

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 24251

School: Nansemond River High School

Grade/Subject/Club/Team: All City Band

Date of Field Trip: April 24, 2025 through April 26, 2025

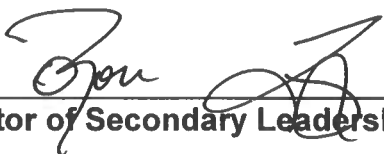
Destination: Richmond, Virginia

Purpose: Nansemond River High School All City Band students will participate in the All-VA Concert at the Greater Richmond Convention Center in Richmond, Virginia.

Objectives: Nansemond River High School All City Band students will have the opportunity to participate in the All-VA Concert at the Greater Richmond Convention Center in Richmond, Virginia.

☒ **Approve**

☐ **Disapprove**



Director of Secondary Leadership



Date

School Board Action:

☐ **Approve**

☐ **Disapprove**

Clerk of the Board

Date

Travel Request Form

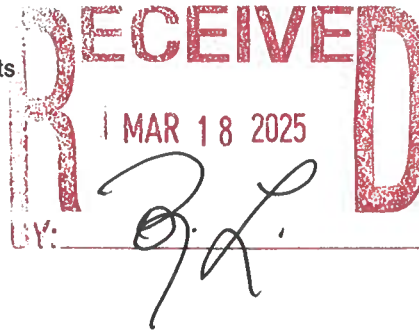
Please Note: Welcome to Suffolk City Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email kevinprivott@spsk12.net or call (757) 925-5573.

Trip Number **24251**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
ALL CITY BAND-Secondary



Trip Leave

* Date 4/24/25 Thursday

* Time 9:00 AM

Trip Return

* Date 4/26/25 Saturday

* Time 10:00 PM

Trip Year/Week 2025-17

* 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)
403 N 3rd St, Richmond, VA 23219, USA

Destination Not Listed 403 North 3rd Street, Richmond, VA, USA * Destination Name Greater Richmond Convention Center

* Approximate Nbr of Miles Round Trip 193.81

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 Edward Woodis
* Teacher / Advisor / Staff Phone # 757-582-0076
* Teacher / Advisor / Staff Email edwardwoodis@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 Edward Woodis
* Emergency Contact Phone # 757-582-0076

* Grade Level(s) Making Trip
9
10
11
12

* Description of group or person(s) making trip Students who were selected for the All-State Concert Bands.
* Educational Objective for Field Trip HAD.5

Number of Individuals Making Trip

* Male Adults 1 * Female Adults 1 Total Adults 2
* Male Students 1 * Female Students 1 Total Students 2

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 2 Teacher Edward Woodis
Students will be away from school during the lunch period.

Additional Information

* School will be billed for Mileage Yes
* School will be billed for Driver Yes
* What is the cost to the Student? \$0
* Description of the funding source you will be using : SAO
* Will a coach be driving the trip? Yes
* If yes, please enter the coaches name. If no, enter NA. Edward Woodis if a car is provided and/or available.
* Will you be using external transportation (ex. plane, walking)? No

Vehicles Needed

* Do you need vehicles? Yes

Check here to indicate trip is drop-off only Location

Check here to indicate trip is pickup only Location

Vehicle Pickup

* Date 4/24/25
* Time 9:00 AM

Vehicle Return

* Date 4/26/25
* Time 10:00 PM

Total Trip Hours 61.00

* Type of vehicles needed to reserve Car 

* How many vehicles do you need? 1

Vehicle Guidelines: Elementary 64 and 77 passengers. Secondary 44 to 48

* Need Lift? No

Nbr Wheelchair Slots 0 Nbr Safety Vests 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning
Needs

Vehicle Driver Information

Owner taylorbracy@spsk12.net

Bid Id/Closing Date 25-04-20 04/17/2025

Person Submitting Request christinaruffin@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

Mar 17, 2025, 3:11:13 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 NRHS Date 3/11/25
Grade/Subject/Club Band 9-12 Concert Teachers Mr. Woodis

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

Date of Field Trip 4/24/25 Time Departing School 9:00 Time Returning to School 4/26/25 10:00am
Destination: Richmond Convention Center Richmond, VA

School Bus _____ Number Needed _____

SPECIAL NEEDS BUS

Equipment Needed: W/C ☐ _____ PCR ☐ _____ Safety Vest ☐ _____

School Car X Number Needed 1

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

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

Number of Students 2 Number of Classes 1

Overnight Trip? X Yes _____ No _____

Total Cost to Student 0 *Other Costs Incurred _____

*Paid By _____

Names of Chaperones (Not including Teachers) Sonya Raynor

Date Parental Permission Secured and Filed in Office April 23, 2025

Trip Requested By: Mr. Woodis

Trip Received By: Mr. Paul Date: 3-17-25

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



SUFFOLK PUBLIC SCHOOLS
Field Trip Instructional Objectives

School NRHS
Person completing the form Christina Ruffin
Grade Level 9-12
Date of Trip April 24-26, 2025

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

Objectives:	Correlated Standard of Learning:
students are participating in The All-State Concert	HA.5

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

**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. Edward Woodis
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SPECIAL EDUCATION TEACHERS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

****PARENTS**

1. Sonya Rayso
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

TEACHER ASSISTANTS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____