

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

Field Trip #: 16745

School: Nansemond River High School

Grade/Subject/Club/Team: Band

Date of Field Trip: October 15, 2022

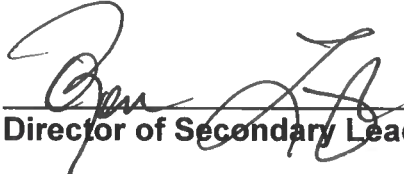
Destination: Elizabeth City State University, Elizabeth City, NC

Purpose: NRHS band members will be participating in the Elizabeth City State University homecoming parade and game.

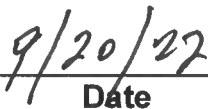
Objectives: Band members will have the opportunity to perform at the Elizabeth City State University's homecoming parade and game.

Approve

Disapprove



Director of Secondary Leadership



Date

School Board Action:

Approve

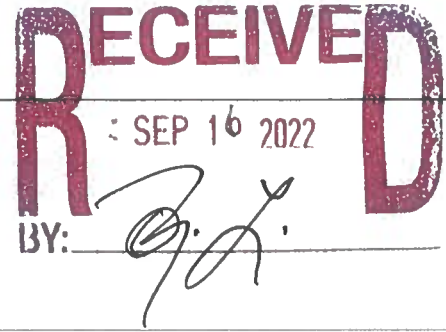
Disapprove

Clerk of the Board

Date



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 beverlyyoung@spsk12.net or call (757) 925-5573.

Trip Number **16745**

- Category Staff Only Travel Travel With Students
- Type of Trip Athletic ▾
- Athletic Event (you may check more than one)

- Band
- Boys Soccer
- Boys Tennis
- Boys Volleyball
- Cross Country
- Debate
- Forensics
- Girls JV Volleyball
- Girls Soccer
- Girls Tennis
- Girls Volleyball
- Golf
- HS ACTIVITY BUS
- Indoor Track
- JV Baseball
- JV Boys Basketball
- JV Boys Soccer
- JV Cheerleading
- JV Field Hockey
- JV Football
- JV Girls Basketball
- JV Girls Soccer
- JV Softball
- JV Wrestling
- One Act Play
- Outdoor Track
- Scholastic Bowl
- SHUTTLE BUS
- Swimming
- V Baseball
- V Boys Basketball
- V Cheerleading
- V Field Hockey
- V Football
- V Girls Basketball
- V Softball
- V Wrestling

Trip Leave

- Date **10/15/2022** Saturday
- Time **7:00 AM**

Trip Return

- Date **10/15/2022** Saturday
- Time **9:00 PM**

Trip Year/Week 2022-42

Use this button to create IDENTICAL recurring trips.

- 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)
Elizabeth City State University, Weeksville Road, Elizabeth City, NC, USA

- Destination Not Listed **Elizabeth City State University, Weeksville Road, Elizabeth City, N** Destination Name **ECSU**

Add a Stop on the Return

* Approximate Nbr of Miles Round Trip 107.46

CALCULATE MILES

* Funding Source #1 Athletics Budget Code

Est Trip Cost \$1,323.06 Est Bal \$255,000.00

Funding Source Desc test of funding management Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name Ed Woodis

* Teacher / Advisor / Staff Phone # 923-4101

Teacher / Advisor / Staff Email

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

Emergency Contact Info Same as Teacher / Advisor / Staff

* Emergency Contact Name Ed Woodis

* Emergency Contact Phone # 923-4101

Number of Individuals Making Trip

* Male Adults 3 * Female Adults 3 Total Adults 6
* Male Students 36 * Female Students 36 Total Students 72

Additional Information

- * School will be billed for Mileage
* School will be billed for Driver
* District Event
* Non District Event

* Description of the funding source you will be using ath

* Will you be using external transportation (ex. plane, walking)?

Vehicles Needed

- * Do you need vehicles?
Check here to indicate trip is drop-off only
Check here to indicate trip is pickup only

Vehicle Pickup Date 10/15/2022 Time 7:00 AM
Vehicle Return Date 10/15/2022 Time 9:00 PM

Total Trip Hours 14.00

* Type of vehicles needed to reserve Yellow Bus Yellow Bus

* How many vehicles do you need? 3

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

* Need Lift? No

Nbr Wheelchair Slots Nbr Safety Vests Nbr Fold Down Seats

Special Needs Portable Child Restraints (PCR) Safety Vests Wheel Chair Slot

Comments or Details Concerning Needs

[Empty text box for comments]

Vehicle Driver Information

ED Woodis and Andre Gibson can each drive a bus for this trip

Owner kristywhite@spsk12.net
Bid Id/Closing Date 22-10-09 10/06/2022

Reserve Vehicles

Location Used to Reserve Vehicles 240 Nansemond River High
kristywhite@spsk12.net
Trip Location Zone Nansemond River Trip Year/Week: 2022-42
Bid Id 22-10-09 Trip Hours: 14.00
Total Number of Vehicles Needed: 3 Number w/ Lift:

