

**SUFFOLK PUBLIC SCHOOLS**  
(Attach to field trip application requiring School Board approval)

**Field Trip #:** 23797

**School:** Lakeland High School

**Grade/Subject/Club/Team:** AFROTC

**Date of Field Trip:** April 24, 2025 through April 27, 2025

**Destination:** Manhattan, New York / New York, New York / Secaucus, New Jersey

**Purpose:** Lakeland High School AFROTC students will be visiting significant historical and cultural sites as they travel to various sites in Manhattan and New York. The purpose is to provide cadets with firsthand knowledge of the U.S. Government's historical foundations and the role of international governance through the United Nations.

**Objectives:** Lakeland High School AFROTC students will have the opportunity to visit significant historical and cultural sites as they travel to various sites in Manhattan and New York. The purpose is to provide cadets with firsthand knowledge of the U.S. Government's historical foundations and the role of international governance through the United Nations.

- Approve**  
 **Disapprove**

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

2/27/25  
\_\_\_\_\_  
**Date**

**School Board Action:**

- Approve**  
 **Disapprove**

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

\_\_\_\_\_  
**Date**

### Travel Request Form

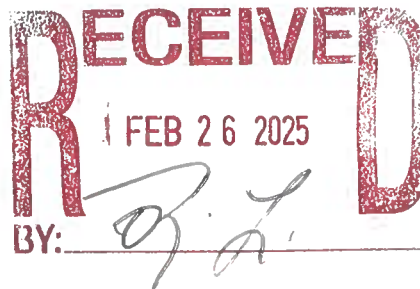
Please Note: Welcome to Suffolk City Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please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

Trip Number **23797**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
AFROTC



#### Trip Leave

\* Date 4/24/25 Thursday

\* Time 12:00 AM

#### Trip Return

\* Date 4/27/25 Sunday

\* Time 11:00 PM

Trip Year/Week 2025-17

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

Comments Please see attached documents

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

\* Main Destination ⓘ Other (Type Below)  
875 Route 3, East Service Road, Secaucus, NJ 07094, USA

Destination Not Listed Hilton Garden Inn, 875 Route 3 East Service Road,  
Secaucus, NJ 07094

\* Destination Name HGI

\* Approximate Nbr of Miles Round Trip 782.89

Special Instructions for Permission Slip

Funding Source #1 Select

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 S. Fountain  
 \* Teacher / Advisor / Staff Phone # 7579255790  
 Teacher / Advisor / Staff Email sachafountain@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 S. Fountain  
 \* Emergency Contact Phone # 7579255790

9  
 10  
 \* Grade Level(s) Making Trip 11  
 12

\* Description of group or person(s) making trip AFJROTC Students

\* Educational Objective for Field Trip See attached

### Number of Individuals Making Trip

* Male Adults 1	* Female Adults 1	Total Adults 2
* Male Students 10	* Female Students 10	Total Students 20

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 20 Teacher S. Fountain  
 Students will be away from school during the lunch period.

### Additional Information

\* School will be billed for Mileage Yes

\* School will be billed for Driver Yes

\* What is the cost to the Student? \$200.00

\* Description of the funding source you will be using AFJROTC  
 Chaperones for the trip will be: Capt. Sacha Fountain, Msgt. Trea Clark and  
 Msgt. Brad Yurkovich

\* 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)? 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.

Thornton Transportation Inc., Portsmouth, VA - Charter Bus  
Please see attached documentation

## Vehicles Needed

\* Do you need vehicles? No

Person Submitting Request

rickeyeley@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

Feb 24, 2025, 12:06:26 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



Lakeland High School  
Air Force Junior Reserve Officer Training Corp.  
"Developing Citizens of Character,  
Dedicated to Serving Their Nation and Community"  
214 Kenyon Road, Suffolk VA 23434



30 January 2025

**Suffolk Public Schools Field Trip Learning Objective**  
**Lakeland High School AFJROTC Field Trip to New York**  
**April 24 - April 27, 2025**

**Learning Objective:** The purpose of this field trip is to provide Cadets with an immersive educational experience, allowing them to explore key historical sites in New York City that are integral to the foundation of the United States. Cadets will apply classroom learning to real-world locations, enhancing their understanding of American history, government, and culture through site visits and hands-on engagement.

- 1. Understanding American History:** Cadets will visit landmark locations such as the Statue of Liberty, Ellis Island, and Ground Zero Memorial to better understand the history and evolution of the United States, including the country's founding, immigration, and key moments in its fight for freedom.
- 2. Exploring Cultural and Societal Development:** Through visits to sites like the African Memorial Museum, Harlem (including Malcolm X Street and the Apollo Theater), and the Federal Reserve, cadets will explore the cultural, economic, and social developments that have shaped New York City and the nation.
- 3. Analyzing Leadership and Civic Engagement:** At landmarks like The United Nations and Wall Street, cadets will learn about global leadership, diplomacy, and the economic power of the United States. They will reflect on the importance of civic responsibility and leadership in their own roles as future citizens and leaders.
- 4. Real-World Application of Classroom Learning:** Cadets will review background materials in advance of each location, and then experience those sites firsthand, making connections between historical events and their significance to modern American society.

