

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 23365

School: Lakeland High School

Grade/Subject/Club/Team: V. Boys Basketball Team

Date of Field Trip: January 20, 2025

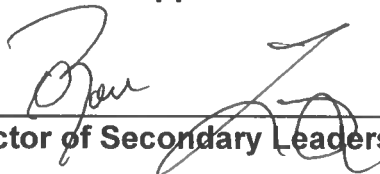
Destination: R.L. Vaughan Center, Elizabeth City, North Carolina

Purpose: Lakeland High School V. Boys Basketball Team will be participating in the R. L. Vaughan Border Clash High School Basketball Invitational at the R. L. Vaughan Center in Elizabeth City, North Carolina.

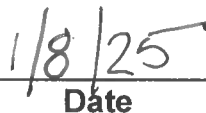
Objectives: Lakeland High School V. Boys Basketball Team will have the opportunity to participate in the R. L. Vaughan Border Clash High School Basketball Invitational at the R. L. Vaughan Center in Elizabeth City, North Carolina.

Approve

Disapprove



Director of Secondary Leadership



Date

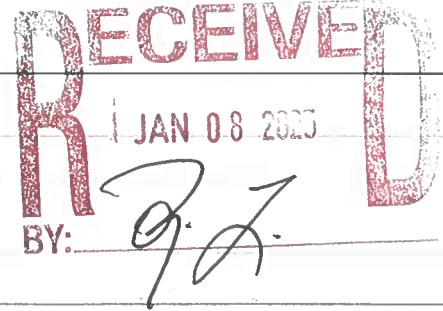
School Board Action:

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 **23365**

* 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 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"/> MS Cheer |
| <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 checked="" 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 **1/20/2025** Monday
 * Time **7:00 AM**

Trip Return

* Date **1/20/2025** Monday
 * Time **11:00 AM**

Trip Year/Week 2025-04

* 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.

9am game at Elizabeth City State University

* Your School/Dept ⓘ

300 Lakeland High
 214 Kenyon Rd, Suffolk, VA 23434

Main

* Destination Other (Type Below)

1704 Weeksville Rd, Elizabeth City, NC 27909, USA

Destination Not Listed

R. L. Vaughan Center, Weeksville Road, Elizabeth City, NC, USA

Destination Name

Add a Stop on the Way There

Add a Stop on the Return

* Approximate Nbr of Miles Round Trip

97.34

CALCULATE MILES

* Funding Source #1

Athletics

Budget Code

Est Trip Cost \$364.02

Est Bal \$255,000.00

Funding Source Desc

test of funding management

Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name

Stagg

* Teacher / Advisor / Staff Phone #

7578034576

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

Stagg

* Emergency Contact Phone #

7578034576

Number of Individuals Making Trip

* Male Adults 2

* Female Adults 0

Total Adults 2

* Male Students 13

* Female Students 0

Total Students 13

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 :

School athletic athletic transportation funds

* 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 1/20/2025

* Time 7:00 AM

Vehicle Return

* Date 1/20/2025

* Time 11:00 AM

Total Trip Hours 4.00

* Type of vehicles needed to reserve

Yellow Bus Yellow Bus

* 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

Vehicle Driver Information

Owner lakeyaboone@spsk12.net

Bid Id/Closing Date 25-01-19 01/16/2025

Reserve Vehicles

Location Used to Reserve Vehicles 300 Lakeland High
lakeyaboone@spsk12.net

Trip Location Zone Lakeland Trip Year/Week:

Bid Id 25-01-19 Trip Hours:

Total Number of Vehicles Needed: 1 Number w/ Lift:

Person Submitting Request michaelwhittington@spsk12.net

Date Submitted Jan 7, 2025, 2:22:36 PM

▶ [Trip Estimator \(click to open and enter additional information for estimating trip cost\)](#)

Level 01 Approval - Location Approval

Comment

Decision Approved

Name rickeyeley@spsk12.net

Decision Date Jan 8, 2025, 9:19:56 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
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Request Status Trip: 23365

Pending Second Level Location Approval


Final Approval Date

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

Date	User	Action
1/8/25, 9:20:04 AM	rickeyeley@spsk12.net	Save and Close Trip (Submit Page Determines Return)
1/8/25, 9:19:56 AM	rickeyeley@spsk12.net	Location Level Approved
1/7/25, 2:25:27 PM	michaelwhittington@spsk12.net	Save and Close Trip (Submit Page Determines Return)
1/7/25, 2:23:59 PM	michaelwhittington@spsk12.net	Is this trip overnight, out-of-state, or greater than 200 miles one way? Yes selected
1/7/25, 2:23:31 PM	michaelwhittington@spsk12.net	Trip Leave date/time changed to 01/20/2025 07:00:00 AM
1/7/25, 2:23:25 PM	michaelwhittington@spsk12.net	Trip Leave date/time changed to
1/7/25, 2:22:36 PM	michaelwhittington@spsk12.net	Duplicated from Trip Number 23342



AGES 5 AND UNDER FREE | TICKETS AVAILABLE AT WRVS899.COM | GENERAL ADMISSION: \$20.00

Presented By:  W18BB
WRVS899.COM


JAN. 20 9 AM

Robert L. Vaughan


BORDER CLASH

HIGH SCHOOL BASKETBALL INVITATIONAL

NC vs VA

SCAN FOR MORE INFORMATION 

ELIZABETH CITY STATE UNIVERSITY
R.L. VAUGHAN CENTER
34 ARENA DR. ELIZABETH CITY NC. 27909


@WRVS899

<https://mail.google.com/mail/u/0/?ik=506c55d7a2&view=pt&search=all&permthid=thread-a:r8318711655051734046&simpl=msg-a:r-98058373421642...>

1/8/25, 8:48 AM

Suffolk Public Schools Mail - Field Trip

Chaperone List

- Keith Stagg
- Travell Almond
- Larry Riddick



Michael Whittington, CAA

DIRECTOR OF STUDENT ACTIVITIES

Email michaelwhittington@spsk12.net

Office (757) 925-5790 ext 581627

Website www.lakelandcavaliersathletics.com

214 Kenyon Road Suffolk, VA 23434

#CavsRComing