Person Submitting Request kristybrett@spsk12.net
Date Submitted Sep 15, 2022, 3:18:55 PM

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

Level 01 Approval - Location Approval

Comment

Decision Approved
Name tinapaul@spsk12.net
Decision Date Sep 15, 2022, 4:23:50 PM

Level 02 Approval - Second Level Location Approval

[Empty text box for comment]

Decision Approved Denied
Designated Approver lindaliverman@spsk12.net
Name
Decision Date

Level 07 Approval - Overnight/OOS Approval

Comment
Decision
Name
Decision Date

Supporting Documents

Choose File No file chosen			
File Type	Size	File Name	Created On
application/pdf	60 KB	Elizabeth City State University Homecoming PArade Day Oct 15 2022.pdf	9/15/22, 3:19 PM

[Save/Close](#)
[Send Email](#)
[Comments](#)
[Create Duplicate Request](#)
[Cancel Trip/Reservations](#)
[Reschedule Trip](#)
[Print](#)

Request Status Trip: 16745 Pending Second Level Location Approval

Final Approval Date

Email Audit Log: [Refresh](#)

Subject:	Email Sent on:	Email Sent by:	Email Sent To:	
Date	User	Action	Device	Browser
9/16/22, 7:03:51 AM	lindaliverman@spsk12.net	Save and Close Trip (Submit Page Determines Return)	Non-Mobile	Chrome
9/15/22, 4:23:55 PM	tinapaul@spsk12.net	Save and Close Trip (Submit Page Determines Return)	Non-Mobile	Chrome
9/15/22, 4:23:50 PM	tinapaul@spsk12.net	Location Level Approved		
9/15/22, 3:19:22 PM	kristybrett@spsk12.net	Save and Close Trip (Submit Page Determines Return)	Non-Mobile	Chrome





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 Nansemond River HS Date 8/31/22
Grade/Subject/Club 9-12/Band/ marching Teachers E. Goodrich

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

Date of Field Trip 10/15/22 Time Departing School 7:am Time Returning to School 9:pm
Destination: Elizabeth State University
School Bus Number Needed 3

SPECIAL NEEDS BUS

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 78 Number of Classes 1

Overnight Trip? Yes No

Total Cost to Student 0 *Other Costs Incurred _____

*Paid By _____

Names of Chaperones (Not including Teachers) S. Kahney, S. Allan, J. McNeal
E. Goodrich

Date Parental Permission Secured and Filed in Office 10/14/22

Trip Requested By: E. Goodrich

Trip Received By: _____ Date: _____

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

Handwritten initials



August 29, 2022

Dear High School Band Director:

Elizabeth City State University's 2022 Homecoming Celebration will be held October 09-15, 2022. We would be honored to have your band participate in our annual Homecoming Parade! Our parade is a deeply rooted part of our history and tradition. We cordially invite your band to participate in our annual homecoming parade to be held on **Saturday, October 15, 2022 at 9:00 a.m.** Parades are a great way to show your school's spirit and promote your high school marching band within the community. **This year there is a \$5 admission into the Homecoming Football Game. If you and your band are interested in attending parade participation for middle and high school marching bands is FREE. The only requirement is that you review the guidelines, complete the google document application, and email the signature/chaperone page to Mrs. Juliet Boykins, ECSU Director of Bands, jmboykins@ecs.edu by September 19, 2022.**

If you wish to attend the homecoming football game, please indicate your attendance on the registration form. **All high school marching bands that participate in the Parade will be given free entry into the stadium to attend the game. However, all high school marching bands must adhere to the following:**

- Participation in the ECSU Homecoming Parade allows a \$5 admission ticket to the homecoming football game..
- Band members must be in uniform (or unified t-shirt). No one will be allowed to enter the game without being properly attired with their respective high school band.
- No instruments are allowed (no exceptions).
- All bands that participate in the parade and plan to attend the game must enter the game immediately after the ECSU "Sound of Class" Marching Band (this will eliminate delays in admitting others into the gate at a later time).
- High school bands must meet an ECSU Representative in the parking lot of Roebuck Stadium no later than 12:30 p.m. (*strict time of arrival*).
- Please have your high school band grouped together and out of the way of traffic and incoming fans.
- Buses are not allowed to drop off within the Roebuck Stadium parking lot and should park on the main campus near the G.R. Little Library area.

We look forward to hearing from you soon.

Warm regards,

Juliet Boykins
ECSU Director of Bands
(252) 335-3568
Jmboykins@ecs.edu



ELIZABETH CITY STATE UNIVERSITY 2022 HOMECOMING PARADE GUIDELINES

The 2022 Elizabeth City State University Viking Homecoming Parade will be held **Saturday, October 15, 2022, at 9:00 a.m.** The parade will take place rain or shine. These guidelines have been created to ensure a fun, safe, and entertaining parade for all participants and viewers. Please share this information with all members of your group who will be participating.

