

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 23438

School: Nansemond River High School

Grade/Subject/Club/Team: Teacher Cadet Students

Date of Field Trip: February 28, 2025 through March 1, 2025

Destination: Dumfries, Virginia

Purpose: Nansemond River High School Teacher Cadet Students will participate in an Educational Leadership Forum in Dumfries, Virginia.


Objectives: Nansemond River High Teacher Cadet Students will have the opportunity to participate in an Educational Leadership Forum at the Potomac Shores Middle School in Dumfries, Virginia.

Approve

Disapprove



Director of Secondary Leadership



Date

School Board Action:

Approve

Disapprove

Clerk of the Board

Date

Travel Request Form

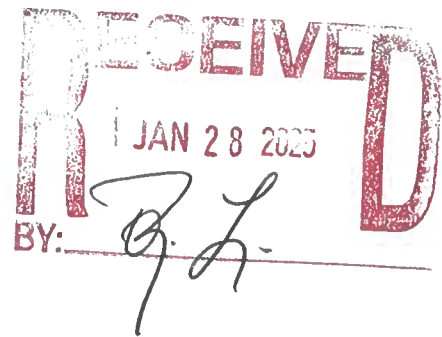
Please Note: Welcome to Suffolk City Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please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

Trip Number **23438**

* Category **Travel With Students**

* Type of Trip **Field Trip**

* Field Trip Event **OTHER**



Trip Leave

Trip Return

* Date **2/28/25** **Friday**

* Time **8:45 AM**

* Date **3/1/25** **Saturday**

* Time **11:45 PM**

Trip Year/Week 2025-09

* 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)**
17851 Woods View Dr, Dumfries, VA 22026, USA

Destination Not Listed **17851 Woods View Drive, Dumfries, VA, USA** * Destination Name **Potomac Shores Middle School**

* Approximate Nbr of Miles Round Trip **336.00**

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 Amy Blyth
 * Teacher / Advisor / Staff Phone # 7579234101
 Teacher / Advisor / Staff Email amyblyth@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 Amy Blyth
 * Emergency Contact Phone # 7579234101

* Grade Level(s) Making Trip 11
 12

* Description of group or person(s) making trip Teacher Cadet Students

* Educational Objective for Field Trip Students will be able to participate in an educational leadership forum. Students will compete in educational competition to include lesson planning, delivery, public service announcements/teacher recruitment, ethical dilemma. Participate/visit the Hall of College.

Number of Individuals Making Trip

* Male Adults 0	* Female Adults 2	Total Adults 2
* Male Students 0	* Female Students 7	Total Students 7

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 7 Teacher Amy Blyth
 Students will be away from school during the lunch period.

Additional Information

* School will be billed for Mileage No
 * School will be billed for Driver No
 * What is the cost to the Student? \$50.00
 * Description of the funding source you will be using Fundraising
 * Will a coach be driving the trip? No
 * If yes, please enter the coaches name. If no, enter 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.

AM Track Train

Vehicles Needed

* Do you need vehicles? No

Person Submitting Request tinapaul@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 Jan 15, 2025, 4:54:36 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 - Teacher Cadet Date 1-13-25
Grade/Subject/Club 11th/12th Teachers Amy Blyth

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

Date of Field Trip 2 28 25 3 11 25 Time Departing School 8:45 am Time Returning to School 11:59 pm

Destination: Dumfries VA / Potomac Shores Middle School 17851 Woods View Dr.
Dumfries VA 22026

School Bus _____ Number Needed _____

SPECIAL NEEDS BUS

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

School Car _____ Number Needed _____

Non-School Board Transportation Type: <u>Amtrak Train</u>
Furnished By: <u>Amtrak NE Regional</u>

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

Number of Students 7 Number of Classes 1

Overnight Trip? Yes _____ No _____

Total Cost to Student \$50.⁰⁰ *Other Costs Incurred lodging, registration

*Paid By NRHS

Names of Chaperones (Not including Teachers) _____

Date Parental Permission Secured and Filed in Office Feb. 18, 2025

Trip Requested By: Amy Blyth

Trip Received By: Mr Paul Date: 1-15-25

(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 Amy Blyth

Grade Level 11th/12th

Date of Trip Feb. 28 2025 - March 1 2025

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

Objectives:	Correlated Standard of Learning:
- Students will be able to participate in an educational leadership forum	
- Students will compete in educational competitions to include lesson planning, delivery; public service announcements/teacher recruitment, ethical dilemmas;	
- participate/visit the Hall of Colleges	

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. Amy Blyth
2. Jenna Silvia
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

****PARENTS**

1. _____
2. _____
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. _____



VIRGINIA

www.educatorsrisingva.org

STATE LEADERSHIP CONFERENCE (SLC) and COMPETITIVE EVENTS

Potomac Shores Middle School
Dumfries, VA
March 1, 2025

MEMBERSHIP, REGISTRATION, AND CANCELLATION POLICIES

MEMBERSHIP

Each student attending the Educators Rising Virginia SLC as either a competitor or non-competitor must be an ACTIVE-LEVEL, *paid* member of Educators Rising (\$15 dues) by **February 1, 2025, at 5 p.m.** This is a requirement to compete at the SLC and/or Nationals in June.

REGISTRATION

Please be sure that all the people you are registering for the Educators Rising SLC will attend. Refunds will NOT be issued once you have registered. Educators Rising Virginia incurs financial obligations in advance of the SLC, including but not limited to, conference space, custodial support for the event, competition supplies, awards, and food for attendees. Educators Rising Virginia does not receive any CTSO funds from state-level membership dues and is required to cover SLC expenses through SLC registration fees.

