

# SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

**Field Trip #:** 19175

**School:** John Yeates Middle School

**Grade/Subject/Club/Team:** 8<sup>th</sup> Grade TSA

**Date of Field Trip:** November 17-19, 2023

**Destination:** Hartfield, Virginia

**Purpose:** TSA Fall Leadership Academy

**Objectives:** Students will be demonstrating workplace readiness skills by exploring, designing, and evaluating technological systems.

Approve

Disapprove

Audie Skinner  
Director of CTE

9/19/2023  
Date

Approve

Disapprove

ALG  
Chief of Schools

9/19/23  
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 **19175**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
OTHER

**Trip Leave**

\* Date 11/17/23 Friday

\* Time 4:00 PM

**Trip Return**


\* Date 11/19/23 Sunday


\* Time 12:00 PM

Trip Year/Week 2023-46

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

Comments TSA EVENT

\* Your School/Dept  380 John Yeates Middle  
4901 Bennetts Pasture Rd, Suffolk, VA 23435

\* Main Destination  Other (Type Below)  
1586 Stampers Bay Rd, Hartfield, VA 23071, USA

Destination Not Listed 1586 Stampers Bay Road, Hartfield, VA, USA \* Destination Name Camp Piankatank

\* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip TSA Event

Funding Source #1 School Allotment - John Yeates Middle 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 C.Owens

\* Teacher / Advisor / Staff Phone # 7579234105

Teacher / Advisor / Staff Email angelabalestino@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 C.Owens

\* Emergency Contact Phone # 7579234105

\* Grade Level(s) Making Trip  
6  
7

8

- \* Description of group or person(s) making trip: TSA
- \* Educational Objective for Field Trip: designing and exploring technology

### Number of Individuals Making Trip

* Male Adults	1	* Female Adults	1	Total Adults	2
* Male Students	5	* Female Students	5	Total Students	10

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?: none
- \* Description of the funding source you will be using: club funds
- \* 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)? No

### Vehicles Needed

- \* Do you need vehicles? Yes

- Check here to indicate trip is drop-off only Location
- Check here to indicate trip is pickup only Location

#### Vehicle Pickup

\* Date: 11/17/23  
 \* Time: 4:00 PM

#### Vehicle Return

\* Date: 11/19/23  
 \* Time: 12:00 PM

Total Trip Hours 44.00

- \* Type of vehicles needed to reserve: Yellow Bus 

- \* How many vehicles do you need? 1

Vehicle Guidelines: Elementary 64 and 77 passengers. Secondary 44 to 48

- \* Need Lift? No

Nbr Wheelchair Slots 0 Nbr Safety Vests 0 Nbr Fold Down Seats 0

#### Special Needs

Comments or Details Concerning Needs: NA  
 Vehicle Driver Information: NA  
 Owner: taylorvaughan@spsk12.net  
 Bid Id/Closing Date: 23-11-12 11/09/2023

Person Submitting Request: angelabalestino@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 angelabalestino@spsk12.net

Decision Date Sep 14, 2023, 10:54:58 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



### 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 John Yeates Middle School Date 9/13/23  
Grade/Subject/Club TSA Technology Student Assn Teachers Courtney Owens

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

Date of Field Trip 11/17/23 Time Departing School 4:00pm Time Returning to School 12:00pm  
Destination: Camp Piankatank 1586 Stammers Bay Rd Box 435 Hartfield VA 23071 11/19/23

School Bus Yes Number Needed 1

#### SPECIAL NEEDS BUS

Equipment Needed: W/C  N/A PCR  N/A Safety Vest  N/A

School Car N/A Number Needed N/A

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

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

Number of Students 10 Number of Classes Tech Club (selected students)

Overnight Trip?  Yes  No

Total Cost to Student N/A \*Other Costs Incurred Camp rooms for students

\*Paid By TSA Club Funds

Names of Chaperones (Not including Teachers) Courtney Owens (teacher)  
Bryan Barber (Parent)

Date Parental Permission Secured and Filed in Office 9/13/2023

Trip Requested By: Courtney Owens (TSA advisor/teacher)

