

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 21562

School: Nansemond River High School

Grade/Subject/Club/Team: 9-12 FBLA

Date of Field Trip: June 30, 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

5-21-2024

Date

Approve

Disapprove

AGQ

Chief of Schools

5/28/24

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 **21562**

* Category **Travel With Students**

* Type of Trip **Field Trip**

* Field Trip Event
CTE

Trip Leave

* Date **6/30/24** **Sunday**

* Time **8:00 AM**

Trip Return

* Date **7/3/24** **Wednesday**

* Time **10:00 PM**

Trip Year/Week **2024-27**

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

Comments

* Your School/Dept ⓘ **240 Nansemond River High**
3301 Nansemond Parkway, Suffolk, VA 23435

* Main Destination ⓘ **Other (Type Below)**
Orlando, FL 32804, USA

Destination Not Listed **Conference Center, Orlando, FL, USA** * Destination Name **Orlando Conference Center**

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

Funding Source #1 **School Allotment - Nansemond River High** 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 **Melissa Kemp**

* 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 **Melissa Kemp**

* Emergency Contact Phone # **7573734650**

* Grade Level(s) Making Trip **10**
11

12

- * Description of group or person(s) making trip NRHS FBLA Students @National Convention
- * Educational Objective for Field Trip See attachment

Number of Individuals Making Trip

* Male Adults	0	* Female Adults	1	Total Adults	1
* Male Students	0	* Female Students	3	Total Students	3

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? No

Additional Information

- * School will be billed for Mileage No
- * School will be billed for Driver No
- * What is the cost to the Student? \$595.00
- * Description of the funding source you will be using : student paid
- * 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.

Students and chaperone will use airplane as mode of travel. Once at the conference a shuttle is provided by the event.

Vehicles Needed

- * Do you need vehicles? No

Person Submitting Request kristybrett@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 tinapaul@spsk12.net

Decision Date May 15, 2024, 9:16:09 AM

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 NRHS / FBLA Date 4/18/24
Grade/Subject/Club 10-12 / FBLA Teachers Kemp

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

Date of Field Trip 6/30/24 Time Departing School N/A Time Returning to School 7/3/24

Destination: Orlando, Florida Orlando Conference Center

School Bus N/A Number Needed N/A

SPECIAL NEEDS BUS

Equipment Needed: W/C N/A PCR Safety Vest

School Car N/A Number Needed _____

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

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

Number of Students 3 Number of Classes N/A

Overnight Trip? Yes _____ No

Total Cost to Student \$595.00 *Other Costs Incurred \$230

*Paid By Student

Names of Chaperones (Not including Teachers): _____

Teacher Only

Date Parental Permission Secured and Filed in Office 5/15/24

Trip Requested By: Melissa A Kemp FBLA Advisor

Trip Received By: IMP Paul Date: 4-23-24

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

Transportation Cost Estimator
Nansemond River High School
2023-2024

Use this tool to determine the approximate cost of transportation for your upcoming trip. While this tool will give you an estimate of your cost, it may not be correct, as your trip may take more or less time than expected due to unforeseen circumstances.

This tool must be submitted with all other field trip forms in order for your request to be considered, regardless of the source of funding.

Name of Group: NRHS FBLA Date of Trip: 6/30 - 7/3/24

Name of Sponsor(s): Melissa Kemp # of students: 3

Mileage

You MUST find the exact mileage for your trip. You cannot estimate the journey.