5. **Teamwork and Leadership Development:** Throughout the trip, cadets will engage in group activities, share insights, and practice leadership and teamwork skills, fostering an environment of mutual learning and personal growth.
6. **Cultural Appreciation and Awareness:** Visiting iconic locations such as Times Square, the Empire State Building, and Madison Square Garden will also expose cadets to New York's rich cultural heritage and diversity, furthering their understanding of American identity in a global context.

By the end of the trip, cadets will have gained a deeper appreciation for U.S. history, governance, culture, and leadership, and will be able to articulate the significance of the various sites visited.



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30 January 2025

**Subject: Request for Approval – AFJROTC Field Trip to New York City (24-27 April 2025)**

Suffolk Public Schools Board,

I respectfully request approval for a field trip for the Lakeland High School Air Force JROTC unit to New York City from April 24 to April 27, 2025. Lakeland's AFJROTC unit will join Manor High School for a four-day trip to New York. This trip offers 20 cadets an incredible opportunity to explore new experiences, to develop leadership skills, teamwork, and historical awareness through visits to significant sites.

**Trip Details:**

- **Dates:** 24-27 April 2025
- **Participants:** 20 cadets and two chaperones
- **Supervision:** Capt Sacha Fountain, Brad Yurkovich and MSgt Trae Clark
- **Destination:** New York City, NY
- **Transportation:** Charter bus provided by Thornton Transportation Inc., Portsmouth, VA
- **Lodging:** Hilton Garden Inn, 875 Route 3 East Service Road, Secaucus, NJ 07094
- **Educational Purpose:** Cadets will visit historic landmarks, military-related sites, and cultural institutions, reinforcing classroom learning and leadership development.

**Funding & Cost Reduction:**

The total cost per cadet has been reduced from \$350 to \$200, thanks to a \$3,000 contribution from the Lakeland AFJROTC account. Additional funding will be covered by cadet payments and possible fundraising efforts.

**Supervision & Safety Measures:**

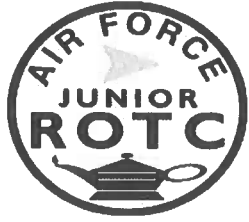
Cadets will be under the direct supervision of JROTC instructors at all times, and all Suffolk Public Schools policies will be strictly followed to ensure a safe and structured environment.

This trip aligns with AFJROTC program objectives by fostering leadership, discipline, and historical understanding. We appreciate your consideration of this request and look forward to your approval. Please let me know if any additional information is required.

Respectfully,

**Capt Sacha Fountain**  
Senior Aerospace Science Instructor  
Lakeland High School AFJROTC





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Air Force Junior Reserve Officer Training Corp.  
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30 January 2025

### A. Situation:

Cadets will travel to Manhattan, New York, to visit significant historical and cultural sites foundational to the United States. The trip will begin with classroom assignments on various locations, followed by on-site visits. Historical sites to be visited include the United Nations, Ellis Island, the Statue of Liberty, Battery Park, Harlem Tour (Malcolm X Street, Apollo Theater, Wax Museum), Ground Zero Memorial, Times Square (Good Morning America), the Empire State Building, African American Museum, Federal Reserve, Wall Street, Madison Square Garden, Penn Station, World Trade Center, and others.

Cadets will stay at:

- **Hilton Garden Inn**  
875 Route 3 East Service Road  
Secaucus, NJ 07094  
Phone: 201-864-1400 Ext. 604  
Email: [madelaine.falcones@hilton.com](mailto:madelaine.falcones@hilton.com)  
Hilton Garden Inn Secaucus/Meadowlands

### B. Environmental Considerations

- **Weather and Light Data:** Forecast for New York includes mainly cloudy skies with temperatures around 60 degrees Fahrenheit. High of 60°F, low of 44°F. Cadets will wear jackets in the morning and transition to short sleeves as temperatures rise.
- **Terrain and Population:** Manhattan is highly urbanized with dense populations, road networks, and restricted zones. The area provides ample

cover through buildings. Obstacles include heavy traffic, barriers, and crowded streets, which may hinder movement.

- **Interaction with the Public:** The general population will be present at visited sites. Cadets must maneuver carefully and adhere to public conduct standards. Most interactions are expected to be neutral or positive.

