

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

Field Trip #: 19082

School: King's Fork High School

Grade/Subject/Club/Team: Marching Band

Date of Field Trip: October 21, 2023

Destination: Eastern Sr. High School, Washington, D.C.

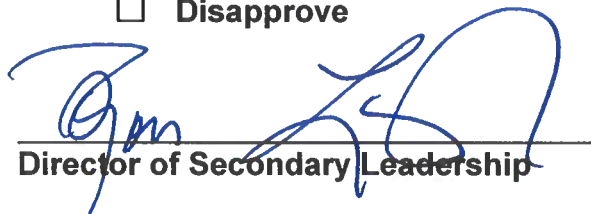
Purpose: King's Fork High School Marching Band will participate in the Marching Band competition at Eastern High School in Washington, D.C.

Objectives: King's Fork High School Marching Band will have the opportunity to participate in the Marching Band competition at Eastern High School in Washington, D.C.

- Students will analyze, interpret and evaluate music.
- Students will explore historical and cultural influences of music.

Approve

Disapprove



Director of Secondary Leadership

8/10/23

Date

School Board Action:

Approve

Disapprove

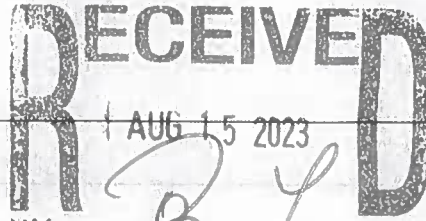
Clerk of the Board

Date



Main Trip Approval **Benefits** Reports

Suffolk City Public Schools Travel Tracker



BY: _____

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

19082

Category

Staff Only Travel Travel With Students

Type of Trip

Athletic

Athletic Event (you may check more than one)

- Band
- Boys Soccer
- Boys Tennis
- Boys Volleyball
- Cross Country
- Debate
- Forensics
- Girls JV Volleyball
- Girls Soccer
- Girls Tennis
- Girls Volleyball
- Golf
- HS ACTIVITY BUS
- Indoor Track
- INTRAMURAL BASKETBALL
- INTRAMURAL FIELD HOCKEY
- INTRAMURAL FOOTBALL
- Intramural Outdoor Track
- INTRAMURAL SOCCER
- INTRAMURAL VOLLEYBALL
- JV Baseball
- JV Boys Basketball
- JV Boys Soccer
- JV Cheerleading
- JV Field Hockey
- JV Football
- JV Girls Basketball
- JV Girls Soccer
- JV Softball
- JV Wrestling
- MS ACTIVITY BUS
- One Act Play
- Outdoor Track
- Scholastic Bowl
- SHUTTLE BUS
- Swimming
- V Baseball
- V Boys Basketball
- V Cheerleading
- V Field Hockey
- V Football
- V Girls Basketball
- V Softball
- V Wrestling

Trip Leave

Date: 10/21/2023 Saturday
Time: 9:00 AM

Trip Return

Date: 10/21/2023 Saturday
Time: 7:00 PM

Trip Year/Week 2023-42

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.

Your School/Dept

395 King's Fork High
351 King's Fork Rd, Suffolk, VA 23434

Main Destination Other (Type Below)

1700 East Capitol St NE, Washington, DC 20002, USA

Destination Not Listed Eastern Senior High School, East Capitol Street Northeast, Washi

Destination Name Eastern Senior High School, Washing

Add a Stop on the Way There

Add a Stop on the Return

* Approximate Nbr. of Miles Round Trip

387.86

CALCULATE MILES

* Funding Source #1

Athletics

Budget Code

Est Trip Cost \$4,030.74

Est Bal \$255,000.00

Funding Source Desc

test of funding management

Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name

Bernard Bradley

* Teacher / Advisor / Staff Phone #

804-301-6613

Teacher / Advisor / Staff Email

bernardbradley@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

Bernard Bradley

* Emergency Contact Phone #

804-301-6613

Number of Individuals Making Trip

* Male Adults 6

* Female Adults 2

Total Adults 8

* Male Students 55

* Female Students 55

Total Students 110

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 :

0

* 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 10/21/2023

* Time 9:00 AM

Vehicle Return

* Date 10/21/2023

* Time 7:00 PM

Total Trip Hours 10.00

* Type of vehicles needed to reserve

Yellow Bus v Yellow Bus (i)

* How many vehicles do you need?

3

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

[Empty text box]

Vehicle Driver Information

[Empty text box]

Owner

shanellwilliams@spsk12.net

Bid Id/Closing Date

Reserve Vehicles

Location Used to Reserve Vehicles

395 King's Fork High
shanellwilliams@spsk12.net

Trip Location Zone

Kings Fork

Trip Year/Week:

Bid Id

Trip Hours:

Total Number of Vehicles Needed:

3

Number w/ Lift:

Person Submitting Request

brianneashley@spsk12.net

Date Submitted

Aug 8, 2023, 4:11:24 PM

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

Level 01 Approval - Location Approval

Comment

Decision

Approved

Name

derrickbryant@spsk12.net

Decision Date

Aug 15, 2023, 3:30:24 PM

Level 02 Approval - Second Level Location Approval

Comment

[Empty text box]

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

File Type

Size

File Name

Created On

application/pdf

99 KB

img-808152601-0001.pdf

8/8/23, 4:12 PM



Request Status Trip: 19082

Pending Second Level Location Approval

Final Approval Date

Email Audit Log:

Subject:

Email Sent on:

Email Sent by:

Email Sent To:

Date
8/15/23, 3:30:24 PM
8/8/23, 4:12:34 PM

User
derrickbryant@spsk12.net
brianeashley@spsk12.net

Action
Location Level Approved
Save and Close Trip (Submit Page Determines Return)

1



Version 4.6.96



SUFFOLK PUBLIC SCHOOLS
Field Trip Instructional Objectives

School Kings Fork HS

Person completing the form Bernard Bradley

Grade Level 8-12

Date of Trip 10/21/23

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

<i>Objectives:</i>	<i>Correlated Standard of Learning:</i>
The student will analyze, interpret, and evaluate music	III. 3
The student will explore historical and cultural influences of music	IIIAD. 6

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. Bernard Bradley
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

****PARENTS**

1. Devonte Arrington
2. Desean Bartholomeo
3. Dorian Bartholomeo
4. Isaiah Green
5. Anthony Cook-Moore
6. Chanel Woods
7. Deanna Rawls
8. _____
9. _____
10. _____

SPECIAL EDUCATION TEACHERS

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

TEACHER ASSISTANTS

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



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 Kings Fork HS Band Date 8/1/23
Grade/Subject/Club Marching Band Teachers Bradley

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

Date of Field Trip 10/21/23 Time Departing School 9:00^{am} Time Returning to School 7:00^{pm}

Destination: Eastern Sr. High School, Washington D.C.

School Bus Number Needed 3

SPECIAL NEEDS BUS

Equipment Needed: W/C PCR Safety Vest

School Car _____ Number Needed _____

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

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

Number of Students 110 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 10/20/23

Trip Requested By: Bernard Bradley

Trip Received By: [Signature] Date: 8/5/23

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