

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

**Field Trip #:** 24297

**School:** King's Fork High School

**Grade/Subject/Club/Team:** Debate Team

**Date of Field Trip:** April 25, 2025 through April 26, 2025

**Destination:** James Madison University, Harrisonburg, Virginia

**Purpose:** King's Fork High School Debate Team will participate in the VHSL Debate Championships at James Madison University in Harrisonburg, Virginia.

**Objectives:** King's Fork High School Debate Team will have the opportunity to participate in the VHSL Debate Championships at James Madison University in Harrisonburg, Virginia.

☒ **Approve**

☐ **Disapprove**

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

3/26/25  
\_\_\_\_\_  
**Date**

**School Board Action:**

☐ **Approve**

☐ **Disapprove**

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

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



Main

Trip Approval

Calendar

Requests

## Suffolk City Public Schools Travel Tracker

## Trips Pending Approval

Waiting on Approval

## Trip Emails

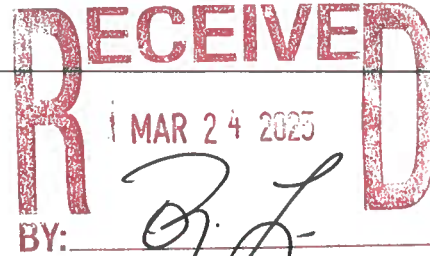
## Trip Inquiry

## 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

24297

\* 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 checked="" 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 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 4/25/2025 Friday  
\* Time 4:00 PM

## Trip Return

\* Date 4/26/2025 Saturday  
\* Time 7:00 PM

Trip Year/Week 2025-17

\* 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.

Pick up at the front of KFHS

\* Your School/Dept

395 King's Fork High

351 King's Fork Rd, Suffolk, VA 23434

Main

Other (Type Below)

\* Destination

i

Harrisonburg, VA, USA

Destination  
Not Listed

Harrisonburg, VA, USA

Destination  
Name

JMU

Add a Stop on the Way There

Add a Stop on the Return

\* Approximate Nbr of Miles  
Round Trip

417.84

CALCULATE MILES

\* Funding Source #1

Athletics

Budget Code

Est Trip Cost \$1,739.52

Est Bal \$255,000.00

Funding Source Desc

test of funding managment

Budget Code Desc

Funding Approver

\* Teacher / Advisor / Staff Name

Dr. Vallen Cordon

\* Teacher / Advisor / Staff Phone #

4348823150

Teacher / Advisor / Staff Email

randyjessee@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

Dr. Vallen Cordon

\* Emergency Contact Phone #

4348823150

### Number of Individuals Making Trip

\* Male Adults 1

\* Female Adults 1

Total Adults 2

\* Male Students 1

\* Female Students 1

Total Students 2

### 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 :

Transportation only, rooms will be taken care of by school

\* 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 ☒ No

### Vehicles Needed

\* Do you need vehicles? ☒ Yes ☐ No

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

☐ Check here to indicate trip is pickup only Location

Vehicle Pickup

\* Date 4/25/2025

\* Time 4:00 PM

Vehicle Return

\* Date 4/26/2025

\* Time 7:00 PM

Total Trip Hours 27.00

\* Type of vehicles needed to reserve

Yellow Bus Yellow Bus

\* How many vehicles do you need?

1

• Need Lift?

☐ Yes ☒ No

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

**Special Needs**

☐ Portable Child Restraints (PCR) ☐ Safety Vests ☐ Wheel Chair Slot

**Comments or Details Concerning Needs**

**Vehicle Driver Information**

**Owner**

shanellwilliams@spsk12.net

**Bid Id/Closing Date**

25-04-20 04/17/2025

**Reserve Vehicles**

**Location Used to Reserve Vehicles**

395 King's Fork High  
shanellwilliams@spsk12.net

**Trip Location Zone**

Kings Fork

**Trip Year/Week:**

**Bid Id**

25-04-20

**Trip Hours:**

**Total Number of Vehicles Needed:**

1

**Number w/ Lift:**

**Person Submitting Request**

randyjessee@spsk12.net

**Date Submitted**

Mar 21, 2025, 12:23:34 PM

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

**Level 01 Approval - Location Approval**

**Comment**

**Decision**

Approved

**Name**

derrickbryant@spsk12.net

**Decision Date**

Mar 21, 2025, 3:50:47 PM

**Level 02 Approval - Second Level Location Approval**

**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**

  No file chosen



File Type	Size	File Name	Created On
 application/pdf	118 KB	2025-State-Debate-Schedule.pdf	3/21/25, 12:45 P

**Request Status** Trip: 24297

Pending Second Level Location Approval

Subject:	Email Sent on:	Email Sent by:	Email Sent To:
Date	User	Action	
3/21/25, 3:50:47 PM	derrickbryant@spsk12.net	Location Level Approved	
3/21/25, 12:46:22 PM	randyjessee@spsk12.net	Save and Close Trip (Submit Page Determines Return)	





## **2025 VHSL DEBATE CHAMPIONSHIPS SCHEDULE**

### **SATURDAY, APRIL 26, 2025**

#### **SATURDAY, APRIL 26**

- 7:00 a.m. Registration
- 8:00 a.m. Judges' Briefing
- 8:30 a.m. General Meeting for Lincoln-Douglas, Policy, and Public Forum
- 9:00 a.m. General Meeting, Swearing-In, Pledge, Committees & Docket for Student Congress
- 9:00 a.m. Round 1, Policy Debate and Lincoln-Douglas Debate
- 9:30 a.m. Student Congress Session 1
- 9:45 a.m. Round 1, Public Forum
- 10:15 a.m. Round 2, Lincoln-Douglas Debate
- 10:50 a.m. Round 2, Policy Debate
- 11:00 a.m. Round 2, Public Forum
- 11:15 a.m. Student Congress Session 2
- 12:30 p.m. Round 3, Lincoln-Douglas Debate

#### **Lunch**

- 1:00 p.m. Round 3, Public Forum
- 1:30 p.m. Round 3, Policy Debate
- 1:45 p.m. Round 4, Lincoln-Douglas Debate
- 1:45 p.m. Student Congress Session 3
- 2:30 p.m. Round 4, Public Forum
- 3:00 p.m. Round 5, Lincoln-Douglas Debate
- 3:20 p.m. Round 4, Policy Debate
- 3:30 p.m. Student Congress Session 4
- 3:45 p.m. Round 5, Public Forum
- 4:15 p.m. Round 6, Lincoln-Douglas Debate
- 5:00 p.m. Voting for Outstanding Senators
- 5:10 p.m. Round 5, Policy Debate
- 5:30 p.m. Round 7, Lincoln-Douglas Debate
- 7:15 p.m. Awards for Classes 1-3, and 4
- 7:45 p.m. Awards for Classes 5 and 6

## **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 / COACHES**

1. Dr. Vallen Cordon
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

### **\*\*PARENTS**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

### **SPECIAL EDUCATION TEACHERS**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

### **TEACHER ASSISTANTS**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.