

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 23662

School: Nansemond River High School

Grade/Subject/Club/Team: Outdoor Track Team Members

Date of Field Trip: May 2, 2025 through May 3, 2025


Destination: Charlottesville, Virginia

Purpose: Nansemond River High School Track Team members will participate in the Dogwood Track Classic at the University of Virginia in Charlottesville, Virginia.

Objectives: Nansemond River High Track Team members will have the opportunity to participate in the Dogwood Track Classic at the University of Virginia in Charlottesville, Virginia.

☒ **Approve**

☐ **Disapprove**



Director of Secondary Leadership



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

23662

* Category

☐ Staff Only Travel ☒ Travel With Students

* Type of Trip

Athletic

* Athletic Event (you may check more than one)

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

Trip Leave

* Date 5/2/2025 Friday
* Time 12:00 PM

Trip Return

* Date 5/3/2025 Saturday
* Time 10:00 PM

Trip Year/Week 2025-18

* 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 ⓘ

240 Nansemond River High
3301 Nansemond Parkway, Suffolk, VA 23435

Main Destination Other (Type Below)

ⓘ Carruthers Hall, 1001 Emmet St N, Charlottesville, VA 22903, USA

Destination Not Listed 1001 Emmet Street North, Charlottesville, VA, USA

Destination Name University of Virginia

Add a Stop on the Way There

Add a Stop on the Return

* Approximate Nbr of Miles
Round Trip

342.42

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

Marco McKoy

* Teacher / Advisor / Staff Phone #

757-537-8730

Teacher / Advisor / Staff Email

nrtrackcoach@gmail.com

Note: This email will receive the requester emails if different from requester

Emergency Contact Info

☒ Same as Teacher / Advisor / Staff

* Emergency Contact Name

Marco McKoy

* Emergency Contact Phone #

757-537-8730

Number of Individuals Making Trip

* Male Adults 3

* Female Adults 2

Total Adults 5

* Male Students 10

* Female Students 15

Total Students 25

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 :

Athletics

* Will a coach be driving the trip?

☐ Yes ☒ No

* If yes, please enter the coaches name. If no, enter NA.

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 itinerary, transportation company if applicable.

Parents will provide transportation.

Vehicles Needed

* Do you need vehicles? ☐ Yes ☒ No

Person Submitting Request

christinaruffin@spsk12.net

Date Submitted

Feb 4, 2025, 2:44:44 PM

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

Level 01 Approval - Location Approval

Comment

Decision

Approved

Level 02 Approval - Second Level Location Approval

Comment

☐ Approved ☐ Denied

Designated Approver

Name

Decision Date

lindaliverman@spsk12.net

Level 07 Approval - Overnight/OOS Approval

Comment

Decision

Name

Decision Date

Supporting Documents

Choose File

No file chosen

Add

File Type

Size

File Name

Created On

application/pdf

473 KB

Track Travel_5.2.pdf

2/4/25, 2:44 PM

Save/Close

Send Email

Comments

Create Duplicate Request

Cancel Trip/Reservations

Reschedule Trip

Request Status

Trip: 23662

Pending Second Level Location Approval

Final Approval Date

Email Audit Log:

Refresh

Page << First | < Previous |

Subject:	Email Sent on:	Email Sent by:	Email Sent To:
Date	User	Action	D
2/4/25, 5:45:51 PM	tinapaul@spsk12.net	Save and Close Trip (Submit Page Determines Return)	Nc
2/4/25, 5:45:41 PM	tinapaul@spsk12.net	Location Level Approved	



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 Date 2/4/25
Grade/Subject/Club Track & Field Teachers Ellis

Univ. of VA

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

Date of Field Trip 5/2/25 Time Departing School 12:00pm Time Returning to School 10:00am
Destination; Charlottesville, Virginia

School Bus _____ Number Needed _____

SPECIAL NEEDS BUS

*transportation by parent
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 25 Number of Classes _____

Overnight Trip? X Yes _____ No _____

Total Cost to Student _____ *Other Costs Incurred _____

*Paid By Athletics

Names of Chaperones (Not including Teachers) Stacey Ellis
Nikki McKel

Date Parental Permission Secured and Filed in Office _____

Trip Requested By: Christina Ruffin

Trip Received By: Mr Paul Date 2-4-25

(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 Christina Ruffin
Grade Level 9th - 12th
Date of Trip may 2 - may 3

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

Objectives:	Correlated Standard of Learning:
Track & Field meet.	

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

Dogwood Track Classic: May 2-3rd, 2025

Venue: University of Virginia, Charlottesville, VA. 1215 Lee St, Charlottesville, VA

Lodging: Embassy Suites by Hilton Richmond, 2925 Emerywood Parkway, Richmond, VA 23294

***Cost of lodging will be covered by parents**

Transportation: Parent Provided

Coaches: M. McKoy, R. Gill, S. Ellis

Chaperones: Stacey Ellis, Nikki McKoy

Athletes: 15 Female/10 Male

Departure Date/Time: 12:00 P.M. Friday, May 2nd, 2025.

Summary: We have attended this competition the past 6 out of 7 seasons, the one we did not attend was because of COVID. The 2 rounds provided in the 55 dash and 55 hurdles, is an ideal situation for athletes in those events to open their competitive season. Very limited entries, however, a great competition for more experienced athletes. Last year this meet had numerous National Elite Performances.

**FIELD TRIP
CHAPERONE LIST**

****By listing the chaperone's name, if a parent, you certify that they have an approved volunteer form ON FILE!!**

COACHES
~~TEACHERS~~

****PARENTS**

1. marco mckoy
2. Shawn Ellis
3. Rob Gill
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

1. Stacey Ellis
2. Nikki McKoy
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. _____