PARADE-DAY INSTRUCTIONS

1. The parade line-up will take place at 600 Westover Street, Elizabeth City, North Carolina, 27909 (BETWEEN SONIC AND BOJANGLES).
2. Registration begins at 7:00 a.m. and all participants must be present no later than 7:30 a.m.
3. Parking is limited, so please carpool. Vehicles dropping off participants will be directed (by volunteers) to the designated drop-off area. If you need to park, please park in the mall parking lot.
4. All groups participating in the parade will receive a line-up number for easier identification by Parade Emcees.

This number will be given to your group's representative at check-in (see below); each group will need to display the number in a prominent location: either on your group's banner, on the shirt of your group's leader in the parade, or in the windshield of the group's leading car.

5. Registration volunteers will be stationed at the mall entrance on W. Ehringhaus Street.
 - (REGISTRATION SIGNS WILL BE POSTED) and will register you from your car, or give you other instructions, when you pull in.
 - The first person to arrive from each group will receive the group's line-up number and parking instructions.
6. The parade will follow W. Ehringhaus St. to Road Street, Road Street to Main Street, Main Street to Water Street, Water Street to Southern Avenue, and Southern Ave. to Parkview Dr. *The parade will disperse on the campus of ECSU at the G.R. Little Library.*
7. ALL BANDS MUST COMPLETE THE ENTIRE PARADE ROUTE IN ORDER TO ATTEND THE HOMECOMING FOOTBALL GAME.



RULES OF PARTICIPATION

1. The parade speed and distance between units will be enforced by parade officials who will be located throughout the route. Participants must follow parade marshal instructions at all times.
2. **Participants are asked not to throw or hand out any type of objects from a float/car into the crowd, in order to avoid potential injury to parade onlookers and/or children.** Violators may be excluded from participating in next year's parade.
3. **No hand-written signs will be permitted.** Signs need to be either professionally printed or fully decorated in a way that best represents your group and the university. Only well decorated units will be featured in event publicity and photos. Please see the attached pictures of approved parade signage.
4. No alcohol or tobacco products shall be used or advertised by any participant.
5. Please note that the parade is a rain or shine event.
6. Children under the age of 16 must have an adult supervisor present at all times. 1 adult per 10 children under the age of 18 are required for each group. All other chaperones and guests are asked to please enjoy the parade from the sidewalks.
7. All entries must **pre-register. Walk-up entries will not be allowed.**
8. The use of water pistols, firecrackers or any other explosives is strictly prohibited.
9. The parade is a family-friendly event; the use of profanity (spoken, on attire, signs or banners or in music) will not be tolerated. The content of all entries should in no way be unethical, immoral, or offensive. ECSU reserves the right to deny and/or remove any entry that it believes reflects unfavorably upon the image of the university and the parade and/or falls outside community standards for good taste.
10. Parade staff reserves the right to prevent participation by any entry deemed unsuitable due to safety hazards.
11. Please be respectful of your fellow parade participants and keep music volume to a minimum during the parade line-up while groups are trying to communicate with one another and get organized.



**Elizabeth City State University 2022
HOMECOMING PARADE APPLICATION
for High School Marching Bands**

I understand my participation and/or the participation of my company, party, school or organization in the Elizabeth City State University Homecoming Parade is strictly voluntary. Moreover, I understand the University does not assume responsibility for any losses, damages or injuries that we may experience as result of our participation in the homecoming parade activities. I acknowledge my company, party, school or organization has followed reasonable safety standards, proper physical conditioning, and/or appropriate construction techniques in the preparation of our parade entry. We agree to exercise diligence in preserving public safety and observing reasonably expected safety guidelines, and we will hold harmless Elizabeth City State University, its officers, directors, members, volunteers, and employees from all cost and expenses arising out of liability, for injury or damage to persons or property caused by our participation in the homecoming parade. I have read the indemnification statement in this application and the 2022 Homecoming Parade Guidelines. I hereby acknowledge that I am over the age of eighteen and that I am authorized to sign this document on behalf of the company/party/organization or school indicated.

I, _____, on behalf of the organization or group listed above, understand that as a participant in the ECSU Homecoming Parade, I am responsible for all persons participating in my group and will conform to all parade rules, regulations and protocol.

Signature: _____ School Name: _____

Date: _____

Yes, I will attend the homecoming football game

No, I will not attend the homecoming football game

HOMECOMING FOOTBALL GAME \$5 HIGH SCHOOL BAND CHAPERONES

- 1. _____
- 2. _____
- 3. _____
- 4. _____

**FIELD TRIP
CHAPERONE LIST**

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

Band Coaches

1- Ed Woodis

2-Sharry Allen

3-Andre Gibson

Parent Chaperones

1-Jennifer Podruchny

2- Earl Goodrich

3- Shannon Kahre

4-Amanda Cockrum

5-