Trip Received By: [Signature] Date: 9/13/23

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

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

**\*\*PARENTS**

1. Bryan Barber
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. \_\_\_\_\_

**PROFESSIONAL LEAVE PROCESSING CHECKLIST**

(This form **MUST** be attached to the Professional Leave Request)

FROM: Courtney Owens  
SCHOOL: John Veates Middle School  
DATE: 9/13/23

No Action required  
ATTN: INSTRUCTIONAL SERVICES

- I have already processed my registration and submitted payment to the organization.
- I have not processed my registration and would like SAO to do so (completed registration form is attached).
- No registration is required.
- I have made my hotel reservations; information is attached for processing payment.
- I have not made hotel reservations; would like SAO to do so (suggested locations are attached).

Arrival Date 11/17/23 Departure Date 11/19/23

VA TSA  
Will send  
us more detail  
about camp rooms  
for students.

No hotel reservations are needed.

**PLEASE NOTE**

Ample time must be given in order to process registration and hotel information (30-45 days prior).

- Registration will not be processed without completed paperwork.
- Hotel reservations will not be made without suggested lodging information.

Any Incomplete Information will be returned and may cause further delay of processing your leave in a timely manner.

Event location: Camp Piankatonk



**SUFFOLK PUBLIC SCHOOLS**  
**Field Trip Instructional Objectives**

School John Yeates Middle School

Person completing the form Courtney Owens

Grade Level 6-8

Date of Trip Nov. 17<sup>th</sup> - 19<sup>th</sup>

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

Objectives:	Correlated Standard of Learning:
* All TSA Events are aligned with the	VDOE curriculum.
Workplace Readiness skills	
Exploring Technological Systems	31, 32, 33, 34, 35, 36, 37, 38, 39
	40, 41, 42
Designing Technological Systems	43, 44, 45, 46, 47, 48, 49
Creating Systems	50, 51, 52, 53, 54, 55, 56, 57
Evaluating Technological Systems	58, 59, 60

This form must be attached to the Application for Field Trip.



## Virginia Association of the Technology Student Association

---

PO Box 9045, VSU, Petersburg, VA 23806

Phone: (804) 524-5549 • Fax: (804) 524-5757 • email: [BScott@vsu.edu](mailto:BScott@vsu.edu)

Website: [www.virginiatsa.org](http://www.virginiatsa.org)

October 12, 2022

**TO:** All Technology Education Teachers

**FROM:** BJ Scott, State Advisor  
Virginia TSA

**SUBJECT:** Leadership Academy  
November 18-20, 2022  
Camp Piankatank  
Hartfield, VA 23071

We are pleased to announce that Fall Leadership Academy will be held November 18-20, 2022 at Camp Piankatank in Hartfield, VA. The Fall Leadership Academy will provide an opportunity for students to increase their knowledge about technology and leadership in TSA. Students and teachers will receive two nights lodging, four meals and a camp tee-shirt in the price of registration, while the students will also be able to take part in leadership sessions and leadership activities planned and provided by the executive state officer team.

The executive state officers have planned exciting activities based on a theme. Onsite check-in will begin at 5 p.m. on November 18, 2022. The opening general session will start promptly at 7:30 p.m. Following the general session, the students will participate in a special session with the officers before calling it an evening on that Friday. On Saturday, there will be leadership sessions for the students to attend of their choosing and some activities outside including some low ropes course, climbing wall and archery to name a few of the outside activities. Five of the fall events will culminate at Leadership Academy and they include MS Flight, Dragster and Structural Engineering for both middle and high school. Of course all three meals will be provided on Saturday. Sunday morning you will be served breakfast before the closing ceremony to culminate the end of the weekend. The executive team feels that this Leadership Academy will be one to remember.

Registration for the Leadership Academy is \$130.

