

# SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

**Field Trip #:** 19090

**School:** Nansemond River High School

**Grade/Subject/Club/Team:** Marching Band

**Date of Field Trip:** October 21, 2023

**Destination:** Delaware State University, Dover, Delaware

**Purpose:** Nansemond River High School Marching Band will participate in the Delaware State University Homecoming parade at Delaware State University in Dover, Delaware.

**Objectives:** Nansemond River High School Marching Band will be able to perform in the Delaware State University Homecoming parade and day events at Delaware State University in Dover, Delaware.

**Approve**

**Disapprove**

  
\_\_\_\_\_  
**Director of Secondary Leadership**

8/22/23  
\_\_\_\_\_  
**Date**

**School Board Action:**

**Approve**

**Disapprove**

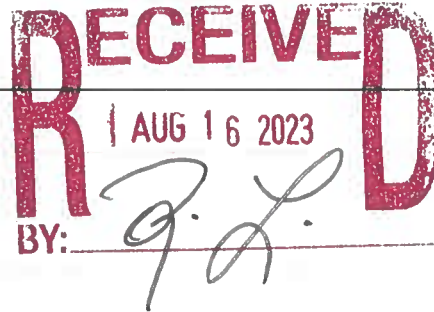
\_\_\_\_\_  
**Clerk of the Board**

\_\_\_\_\_  
**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 **19090**

\* 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 **3:00 AM**

#### Trip Return

\* Date **10/21/2023** Saturday  
\* Time **11:59 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.

**Delaware State University Homecoming Parade**

\* Your School/Dept **240 Nansemond River High**

**240 Nansemond River High**

**3301 Nansemond Parkway, Suffolk, VA 23435**

Main Destination **Other (Type Below)**

**1200 N Dupont Hwy, Dover, DE 19901, USA**

Destination Not Listed **Delaware State University, North Dupont Highway, Dover, DE, US**

Destination Name **DSU**

Add a Stop on the Way There

Add a Stop on the Return

\* Approximate Nbr of Miles Round Trip

426.25

CALCULATE MILES

\* Funding Source #1

Athletics

Budget Code

Est Trip Cost \$0.00

Est Bal \$255,000.00

Funding Source Desc

test of funding managment

Budget Code Desc

Funding Approver

\* Teacher / Advisor / Staff Name

Ed Woodis

\* Teacher / Advisor / Staff Phone #

7573734650

Teacher / Advisor / Staff Email

kristybrett@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

Ed Woodis

\* Emergency Contact Phone #

7573734650

### Number of Individuals Making Trip

\* Male Adults 4

\* Female Adults 6

Total Adults 10

\* Male Students 50

\* Female Students 50

Total Students 100

### 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 :

band account

\* 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, transportation company if applicable.

Charter bus service from Lassiters Bus Service

### Vehicles Needed

\* Do you need vehicles?  Yes  No

Person Submitting Request

kristybrett@spsk12.net

Date Submitted

Aug 15, 2023, 4:15:00 PM

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

### Level 01 Approval - Location Approval

Comment

Decision

Approved

Name

tinapaul@spsk12.net

Decision Date

Aug 15, 2023, 4:36:25 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

No file chosen

File Type                      Size                      File Name                      Created On

Request Status Trip: 19090

Pending Second Level Location Approval

Final Approval Date

Email Audit Log:

Page << First | < Previous |

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

Date	User	Action	
8/15/23, 4:36:31 PM	tinapaul@spsk12.net	Save and Close Trip (Submit Page Determines Return)	N
8/15/23, 4:36:25 PM	tinapaul@spsk12.net	Location Level Approved	
8/15/23, 4:15:15 PM	kristybrett@spsk12.net	Save and Close Trip (Submit Page Determines Return)	N





### 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 Nansemond River HS Band Date 7/20/23  
Grade/Subject/Club 8-12 / Band / marching Teachers E. Woodis

#### 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 3:am Time Returning to School 12:59pm

Destination: Dover, Delaware, Delaware State University

School Bus \_\_\_\_\_ Number Needed \_\_\_\_\_

#### SPECIAL NEEDS BUS

Equipment Needed: W/C  PCR  Safety Vest

School Car \_\_\_\_\_ Number Needed \_\_\_\_\_

Non-School Board Transportation	
Type:	<u>Couch Bus</u>
Furnished By:	<u>hassiter bus</u>

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

Number of Students 100 Number of Classes 1

Overnight Trip? Yes  No

Total Cost to Student 0 \*Other Costs Incurred \_\_\_\_\_

\*Paid By \_\_\_\_\_

Names of Chaperones (Not including Teachers) JoAnn Kittrell, Shannon Kahne  
Jennifer Podrebnay, Katie Super-drek, Isaiah Hudson,

Date Parental Permission Secured and Filed in Office October 20, 2023

Trip Requested By: E. Woodis

Trip Received By: Paul Date: 8-7-23

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

## **Nansemond River High School Bands**

3301 Nansemond Parkway Suffolk, Virginia 23434 Phone (757) 923-4101 Fax 538-5430  
Edward J. Woodis, Director of Bands

### **Field Trip Objective**

Date: Jul 20, 2023  
Destination: Delaware State University Homecoming parade and game  
Teacher: Edward J. Woodis  
Date of Trip: Oct 21, 2023  
Depart: 3 am  
Return: Oct 21, 2023

Objective: Students in the NRH Marching Band will be able to perform in the Delaware State University Homecoming parade, and day events.  
MIAD.6-8 ( History, Culture, and Citizenship.

**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. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**SPECIAL EDUCATION TEACHERS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**\*\*PARENTS**

1. Jo Ann Kittrell
2. Sharon Kahre
3. Jennifer Podarhany
4. Katie Super dock
5. Isaiah Hudson
6. Sherry Allen
7. Armon McIntyre
8. Billy White
9. \_\_\_\_\_
10. \_\_\_\_\_

**TEACHER ASSISTANTS**

1. Phylcia Nixon
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_