Registration Fee

- All attending the Educators Rising Virginia SLC must pay a \$25 registration fee.
- Schools are provided **one** complimentary registration for the Teacher Leader of record.
- Schools are provided **three** complimentary registrations for students registered to compete.
- All fees must be received by Prince William County Public Schools no later than Friday, February 21, 2025.
- Students will not be scheduled to compete if funds have not been received by Prince William County Public Schools.

Changes

- Changes (substitutions and/or additions only) to your registration are permitted through 5 p.m. on February 14, 2025.
- Chapters are financially responsible for all persons registered on the final day of registration, regardless of whether they attend SLC or not.
- No invoice adjustments will be made after the final registration due date, February 14, 2025, at 5 p.m.

Payment

- Preferred payment is by credit/debit card. If paying in this way, you will receive a link to make payment on your invoice.
- If paying by check, payment must be received by Friday, February 21, 2025, to attend the Educators Rising Virginia SLC.
- In the event your chapter's payment has not been received five (5) days prior to the deadline, you will be notified via email.
- If your Chapter's invoice is not paid in full by the deadline, registrants will be ineligible to attend the Educators Rising Virginia SLC. This does not, however, exempt payment. Chapters are financially responsible for all persons registered, regardless of whether they attend the conference or not.
- If checks for conference fees are sent by individuals, rather than a school check, the Educators Rising Virginia chapter will be responsible for payment if the check does not clear the bank and must pay any additional bank fees charged to process the returned check.
- It is the Chapter's responsibility to see that an invoice is paid on time even if a school division is paying for its registrants.
- If you anticipate a delay in payment, please contact Kelli Stenhouse at stenhokt@pwcs.edu.

Checks should be made payable to:

Prince William County Public Schools. Please use school name for the memo line.

Checks should be mailed to:

PWCS Kelly Leadership Center
Human Resources Department
Suite 1200
14715 Bristow Road
Manassas, VA 20112
ATTN: Cheri Bradford

CANCELLATION OR POSTPONEMENT

If the SLC is postponed or cancelled, no refunds will be issued. Chapters will receive a credit for a portion of the registration after all obligations are paid (no less than \$10 and no greater than \$20 per registrant). Please be sure that all of the people you are registering for the Educators Rising Virginia SLC will attend. Refunds will NOT be issued once you have registered.

EDUCATORS RISING VIRGINIA

2025 STATE LEADERSHIP CONFERENCE & COMPETITIVE EVENTS

**Potomac Shores Middle School
17851 Woods View Dr.
Dumfries, VA 22026**

**March 1, 2025
7:00 a.m. to 4:00 p.m.**

Schedule at a Glance

Time	Event	Location
7:00 a.m. – 7:30 a.m.	Event Set-up	School Building
7:30 a.m. – 7:45 a.m.	Event Volunteer Meeting	Library Media Center
8:00 a.m. – 8:45 a.m.	Evaluators, Exhibitors, Presenters Registration Exhibitor Set-up	Library Media Center
8:00 a.m. – 8:45 a.m.	Competitor Registration	Area Outside Student Dining
8:30 a.m. – 12:15 p.m.	Hall of Colleges	Hallway
9:10 a.m. – 12:10 p.m.	Competitive Events	Classrooms
9:10 a.m. – 10:10 a.m.	Session I Parents & Non Competitors	Library Media Center
10:20 a.m. – 11:20 a.m.	Session IIA Competitors & Non Competitors	Auditorium
10:20 a.m. – 11:20 a.m.	Session IIB Competitors & Non Competitors	Gymnasium
10:20 a.m. – 11:20 a.m.	Session II Parents & Non Competitors	Library Media Center
11:25 a.m. – 12:15 p.m.	Student Lunch	Student Dining
11:45 a.m. – 12:45 p.m.	Lunch for Evaluators, Exhibitors, Presenters	Library Media Center
12:20 p.m. – 1:05 p.m.	Keynote Speaker	Auditorium
1:10 p.m. – 2:10 p.m.	Session III Workshops	Classrooms
2:15 p.m. – 2:30 p.m.	Group Picture	Gymnasium
2:45 p.m. – 3:30 p.m.	Presentation of Awards Ceremony	Auditorium



2025 Educators Rising Virginia
State Leadership Conference Registration Form
Potomac Shores Middle School
March 1, 2025

Registration forms are due to educatorsrisingva@gmail.com by February 1, 2025.
 All artifacts must be uploaded to educatorsrisingva@gmail.com by February 6, 2025.
 Payments are due to Prince William County Public Schools by February 21, 2025.

Educators Rising Teacher Leader:	
School Division:	
School Name:	
School Mailing Address:	
School Phone Number:	
Teacher Leader Cell Phone:	
Teacher Leader E-mail Address:	

Registration Fees - \$25 per attendee	
<i>The Teacher Leader of record for the chapter is provided with complimentary registration.</i>	
Total Number of adults attending including Teacher Leader _____	
Number of adults attending (less one Teacher Leader) = _____ x \$25 = \$ Click or tap here to enter text.	
Total Number of Students Attending including free students _____	
Number of students attending (less three free participants) = _____ x \$25 = \$ Click or tap here to enter text.	
Total Amount Due = \$ Click or tap here to enter text.	

Registration Checklist:

- Fill in Teacher Leader contact information above and complete the chapter registration form on the next page.
- Email registration forms to educatorsrisingva@gmail.com
- After registration forms are received, you will receive an invoice and directions for submitting payment.
- Make payment to PWCS using the information provided on the invoice.
- Credit cards are preferred. Checks will be accepted.