

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

Field Trip #: 24503

School: Lakeland High School

Grade/Subject/Club/Team: Outdoor Track Team

Date of Field Trip: June 6, 2025 through June 7, 2025

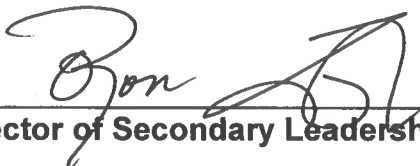
Destination: Liberty University, Lynchburg, Virginia

Purpose: Lakeland High School Outdoor Track Team will be participating in the VHSL Outdoor Track State Championships at Liberty University in Lynchburg, Virginia.

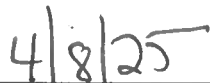
Objectives: Lakeland High School Outdoor Track Team will have the opportunity to participate in the VHSL Outdoor Track State Championships at Liberty University in Lynchburg, Virginia.

☒ **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

RECEIVED
APR 07 2025
BY: [Signature]

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

24503

* 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 checked="" 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

6/6/2025

Friday

* Time

6:00 AM

Trip Return

* Date

6/7/2025

Saturday

* Time

11:00 PM

Trip Year/Week 2025-23

* 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.

2025 State Outdoor Track Meet @ Liberty University

* Your School/Dept ⓘ

300 Lakeland High

214 Kenyon Rd, Suffolk, VA 23434

* Main Destination ⓘ

Other (Type Below)

ⓘ

1971 University Blvd, Lynchburg, VA 24515, USA

Destination Not Listed

Liberty University, University Boulevard, Lynchburg, VA, USA

Destination Name

Lynchburg, VA

Add a Stop on the Way There

Add a Stop on the Return

* Approximate Nbr of Miles
Round Trip

344.89

CALCULATE MILES

* Funding Source #1

Athletics

Budget Code

Est Trip Cost \$1,772.67

Est Bal \$255,000.00

Funding Source Desc

test of funding management

Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name

Washington

* Teacher / Advisor / Staff Phone #

7577543479

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

Washington

* Emergency Contact Phone #

7577543479

Number of Individuals Making Trip

* Male Adults 2

* Female Adults 1

Total Adults 3

* Male Students 16

* Female Students 16

Total Students 32

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 athletics - athletic transportation funds

* Will a coach be driving the trip?

☐ Yes ☒ No

* If yes, please enter the coaches name. If no, enter NA.

Brian Rountree
William Washington

* 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 6/6/2025

* Time 6:00 AM

Vehicle Return

* Date 6/7/2025

* Time 11:00 PM

Total Trip Hours 41.00

* 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

25-06-01 05/29/2025

Reserve Vehicles

Location Used to Reserve Vehicles

300 Lakeland High
lakeyaboone@spsk12.net

Trip Location Zone

Lakeland

Trip Year/Week:

Bid Id

25-06-01

Trip Hours:

Total Number of Vehicles Needed:

1

Number w/ Lift:

Person Submitting Request

michaelwhittington@spsk12.net

Date Submitted

Apr 2, 2025, 3:36:13 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

Apr 7, 2025, 12:01:40 PM

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



Choose File No file chosen

Add

File Type

Size

File Name

Created On

image/x-png

106 KB

State Outdoor Track Dates.png

4/2/25, 3:40 PM

Cancel



Print

Download

Generate Summary Report

Generate History Report

Close

Request Status Trip: 24503

Pending Second Level Location Approval

Final Approval Date

Email Audit Log: [Refresh](#)

Page << First | < Previous |

Subject:	Email Sent on:	Email Sent by:	Email Sent To:
Date	User	Action	
4/7/25, 12:01:50 PM	rickeyeley@spsk12.net	Save and Close Trip (Submit Page Determines Return)	
4/7/25, 12:01:40 PM	rickeyeley@spsk12.net	Location Level Approved	
4/2/25, 3:40:34 PM	michaelwhittington@spsk12.net	Save and Close Trip (Submit Page Determines Return)	
4/2/25, 3:36:54 PM	michaelwhittington@spsk12.net	Trip Leave date/time changed to 06/06/2025 06:00:00 AM	
4/2/25, 3:36:44 PM	michaelwhittington@spsk12.net	Trip Leave date/time changed to	
4/2/25, 3:36:13 PM	michaelwhittington@spsk12.net	Duplicated from Trip Number 23453	



Version 4.6.135

VHSL Outdoor Track State Championships

CLASS 1/2 | June 6-7, 2025, at James Madison University |

Harrisonburg

CLASS 3/4 | June 6-7, 2025, at Liberty University | Lynchburg

CLASS 5/6 | June 6-7, 2025, at Todd Stadium | Newport News

Info for Tournament Teams

(click on the links below)

Class 1 & 2 Meet Schedule

Class 3 & 4 Meet Schedule

Class 5 & 6 Meet Schedule

Class 1 & 2 Facility Map

Class 3 & 4 Facility Map

Class 1 & 2 Hotels in Harrisonburg (5/21/25 deadline to receive discount rate)

Class 3 & 4 Hotels

Class 5 & 6 Hotels

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 / COACHES

1. Brian Rountree
2. William Washington
3. Shirley Keys Brown
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

****PARENTS**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

SPECIAL EDUCATION TEACHERS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

TEACHER ASSISTANTS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.