date

Level 07 Approval - Overnight/OOS Approval

Comment
Decision
Name
Decision Date

Supporting Documents

 Choose File	No file chosen		
File Type	Size	File Name	Created On
application/pdf	210 KB	Golf Landstowne Resort.pdf	9/12/24, 1:50 PM

Cancel       

Request Status Trip: 22198 Pending Second Level Location Approval

Final Approval Date

Email Audit Log: 

Subject:	Email Sent on:	Email Sent by:	Email Sent To:
Date	User	Action	[
9/13/24, 12:27:06 PM	tinapaul@spsk12.net	Save and Close Trip (Submit Page Determines Return)	N
9/13/24, 12:26:56 PM	tinapaul@spsk12.net	Location Level Approved	
9/12/24, 1:50:52 PM	kristybrett@spsk12.net	Save and Close Trip (Submit Page Determines Return)	N



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 Nansemond River Date 9/9/2024
Grade/Subject/Club Varsity Golf Teachers Brandon Frye

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

Date of Field Trip 10/15/2024 - 10/16/2024 Time Departing School 8:00am Time Returning to School 10:00pm
Destination: Landstowne Resort Leesburg, Va.
School Bus Number Needed 1

SPECIAL NEEDS BUS

Equipment Needed: W/C PCR Safety Vest

School Car _____ Number Needed _____

Non-School Board Transportation	
Type:	_____
Furnished By:	_____

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

Number of Students 6 Number of Classes N/A
Overnight Trip? Yes _____ No _____
Total Cost to Student 0 *Other Costs Incurred _____
*Paid By Athletics
Names of Chaperones (Not including Teachers) N/A

Date Parental Permission Secured and Filed in Office 10/14/2024
Trip Requested By: K. Brett
Trip Received By: Impaul Date: 9-9-24

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

**FIELD TRIP
CHAPERONE LIST**

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

TEACHERS

1. Brandon Frye
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

****PARENTS**

1. _____
2. _____
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. _____



SUFFOLK PUBLIC SCHOOLS
Field Trip Instructional Objectives

School NRHS

Person completing the form B. Frye

Grade Level 9-12

Date of Trip 10/15 + 10/16/2024

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

Objectives:	Correlated Standard of Learning:
To participate in the VHSL State tournament	

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

Golf – Region Deadline

October 8

Golf – VHSL Championships

October 14 - October 15

Golf – Girls Open Zone Qualifiers

October 21 - October 22

VHSL Golf State Championships

CLASS 1 FINALS | October 15, 2024, at Great Oaks Country Club (Floyd)

CLASS 2 FINALS | October 14, 2024, at Great Oaks Country Club (Floyd)

CLASS 3 FINALS | October 15, 2024, at Heritage Oaks Golf Course (Harrisonburg)

CLASS 4 FINALS | October 14, 2024, at Heritage Oaks Golf Course (Harrisonburg)

CLASS 5 FINALS | October 16, 2024, at Landsdowne Resort (Leesburg)

CLASS 6 FINALS | October 15, 2024, at Landsdowne Resort (Leesburg)

*overnight trip
not sure of #
of qualifiers*

VHSL Girls Open Championships

ZONE QUALIFIERS | October 21-22, 2024, at local sites

OPEN CHAMPIONSHIP | October 28, 2024, at Heritage Oaks Golf Course (Harrisonburg)