

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 21391

School: Colonel Fred Cherry Middle School

Grade/Subject/Club/Team: 6-8 FBLA

Date of Field Trip: June 27, 2024 – July 3, 2024

Destination: Orange County Convention Center - Orlando, Florida

Purpose: FBLA 2024 National Leadership Conference

Objectives: Students will be demonstrating leadership skills through participation in student organization activities.

Approve

Disapprove

Andie Skinner
Director of CTE

5/3/2024
Date

Approve

Disapprove

[Signature]
Chief of Schools

5/7/24
Date

School Board Action:

Approve

Disapprove

Clerk of the Board

Date

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 **21391**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date 6/27/24 Thursday

* Time 8:00 AM

Trip Return

* Date 7/3/24 Wednesday

* Time 12:00 PM

Trip Year/Week 2024-26

Note: This trip is for more than 5 days. Please make sure dates are correct.

* Is this trip overnight, out-of-state, or greater than 200 miles one way? Yes

Comments FBLA National Conference

* Your School/Dept ⓘ
397 Colonel Fred Cherry Middle
7401 Burbage Drive, Suffolk, VA 23435

* Main Destination ⓘ
Other (Type Below)
9800 International Dr, Orlando, FL 32819, USA

Destination Not Listed 9800 International Drive, Orlando, FL, USA * Destination Name Orange County Convention Center

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

Funding Source #1 Select Budget Code

Funding Source Desc Budget Code Desc

Funding Approver

Are funds payable to a third party? No
(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name Jocelynn Daniels

* Teacher / Advisor / Staff Phone # 7579234249

Teacher / Advisor / Staff Email jocelynndaniels@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 Jocelynn Daniels

* Emergency Contact Phone # 7579234249

* Grade Level(s) Making Trip 6

7

8

- * Description of group or person(s) making trip FBLA students who qualified for the National Convention
- * Educational Objective for Field Trip Show projects/skills developed through FBLA

Number of Individuals Making Trip

- | | | | | | |
|-----------------|---|-------------------|---|----------------|---|
| * Male Adults | 0 | * Female Adults | 1 | Total Adults | 1 |
| * Male Students | 3 | * Female Students | 5 | Total Students | 8 |

Need 1 adult(s) for 15 or more students.
Need 1 adult(s) for every additional 15 students.

- * Will the students be away from school during lunch? Yes
- * If so, will these students need packed lunches? No

Nbr Students 8 Teacher Jocelynn Daniels
Students will be away from school during the lunch period.

Additional Information

- * School will be billed for Mileage No
- * School will be billed for Driver No
- * What is the cost to the Student? Will depend on fundraising
- * Description of the funding source you will be using : FBLA funds
- * Will a coach be driving the trip? 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 itineraries. Indicate chartered transportation company if applicable.
Plane to travel to Florida, car service to/from convention centers.

More details to be determined as we confirm students going.

Vehicles Needed

- * Do you need vehicles? No

Person Submitting Request aprilcedwards@spsk12.net
Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
3. You will obey all traffic laws while operating the vehicle
4. You will not "text" or operate any device that may distract you while driving the vehicle
5. Properly authorized use of a Suffolk City Public Schools vehicle for official travel
6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Buses and vehicles must come back in good condition in order to avoid additional charges.
9. Buses and vehicles must be cleaned in order to avoid additional charges.
10. Elementary Schools must have 1 adult per every 10 students.

- * I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name jamelgibson@spsk12.net

Decision Date May 2, 2024, 12:02:16 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision

Designated Approver keeshahicks@spsk12.net

Name

Decision Date

Level 07 Approval - Overnight/OOS Approval

Comment

Decision

Name

Decision Date



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 CFEMS FRBLA Date 3/13/2004
Grade/Subject/Club 6-8 Teachers Daniels / weight

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

Date of Field Trip 6/27/04 Time Departing School NA Time Returning to School N/A

Destination: National Leadership Conference / middle & high sch

School Bus in Orlando, FL Number Needed X

SPECIAL NEEDS BUS

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

Equipment Needed: W/C PCR Safety Vest

School Car _____ Number Needed _____

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

Number of Students 6 to 8 Number of Classes _____

Overnight Trip? Yes _____ No _____

Total Cost to Student TBA *Other Costs Incurred TBA

*Paid By TBA

Names of Chaperones (Not including Teachers) TBA

Date Parental Permission Secured and Filed in Office _____

Trip Requested By: [Signature]

Trip Received By: _____ Date: _____

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

Conference Venue

All Conference Programming, Future Leaders Expo, and Competitive Events will be held at the Orange County Convention Center - West Concourse.

Orange County Convention Center (West Concourse)
9800 International Dr
Orlando, FL 32819

Registration

- **Student Member: \$195**
- **Adviser/Chaperone: \$100**

Hotel Accommodations

Hotel rates will be up to \$275 per night, including taxes and fees.

