

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 22271

School: Colonel Fred Cherry Middle School

Grade/Subject/Club/Team: 6-8 FBLA

Date of Field Trip: June 28, 2025 – July 3, 2025

Destination: Anaheim Convention Center - Anaheim, California

Purpose: FBLA 2025 National Leadership Conference

Objectives: Students will be demonstrating leadership skills through participation in student organization activities.

Approve

Disapprove

Audre Skinner

Director of CTE

9/21/2024

Date

Approve

Disapprove

ALD

Chief of Schools

9/21/24

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 **22271**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date 6/28/25 Saturday

* Time 6:00 AM

Trip Return

* Date 7/3/25 Thursday

* Time 10:00 PM

Trip Year/Week 2025-26

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

Comments FBLA Nationals

* Your School/Dept ⓘ 397 Colonel Fred Cherry Middle
7401 Burbage Drive, Suffolk, VA 23435

* Main Destination ⓘ Other (Type Below)
800 W Katella Ave, Anaheim, CA 92802, USA

Destination Not Listed	800 West Katella Avenue, Anaheim, CA, USA	* Destination Name	Anaheim Convention Center
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* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

Funding Source #1	Select	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: Jocelynn Daniels
- * Teacher / Advisor / Staff Phone #: 7579234249
- Teacher / Advisor / Staff Email: jocelynndaniels@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: Jocelynn Daniels
- * Emergency Contact Phone #: 7579234249

- * Grade Level(s) Making Trip: 7, 8
- * Description of group or person(s) making trip: FBLA National Leadership Qualifiers - Estimated amount of qualifiers
- * Educational Objective for Field Trip: To demonstrate skills learned in each group

Number of Individuals Making Trip

* Male Adults	3	* Female Adults	4	Total Adults	7
* Male Students	6	* Female Students	6	Total Students	12

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?: To be determined through fundraising efforts
- * Description of the funding source you will be using: FBLA
- * 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.

Planes

Vehicles Needed

- * Do you need vehicles? No

Person Submitting Request: aprilcedwards@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

janetwright-davis@spsk12.net

Decision Date

Sep 17, 2024, 8:19:31 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

Submit 9/11/04
@ 12:35 p.m.

Field Trip Packet

- Completed Application
- Completed Professional Leave Form
- Chaperone List (With a general idea of how many you're taking)

* You must have at least 1 Chaperone for every 15 Students!*

- Paperwork stating what SOL your field trip coordinates with and/or intended purpose of the trip
- Copy of intended Permission Form

When is the trip:

June 28 - July 3

Teacher with whom all communication will be assigned:

Jocelyn Daniels, FBLA Advisor

Estimated number of students:

Total: 12 (estimate as of 9/11)

Male: 6

Female: 6

**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. Penita Ruffin
2. Derek Wright
3. Jocelyn Daniels
4. Melvin Tynes
5. Russell Casten
6. _____
7. _____
8. _____
9. _____
10. _____

****PARENTS**

1. D. Helm (Matthew Jackson mom)
2. Ashley Newcome
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

BF-6-15

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 CFEMS Date Sept 11, 2004
Grade/Subject/Club 6th FBLA Teachers Danielis, Rutkin, Wright

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

Date of Field Trip 10/29/09 Time Departing School _____:_____: Time Returning to School _____:_____

Destination: _____

School Bus _____ Number Needed _____

SPECIAL NEEDS BUS

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

School Car _____ Number Needed _____

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

Number of Students _____ Number of Classes _____

Overnight Trip? _____ Yes _____ No

Total Cost to Student _____ *Other Costs Incurred _____

*Paid By _____

Names of Chaperones (Not including Teachers) _____

Date Parental Permission Secured and Filed in Office _____

Trip Requested By: _____

Trip Received By: _____ Date: _____

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

WHITE-Athletic Director YELLOW-Business Office



MIDDLE SCHOOL & HIGH SCHOOL

2025 NATIONAL LEADERSHIP CONFERENCE

June 29-July 2

Plan ahead for FBLA's biggest event of the year!

ANAHEIM CONVENTION CENTER

800 W Katella Ave, Anaheim, CA 92802



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Registration Fee

- Members: \$195
- Advisers, Chaperones & Guests: \$125

Registration Timeline

Registration opening dates & deadlines are state specific – please look out for communication from your state.