Trip Origin: _____

Trip Destination: _____

a) _____ mi from origin

Returning to: _____

b) _____ mi from destination

Round Trip Mileage (a+b) = _____ miles
x \$3.00 per mile

1) TOTAL MILEAGE ESTIMATION: _____

Time

Estimation (in hours) of time for your trip: _____ x \$18 per hour = _____

2) TOTAL HOURLY WAGE ESTIMATION: _____

Compute

Total from 1) _____ + total from 2) _____ = 3) Cost for one bus = _____

Number of Busses Needed:

Total from 3) _____ x number of busses required _____ = _____
Cost of Trip

Signature of Sponsor: _____ Date: _____

Known Funding Source? _____ No _____ Yes (Explain) _____

Admin/Activity Director Only:

- NRHS Fund _____
- SAO Fund _____
- Club/Org/Ath Fund _____
- Other: _____

_____ Approved
 _____ Denied

**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. Melissa A. Kemp
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 Melissa Kemp

Grade Level 10, 11, 12

Date of Trip 6/30 - 7/3/24

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

Objectives:	Correlated Standard of Learning:
Develop competent, aggressive business Leadership. Strengthen the confidence of students in themselves and their work.	English 10.6

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

Nansemond River HS Trip Permit

Future Business Leaders of America (FBLA) National Leadership Conference

_____ [Student Name] has my permission to participate in the **FBLA National Leadership Conference** to be held in **Orlando, FL** from **Saturday, June 29th** through **Tuesday, July 2nd, 2024**.

Time of Departure:

Approx. 5:16 am, Sun., June 30 (from Norfolk International Airport)

Approximate Time of Return:

Approx. 2:50 pm, Wednesday., July 3rd (to Norfolk International Airport)

For questions and/or concerns, please contact this trip's teacher(s)/sponsor(s), Ms. Kemp at 757-923-4101 during normal school hours.

At this level, the dress code is taken very seriously. Students must adhere to the FBLA dress code (<https://www.fbla.org/dresscode/>) which must be worn at all official conference events. Casual attire must also comply with the SPS & NRHS dress code. Students wearing inappropriate attire could be disqualified from competition.

Parent / Guardian Information

Parent / Guardian Name(s): _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Parent / Guardian Signature: _____ Date _____

I agree not to purchase, possess, or consume any alcoholic beverages or other drugs while on this field trip. I agree to abide by all school rules and regulations concerning student behavior. I realize that I am representing Nansemond River High School. I understand that if I do not abide by school rules and regulations, I will face consequences set by school officials.

Student Signature _____

Date _____

PARENT MEDICAL CONSENT AND INFORMATION FORM

I, _____, parent/guardian of _____, [Student Name]

_____, Nansemond River High School, do authorize in advance any necessary [Age]

medical treatment required by the student named above while he/she is attending the FBLA National Leadership Conference.

Student's DOB _____

Is student on medication? What? _____

Is student allergic to stings? _____

Other necessary medical information _____

Telephone numbers where you can be reached (please include area code):

Home _____ Work _____ Other _____

Parent/Guardian Address _____

If parent/guardian cannot be reached in case of an emergency, contact:

Name _____ Phone _____

Signed _____

Date _____

FBLA CODE OF CONDUCT

The conduct of FBLA members, advisers, and representatives should reflect positively on the organization and themselves, upholding the reputation of the organization. Listed below are rules of conduct for FBLA members, advisers, representatives, and attendees of events.

At all times, FBLA members, advisers, and representatives are expected to:

1. Behave in a courteous and respectful manner, avoiding language or actions that might bring discredit upon themselves, their school, other attendees, advisers, or FBLA, including speech and conduct that creates an intimidating, hostile, or offensive environment.
2. Promote FBLA as a positive experience and therefore act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Obey all local, state, and federal laws.

While participating in an FBLA event, attendees are expected to:

1. Abide by all FBLA rules. Members must keep their advisers informed of their activities and whereabouts. Accidents, injuries, and illnesses must be reported to the local adviser(s) or state leader(s) immediately.
2. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the conference's professional atmosphere, association with nonconference individuals, and activities that endanger self or others.
3. Comply with the rules of all event facilities. Remember that other guests have rights as well. Noise should be kept at a respectful volume. Individuals or chapters will be responsible for repairing or replacing any property or furniture that is damaged. Facilities have the right to ask guests to leave.
4. Stay in the hotel room to which they are assigned. FBLA members must have permission from their local adviser(s) or state leader(s) to be in hotel rooms to which they are not assigned.
5. Follow the FBLA Dress Code during all conference activities, including general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated.