Future Business Leaders of America, Inc.
National Center Headquarters: 12100 Sunset Hills Drive, Suite 200, Reston, Virginia, 20190
Remit Address (W-9): P.O. Box 79063, Baltimore, Maryland, 21279

800-325-2946

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ABOUT FBLA

DIVISIONS

CONFERENCES & PROGRAMS

ADVISERS



2024 National Leadership Conference Middle School & High School Schedule at a Glance



NLC Home

FBLA Collegiate NLC

FBLA Middle School & High School NLC

Conference Resources

Travel Information

Get Involved

Sponsors & Exhibitors



Schedule at a Glance

Friday, June 28, 2024

2:00 PM - 5:00 PM	Early Conference Check-In & Helpdesk Open
IBD	State Meetings (Optional)

Saturday, June 29, 2024 (Day 1)

8:00 AM - 5:00 PM	Competitive Events Info Desk Open
8:00 AM - 6:00 PM	Conference Check-In & Helpdesk Open
9:00 AM - 5:00 PM	Objective Testing
10:00 AM - 4:00 PM	Workshops
10:00 AM - 4:00 PM	Future Leaders Expo Hall Open
12:00 PM - 4:30 PM	MS Preliminary Presentation Events
6:00 PM - 7:00 PM	Pre-Show for Opening Session
7:00 PM - 10:00 PM	Opening Session
IBD	State Meetings (Optional)

Sunday, June 30, 2024 (Day 2)

7:00 AM - 5:00 PM	Conference Helpdesk Open
7:00 AM - 5:30 PM	Competitive Events Info Desk Open
8:00 AM - 5:30 PM	HS Preliminary Presentation Events
8:00 AM - 5:30 PM	Objective Testing
9:00 AM - 4:00 PM	Workshops
9:00 AM - 4:00 PM	Future Leaders Expo Hall Open

Monday, July 1, 2024 (Day 3)

7:00 AM - 5:00 PM	Conference Helpdesk Open
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Congratulations to the CFCMS FBLA Competition Team for their fantastic performance at the Middle-Level State Leadership Conference on March 9th. The students competed in either performance or objective testing or both against students from across Virginia. Those who placed first, second, third, and fourth have earned the opportunity to compete at the Middle-Level National Leadership Conference and Competition in Orlando, Florida in June.

Chaniya Jones, 8th	1st place in Business Ethics
Maxwell Robinson, 7th	7th place in Business Etiquette
Kristen Holland, 6th	13th place in Business Etiquette
Kaelyn Charles, 8th	1st place in Critical Thinking 3rd place in Financial Literacy
Keli Square, 7th	13th place in Digital Citizenship 2nd place in FBLA Concepts
Breana Washington, 8th	3rd place in Exploring Business Issues
Destiny Newsome, 7th	8th place in Exploring Technology 3rd place in Exploring Computer Science
Matthew Jefferson, 7th	8th place in Financial Literacy 4th place in Exploring Economics
Lexy Saye	13th place in Leadership

**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. Jacelynn Daniels
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

BF-21-A/R19

PROFESSIONAL LEAVE REQUEST

FORM WILL NOT BE ACCEPTED WITHOUT THE EMPLOYEE ID NUMBER AND JOB CODE
A COPY OF THE INVITATION, NOTICE OF ACTIVITY, PROGRAM OR OTHER DOCUMENTATION MUST BE ATTACHED

Joelynn N. Daniels

EMPLOYEE NAME

8714

EMPLOYEE ID NUMBER

CFCMS

SCHOOL/LOCATION

JOB CODE

MONTH AND DATE(S) OF ABSENCE: June 27 - July 2

NUMBER OF DAYS REQUESTED 6

SUBSTITUTE REQUIRED: YES NO

EXPLANATION OF ACTIVITY (NAME AND PLACE OF EVENT): 2004 National Leadership Conference - middle & high school in Orlando, FL

ESTIMATE OF EXPENSES:

DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
TBA		TBA	
		TOTAL	

I hereby certify that I am familiar with the School Board policy governing the absence above and the above information is true and accurate. I understand that all unexcused absences will result in loss of pay.

Joelynn N. Daniels
EMPLOYEE SIGNATURE

3/13/2004
DATE SIGNED

I hereby certify that the above request complies with School Board policy, required prior approvals have been received and all documentation supporting this request has been submitted.

[Signature]
PRINCIPAL/SUPERVISOR SIGNATURE
 APPROVED

DISAPPROVED
4-8-24
DATE SIGNED

APPROVED

DISAPPROVED

AUTHORIZED SIGNATURE

DATE SIGNED

ACCOUNT NUMBER

Completion of the absence form is the sole responsibility of the employee. Failure to complete the absence form within the time specified for completion will result in the absence being treated as unexcused and will result in loss of pay.

WHITE - SAO

YELLOW - Supervisor

PINK - Employee