### C. Mission

Manor High School JROTC Battalion and Lakeland High School JROTC will travel from Portsmouth, Virginia, to Manhattan, New York, on April 23, 2025, departing no later than 1:00 AM on April 24, 2025. The purpose is to provide cadets with firsthand knowledge of the U.S. Government's historical foundations and the role of international governance through the United Nations.

### D. Execution

- **Intent:**
  - Educate cadets on U.S. and international governance.
  - Develop an appreciation for citizenship rights under the U.S. Constitution.
  - Ensure completion of academic assignments related to the trip.
- **Phases of Operation:**
  - **Phase 1 (Planning & Preparation):** Staff finalizes logistics. Cadets arrive for pre-trip inspection at Manor High School no later than 11:00 PM on April 23, 2025.
  - **Phase 2 (Travel & Arrival):** Depart via charter bus from Manor High School. Check in at Hilton Garden Inn.
  - **Phase 3 (Site Visits & Tours):**
    - **April 24:** United Nations tour, African American Museum, Empire State Building, Madison Square Garden, Times Square.
    - **April 25:** Good Morning America, Battery Park, Statue of Liberty, Ellis Island, Ground Zero, Rockefeller Plaza, Wall Street financial district.
    - **April 26:** African American Museum, Harlem Tour, Apollo Theater.
  - **Phase 4 (Return & Reflection):** Cadets return to Manor High School. Reflection reports due by May 15, 2025.

- **Responsibilities & Conduct:**

- Cadets must adhere to the packing list and dress code (business attire, no jeans, hoodies, excessive jewelry, or facial hair).
- Cameras, electronic devices, and personal items are allowed at the cadet's risk.
- Cadet leadership is responsible for group conduct.
- Chaperones hold the same authority as instructors.
- Violations of local laws will be subject to local law enforcement.

## **E. Logistics & Support**

- **Cost:** \$200 per cadet, cadre, and chaperone due by April 1, 2025. Covers transportation and lodging. Breakfast included; cadets must provide their own lunch and dinner.
- **Medical & Safety:**
  - Cadets must report all medical incidents to cadre.
  - First-aid kits will be available.
  - All cadets are responsible for safety and accountability within their assigned groups.

By following these guidelines, the trip will provide cadets with an enriching educational experience in a structured and disciplined environment.

## **Appendix A - Staff Ride Itinerary**

New York - 24-27 April 2025

### **Wednesday/Thursday, 23-24 APR 2025**

- 2330 hrs - 0100 hrs: Check in Manor HS/Load Bags
- 0100 hrs - 0200 hrs: Safety Brief/Board Bus/Accountability
- 0200 hrs: Depart for Manhattan, New York
- 0700 hrs - 0800 hrs: Breakfast Stop
- 0800 hrs - 0900 hrs: Travel/Visit United Nations
- 1000 hrs - 1330 hrs: Times Square (Daylight Orientation)
- 1330 hrs - 1500 hrs: Travel to Hotel for Check-in/Room assignments
- 1530 hrs - 1700 hrs: Study Hall
- 1500 hrs - 1900 hrs: Dinner (may require travel to location)

- 1900 hrs - 1930 hrs: Return to Hotel
- 1930 hrs - 2045 hrs: Leadership Meeting (Review of next day schedule)
- 2045 hrs - 2200 hrs: Report to assigned rooms for showers/Lights out

### **Friday, 25 April 2025**

- 0400 hrs: First Call
- 0500 hrs: Breakfast
- 0700 hrs: Good Morning America
- 0900 hrs: Battery Park, Statue of Liberty, Ellis Island
- 1300 hrs: Ground Zero Memorial, Wall Street, Federal Reserve Center, One World Trade Tower, Empire State Building, Madison Square Garden, Penn Station
- 1800 hrs: Dinner
- 1930 hrs - 2100 hrs: Times Square
- 2300 hrs: Lights Out
- Leaders Meeting

### **Saturday, 26 April 2025**

- 0500 hrs: First Call
- 0600 hrs - 0700 hrs: Breakfast
- 0800 hrs - 1000 hrs: African American Museum of History
- 1100 hrs - 1300 hrs: Lunch, World Trade Center Site, Grand Central Terminal, Rockefeller Center
- 1600 hrs - 1730 hrs: Study Hall
- 1800 hrs: Dinner
- 2100 hrs: Times Square
- 2300 hrs: Lights Out
- Leaders Meeting

### **Sunday, 27 April 2025**

- 0500 hrs: First Call
- 0600 hrs - 0700 hrs: Breakfast
- 0700 hrs - 0800 hrs: Hotel Check Out
- 0900 hrs: Departure for Portsmouth, VA
- 1500 hrs: Stop Vic Virginia – Lunch
- 1630 hrs: Departure for Portsmouth, VA
- 1930 hrs: Arrival Manor HS

- 2000 hrs: Accountability of travel items/Parent pick-up
- 2030 hrs: Mission Complete