

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 16743

School: Lakeland High School

Grade/Subject/Club/Team: 12th Grade Students (4)

Date of Field Trip: November 12, 2022 to November 13, 2022

Destination: Virginia Tech, Blacksburg, VA

Purpose: Four of the 12th grade students at Lakeland High School will be participating in the ACCESS College Foundation College Fair at Virginia Tech in Blacksburg, VA.

Objectives: Four of the 12th grade students at Lakeland High School will have the opportunity to participate in the ACCESS College Foundation College Fair held at Virginia Tech in Blacksburg, VA. This is to give parents and students the opportunity to see what Virginia Tech has to offer, participate in parent and student sessions, and at the end of the trip, the students will receive an admissions decision from Virginia Tech.

Approve

Disapprove



Director of Secondary Leadership



Date

School Board Action:

Approve

Disapprove

Clerk of the Board

Date

Save

Fields preceded with * are required fields. These will be highlighted in yellow if they are not populated.

Travel Request Form

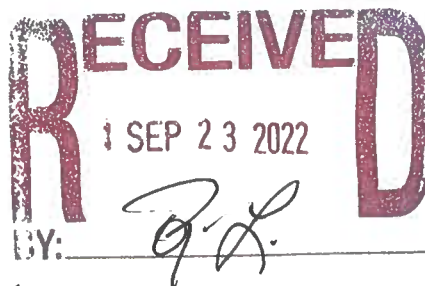
Please Note: Welcome to Suffolk City Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please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

Trip Number **16743**

* Category **Travel With Students**

* Type of Trip **Field Trip**

* Field Trip Event
Standard Field Trip



Trip Leave

* Date **11/12/22** **Saturday**

* Time **9:00 AM**

Trip Return

* Date **11/13/22** **Sunday**

* Time **8:30 PM**

Trip Year/Week 2022-46



Use this button to create IDENTICAL recurring trips.

* Is this trip overnight, out-of-state, or greater than 200 miles one way? No

Comments

* Your School/Dept **300 Lakeland High**
214 Kenyon Rd, Suffolk, VA 23434

* Main Destination **Other (Type Below)**
Virginia Tech, Blacksburg, VA, USA

Destination Not Listed **Virginia Tech, Blacksburg, VA, USA** * **Destination Name - Blacksburg**

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

Funding Source #1 School Allotment - Lakeland 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 **LeAnne Cash**
* Teacher / Advisor / Staff Phone # **757 925 5790**
Teacher / Advisor / Staff Email **leannecash@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 **LeAnne Cash**
* Emergency Contact Phone # **757 925 5790**

- * Grade Level(s) Making Trip 9
- 10
- 11

- * Description of group or person(s) making trip Access
- * Educational Objective for Field Trip Attend college fair

Number of Individuals Making Trip

* Male Adults	1	* Female Adults	1	Total Adults	2
* Male Students	2	* Female Students	2	Total Students	4

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? \$40
- * Description of the funding source you will be using : Lakeland

- * 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.

Charter Bus

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		Vehicle Return	
* Date	11/12/22	* Date	11/13/22
* Time	9:00 AM	* Time	8:30 PM

Total Trip Hours 35.50

- * 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

Vehicle Driver Information

Owner kristywhite@spsk12.net

Bid Id/Closing Date 22-11-06 11/03/2022

Person Submitting Request gregoryroutree@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

loriwhite@spsk12.net

Decision Date

Sep 23, 2022, 11:12:15 AM

Level 02 Approval - Second Level Location Approval

Comment

Decision

Designated Approver

keeshahicks@spsk12.net

Name

Decision Date

16743 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. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

****PARENTS**

1. Amber Feliciano
2. Rosa Winston
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. _____