6. Avoid smoking, use of vaping/e-cigarette devices, alcoholic beverages, cannabis, and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the attendee to criminal prosecution. This policy does not apply to medications legally prescribed for an individual attendee.

7. Not possess or use weapons of any kind at an FBLA-related event.

8. Local advisers and state leaders are responsible for the supervision of attendee conduct. They should refer to the Chaperone Policy for additional responsibilities.

Code of Conduct Violations

Should an attendee violate the Code of Conduct, the FBLA staff member on duty will meet with the attendee and/or state leader(s) and local adviser(s)/chaperone(s).

- Attendees who violate the Code of Conduct may be subject to disciplinary action, up to and including expulsion from the conference. Attendees who are expelled from the conference will not be eligible for a refund of any fees paid and will be sent home at their own expense.
- Attendees may be given a warning for behavior and their adviser(s)/chaperone(s) will be notified.
- Attendees may be remanded to the custody of their adviser(s)/chaperone(s) and banned from all conference activities and facilities. FBLA will require that the adviser(s)/chaperone(s) notify a student attendee's parents/guardians.
- If an attendee's behavior or actions violate the law, FBLA will notify local security and authorities immediately.

I agree to abide by the Code of Conduct.

_____	_____
FBLA Member/Delegate	Date
_____	_____
Parent/Guardian	Date

SAFETY TIPS

Attending meetings and conferences is a major part of our FBLA lives. A new city, a new hotel, new people to meet all add up to a stimulating environment away from the routine. Meetings are educational and rewarding, but they may cause us to let down our guard and become careless about the usual precautions we follow at home.

No city or town is exempt from crime today. In addition, tragic fires in major hotels have brought home another hazard to everyone who travels. We ask that you review these rules with your students and abide by the following Safety Tips.

AT HOME AND ON ROUTE

DO

- *CARRY* with you the name, address, and phone number of an individual to contact in case of accident.
- *BE SURE* to carry a card describing any medical difficulties such as diabetes or allergies to any drugs.
- *TAKE* as little cash as possible. Carry travelers' checks and credit/debit cards

DO NOT

- *DISPLAY* large amounts of cash when paying for taxis or tips.
- *LEAVE* luggage unattended. Keep it in full view at all times. If your hotel room is not ready when you check in, use the luggage check-in service at the Bell Captain's desk or in the luggage holding area.

CHECKING IN

DO

- *BE CAREFUL* what you say in the presence of strangers. Never reveal your room number or discuss plans for leaving the hotel when you can be overheard.
- *ASK* at the front desk or concierge desk about the neighborhood around the hotel so you know what streets to avoid.
- Use the in room safe for valuables and money

TO AND FROM YOUR ROOM

DO

- *CALL* the front desk before letting in anyone who says they are with maintenance or TV repair. Find out if they are legitimate before opening the door.
- *USE* your peephole to identify callers before letting anyone in.
- *USE* every locking device on your door – the night bolt, dead bolt, and safety
- *CHECK* carefully to know where fire exits are when you check in. Remember that smoke rises, so the red "exit" sign will probably be invisible if there is a fire.



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

Melissa A. Kemp
EMPLOYEE NAME

5404
EMPLOYEE ID NUMBER

NRHS
SCHOOL/LOCATION

2630
JOB CODE

MONTH AND DATE(S) OF ABSENCE: 6/30 - 7/3

NUMBER OF DAYS REQUESTED 4

SUBSTITUTE REQUIRED: YES NO

EXPLANATION OF ACTIVITY (NAME AND PLACE OF EVENT):

FBLA National Convention Orlando Conference Center, Florida

ESTIMATE OF EXPENSES:

DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Hotel (3 nights @ 190.13)	\$570.39	Flight Estimate	\$425.00
Registration	\$100.00	Meals @ \$30/day	\$120.00
		TOTAL	\$1215.39

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.

Melissa A Kemp
EMPLOYEE SIGNATURE

4/18/24
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

4-23-24
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.