

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 23504

School: Nansemond River High School

Grade/Subject/Club/Team: Swim Team

Date of Field Trip: February 20, 2025 through February 21, 2025

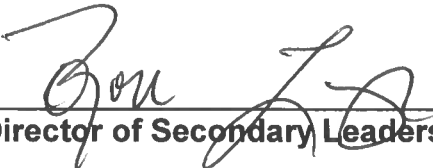
Destination: Stafford, Virginia

Purpose: Nansemond River High School Swim Team will participate in the VHSL State Swimming Tournament in Stafford, Virginia.


Objectives: Nansemond River High Swim Team will have the opportunity to participate in the VHSL State Swimming Tournament at the Jeff Rouse Swim & Sport Center in Stafford, Virginia.

Approve

Disapprove



Director of Secondary Leadership



Date

School Board Action:

Approve

Disapprove

Clerk of the Board

Date



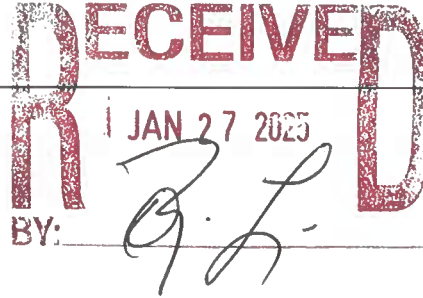
Main

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

23504

* 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 2/20/2025 Thursday
* Time 4:00 PM

Trip Return

* Date 2/21/2025 Friday
* Time 10:00 PM

Trip Year/Week 2025-08

* 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 ⓘ

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

* Main Destination ⓘ

Other (Type Below)
Embrey Mill Park, 1600 Mine Rd, Stafford, VA 22554, USA

Destination Not Listed

1600 Mine Rd, Stafford, VA, USA

Destination Name Jeff Rouse Swim & Sport Center

Add a Stop on the Way There

Add a Stop on the Return

* Approximate Nbr of Miles Round-Trip 314.41 CALCULATE MILES

* Funding Source #1 Athletics Budget Code
Est Trip Cost \$1,483.23 Est Bal \$255,000.00
Funding Source Desc test of funding management Budget Code Desc
Funding Approver

* Teacher / Advisor / Staff Name Mike Sinclair
* Teacher / Advisor / Staff Phone # 540-538-5702
Teacher / Advisor / Staff Email mike.sinclair86@gmail.com
Note: This email will receive the requester emails if different from requester
Emergency Contact Info [X] Same as Teacher / Advisor / Staff
* Emergency Contact Name Mike Sinclair
* Emergency Contact Phone # 540-538-5702

Number of Individuals Making Trip

* Male Adults 2 * Female Adults 2 Total Adults 4
* Male Students 10 * Female Students 10 Total Students 20

Additional Information

* School will be billed for Mileage [X] Yes [] No
* School will be billed for Driver [X] Yes [] No
* District Event [X] Yes [] No
* Non District Event [] Yes [X] No
* Description of the funding source you will be using : NA
* Will a coach be driving the trip? [] Yes [X] No
* If yes, please enter the coaches name. If no, enter NA. NA

* Will you be using external transportation (ex. plane, walking)? [] Yes [X] No

Vehicles Needed

* Do you need vehicles? [X] Yes [] No
[] Check here to indicate trip is drop-off only Location
[] Check here to indicate trip is pickup only Location

Vehicle Pickup * Date 2/20/2025 * Time 4:00 PM
Vehicle Return * Date 2/21/2025 * Time 10:00 PM

Total Trip Hours 30.00
* Type of vehicles needed to reserve Yellow Bus Yellow Bus
* How many vehicles do you need? 1

* 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 25-02-16 02/13/2025

Reserve Vehicles

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

Trip Location Zone Nansemond River Trip Year/Week:
Bid Id 25-02-16 Trip Hours:
Total Number of Vehicles Needed: 1 Number w/ Lift:

Person Submitting Request christinaruffin@spsk12.net
Date Submitted Jan 27, 2025, 9:39:45 AM

▶ 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 Jan 27, 2025, 10:40:22 AM

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

No file chosen

File Type	Size	File Name	Created On
application/pdf	261 KB	Swimming_VHSL Travel Request.pdf	1/27/25, 9:4:

Request Status Trip: 23504 Pending Second Level Location Approval

Final Approval Date

Email Audit Log:

Subject: **Email Sent on:** **Email Sent by:** **Email Sent To:**

Date	User	Action
1/27/25, 10:40:39 AM	tinapaul@spsk12.net	Save and Close Trip (Submit Page Determines Return)
1/27/25, 10:40:22 AM	tinapaul@spsk12.net	Location Level Approved
1/27/25, 9:42:36 AM	christinaruffin@spsk12.net	Save Trip (Remains on Trip)
1/27/25, 9:41:05 AM	christinaruffin@spsk12.net	Is this trip overnight, out-of-state, or greater than 200 miles one way? Yes selected
1/27/25, 9:40:47 AM	christinaruffin@spsk12.net	Trip Leave date/time changed to 02/20/2025 04:00:00 PM
1/27/25, 9:40:34 AM	christinaruffin@spsk12.net	Trip Leave date/time changed to
1/27/25, 9:39:45 AM	christinaruffin@spsk12.net	Duplicated from Trip Number 23426



Version 4.6.130



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 Date Jan. 27
Grade/Subject/Club Swimming Teachers _____

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

Date of Field Trip 2/20/25 Time Departing School 4:00 Time Returning to School 10:00pm
Destination Jeff Rouse Swim & Sport Center

School Bus X 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 15 Number of Classes _____

Overnight Trip? X Yes _____ No _____

Total Cost to Student _____ *Other Costs Incurred _____

*Paid By Athletics

Names of Chaperones (Not including Teachers) _____

Date Parental Permission Secured and Filed in Office _____

Trip Requested By: Christina Ruffin

Trip Received By: Impaul Date: 1-27-25

(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

COACHES

1. Mike Sinclair
2. Amanda Fuller
3. Vincent Wright
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 Christina Ruffin

Grade Level _____

Date of Trip Feb. 20 - 21, 2025

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

Objectives:	Correlated Standard of Learning:
<u>To participate in the</u>	
<u>MSL State Tournament.</u>	

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