It is important to preregister so that we can insure proper materials are provided onsite. We look forward to seeing you there!

c: Local Administrators  
Lynn Basham



“Learning to Lead in a Technical World”

## **Tentative 2022 Camp Piankatank Schedule**

### **Friday 11/18/2022**

**Arrive no later than 7:00 PM. Can begin arriving after 5 PM**

**7:30 PM -- Opening General Session Krowe Activity Hall**

**8:30 PM Campfire Activities by the river**

**9:30 PM Chapter meetings various locations**

**10:00 PM Curfew**

**11:00 PM Lights out**

### **Saturday: 11/19/2022**

**8:00 AM Breakfast in Dining Hall**

**9:00 AM Morning Leadership Sessions and Structural Engineering/ Structural Design and Engineering Testing begins**

**11:00 AM MS/HS Dragster competition at St Clare Walker Middle School (five minutes away)**

**12:00 PM Lunch in Dining Hall**

**12:50 PM Group Picture**

**1:00 PM Outside Activities and MS Flight event**

**4:30 PM Afternoon Leadership Session**

**6:00 PM Dinner in Dining Hall**

**7:00 PM - 8:45 PM Evening Leadership Sessions**

**9:00 PM Campfire activity by the river and chapter meetings**

**10:15 PM Curfew**

**11:00 PM Lights out**

### **Sunday 11/20/2022**

**8:00 AM Breakfast in Dining Hall**

**9:00 AM Recognition and closing ceremony, Krowe activity Hall.**

**10:30 AM Students pack up and head for home**

# **Virginia TSA Fall Competitive Events Addendum**

***For Use at the 2023 Virginia TSA  
Fall Competitive Events***

***An Addendum to the National TSA  
2024-2025***

***Middle School Guidelines  
AND the National TSA  
2023-2024***

***High School Guidelines***



## Virginia TSA Fall Events

Virginia TSA is pleased to announce its competitive events plan for the fall of 2023. With the success of fall events over the last three years, Virginia TSA will continue to run fall events again this year. The fall events will take place in November with their culmination happening at Leadership Academy at Camp Plankatank on November 17-19, 2023.

The list of Middle School events include: *Career Prep, Digital Photography, Dragster, Essays on Technology, Flight, Prepared Speech, Promotional Marketing, STEM Animation and Structural Engineering.*

The list of High School events include: *Digital Video Production, Dragster Design, Essays on Technology, Extemporaneous Speech, Music Production, Photographic Technology, Prepared Presentation, Promotional Design, and Structural Design and Engineering.*

There will need to be at least 10 entries registered in an event for it to take place in the fall. So, get your students going early this year so these events happen and we can continue doing this each year.

All of these event winners will qualify for Technosphere next May 2 – May 5, 2024, just like those winners in the upcoming 2024 spring Regional Fairs across the state. With this, students will have two opportunities to qualify for state in the above-mentioned events. The schedule for these events is listed in the below addendum. The top five in each fall event qualify for Technosphere 2024. Trophies will be awarded to the top three finishers in each event on November 19<sup>th</sup> as part of Leadership Academy's closing session. Registration deadline for Leadership Academy and the fall events will be on November 3, 2023. Registration will open on October 9, 2023.

Price points: Competing and/or Attending Leadership Academy \$135

Competing and not attending Leadership \$20

**All fall events in this addendum will use the current year's national middle and high school guides. Must be affiliated with National TSA to access guide and compete in the fall.**

**Good Luck!**

**SUFFOLK PUBLIC SCHOOLS  
CLUBS/ORGANIZATIONS PARENTAL PERMISSION FORM**

Name of Student: ARIA GREEN

Name of Club/Organization: TSA

Building: \_\_\_\_\_

School Year: 202<sup>3</sup>-2024

School Sponsors: \_\_\_\_\_  
\_\_\_\_\_

I give my permission for my son/daughter to be a member of the above listed club/organization. I understand the philosophy and goals of this club/organization and the requirements expected for membership.

Parent Name (print): CRYSTAL GREEN

Parent Signature: 

Date: 9/7/2023



**SUFFOLK  
PUBLIC SCHOOLS**

**SUFFOLK PUBLIC SCHOOLS  
CLUBS/ORGANIZATIONS PARENTAL PERMISSION FORM**

**Name of Student:** Kennedy Jones  
**Name of Club/Organization:** Team Club  
**Building:** John Yates Middle School  
**School Year:** 2023-2024  
**School Sponsors:** \_\_\_\_\_  
\_\_\_\_\_

I give my permission for my son/daughter to be a member of the above listed club/organization. I understand the philosophy and goals of this club/organization and the requirements expected for membership.

