

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

Field Trip #: 15114

School: Nansemond River High School

Grade/Subject/Club/Team: Golf

Date of Field Trip: October 24, 2021 – October 25, 2021

Destination: Heritage Oaks Golf Course, Garbers Church Road, Harrisonburg, VA

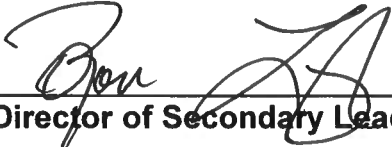
Purpose: A Nansemond River High School student golfer that qualified for the Girls State Golf VHSL Championship Tournament to attend the tournament in Harrisonburg, VA.

Objectives:

- Nansemond River High School student golfer to attend the Girls State Golf VHSL Championship Tournament.

☒ **Approve**

☐ **Disapprove**



Director of Secondary Leadership

10-6-21

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

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 beverlyyoung@spsk12.net or call (757) 925-5573.

Trip Number

15114

* 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"/> 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"/> 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

* Date

10/24/2021

Sunday

* Time

8:00 AM

Trip Return

* Date

10/25/2021

Monday

* Time

9:00 PM

Trip Year/Week 2021-44

* Overnight or Out-of-State ☒ 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)

Heritage Oaks Golf Course, Garbers Church Road, Harrisonburg, VA, USA

Destination
Not Listed

Heritage Oaks Golf Course, Garbers Church Road, Harrisonburg,

Destination
Name

Heritage Oaks

Stops on the
Way There

Add a Stop on the way

Stops on the
Return trip

Add a Stop on the Return

* Approximate
Nbr of Miles
Round Trip

451.44

CALCULATE MILES

* **Funding Source #1** Athletics **Budget Code**

Est Trip Cost \$1,500.43 Est Bal \$255,000.00

Funding Source Desc test of funding managment **Budget Code Desc**

Funding Approver

* **Teacher / Advisor / Staff Name** Brandon Frye

* **Teacher / Advisor / Staff Phone #** 3734650

Teacher / Advisor / Staff Email

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 #** 3734650

Number of Individuals Making Trip

* Male Adults	1	* Female Adults	0	Total Adults	1
* Male Students	0	* Female Students	1	Total Students	1

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 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 10/24/2021

* Time 8:00 AM

Vehicle Return

* Date 10/25/2021

* Time 9:00 PM

Total Trip Hours 37.00

* **Type of vehicles needed to reserve** Car Car ⓘ

* **How many vehicles do you need?** 1

Vehicle Guidelines:

Elementary 64 and 77 passengers. Secondary 44 to 48

* **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

Coach Frye has one female golfer that has qualified for the Girls State Golf VHSL Championship tournament. The golfer will be traveling with her father in their private vehicle and staying in the hotel room with her father. Coach Frye will be driving the

Vehicle Driver Information

Brandon Frye

Owner

kristywhite@spsk12.net

Bid Id/Closing Date

21-10-24 10/21/2021

Reserve Vehicles**Location Used to Reserve Vehicles**

240 Nansemond River High

kristywhite@spsk12.net

Trip Location Zone

Nansemond River

Trip Year/Week:

2021-44

Bid Id

21-10-24

Trip Hours:

37.0

Total Number of Vehicles Needed:

1

Number w/ Lift:**Person Submitting Request**

kristybrett@spsk12.net

Date Submitted

Oct 5, 2021, 10:29:19 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

Oct 5, 2021, 11:15:14 AM

Level 02 Approval - Second Level Location Approval**Comment****Decision**

☐ Approved ☐ Denied

Designated Approver

lindaliverman@spsk12.net

Name**Decision Date****Level 07 Approval - Central Office Approval****Comment****Decision****Name****Decision Date****Supporting Documents**

 **Choose File** No file chosen

File Type

Size

File Name

Created On

Save/Close



Send
Email

Comments

Create Duplicate
Request

Cancel
Trip/Reservations

Reschedule
Trip

Print

Request Status Trip: 15114

Pending Second Level Location Approval

Final Approval Date

Email Audit Log: [Refresh](#)

Page << First | < Previous | Page | Next > | Last >>

Subject:

Email Sent on:

Email Sent by:

Email Sent To:

Date

User

Action

Device

Browser

Date	User	Action	Device	Browser
10/5/21, 11:15:22 AM	tinapaul@spsk12.net	Save and Close Trip (Submit Page Determines Return)	Non-Mobile	Chrome
10/5/21, 11:15:14 AM	tinapaul@spsk12.net	Location Level Approved		
10/5/21, 10:29:38 AM	kristybrett@spsk12.net	Save and Close Trip (Submit Page Determines Return)	Non-Mobile	Safari



Version 4.6.585