**Parent Name (print):** Giara Jones  
**Parent Signature:** Giara Jones  
**Date:** Sept 5<sup>th</sup> 2023



**SUFFOLK PUBLIC SCHOOLS  
CLUBS/ORGANIZATIONS PARENTAL PERMISSION FORM**

Name of Student: Austin Santo  
Name of Club/Organization: ISA  
Building: JYMS  
School Year: 23-24  
School Sponsors: \_\_\_\_\_  
\_\_\_\_\_

I give my permission for my son/daughter to be a member of the above listed club/organization. I understand the philosophy and goals of this club/organization and the requirements expected for membership.

Parent Name (print): Jessica Santo  
Parent Signature: J. Santo  
Date: 9/5/23



**SUFFOLK PUBLIC SCHOOLS  
CLUBS/ORGANIZATIONS PARENTAL PERMISSION FORM**

Name of Student: Bryan Santo

Name of Club/Organization: TSA

Building: JYMS

School Year: 23-24

School Sponsors: \_\_\_\_\_  
\_\_\_\_\_

I give my permission for my son/daughter to be a member of the above listed club/organization. I understand the philosophy and goals of this club/organization and the requirements expected for membership.

Parent Name (print): Jessica Santo

Parent Signature: J. Santo

Date: 9/5/23



**SUFFOLK  
PUBLIC SCHOOLS**



**SUFFOLK PUBLIC SCHOOLS  
CLUBS/ORGANIZATIONS PARENTAL PERMISSION FORM**

**Name of Student:** Chase Smith  
**Name of Club/Organization:** TSA  
**Building:** JYms  
**School Year:** 23-24  
**School Sponsors:** Owens

I give my permission for my son/daughter to be a member of the above listed club/organization. I understand the philosophy and goals of this club/organization and the requirements expected for membership.

**Parent Name (print):** Jessica Laz-Smith  
**Parent Signature:** [Signature]  
**Date:** 9-5-23



**SUFFOLK  
PUBLIC SCHOOLS**

**SUFFOLK PUBLIC SCHOOLS  
CLUBS/ORGANIZATIONS PARENTAL PERMISSION FORM**

Name of Student: Ayden Barber  
Name of Club/Organization: Technology Club (TCA)  
Building: JYMS  
School Year: 2023/2024  
School Sponsors: Courtney Owens

I give my permission for my son/daughter to be a member of the above listed club/organization. I understand the philosophy and goals of this club/organization and the requirements expected for membership.

Parent Name (print): Caren Barber  
Parent Signature: Caren Barber  
Date: 9/18/23



**SUFFOLK PUBLIC SCHOOLS  
CLUBS/ORGANIZATIONS PARENTAL PERMISSION FORM**

Name of Student: Kaleb Barber  
Name of Club/Organization: Technology Club  
Building: JYMS  
School Year: 2023/2024  
School Sponsors: Courtney Owens

I give my permission for my son/daughter to be a member of the above listed club/organization. I understand the philosophy and goals of this club/organization and the requirements expected for membership.

Parent Name (print): Caren Barber  
Parent Signature: Caren Barber  
Date: 9/5/23



**SUFFOLK PUBLIC SCHOOLS  
CLUBS/ORGANIZATIONS PARENTAL PERMISSION FORM**

Name of Student:     Gabriel Schmidt    

Name of Club/Organization:     Teah Club    

Building:     JYMJ    

School Year:     2023 - 2024    

School Sponsors:     Ms. Owens    

I give my permission for my son/daughter to be a member of the above listed club/organization. I understand the philosophy and goals of this club/organization and the requirements expected for membership.

Parent Name (print):     Sophia Schmidt    

Parent Signature:     Sophia Schmidt    

Date:     9/7/23    



**SUFFOLK  
PUBLIC SCHOOLS**