

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

Field Trip #: 22164

School: King's Fork High School

Grade/Subject/Club/Team: Cross Country

Date of Field Trip: November 16, 2024

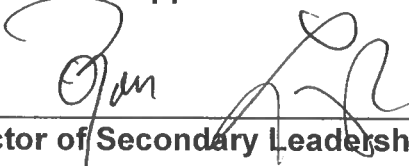
Destination: Oatlands Park, Leesburg, Virginia

Purpose: King's Fork High School Cross Country Team will participate in the VHSL Cross Country State Championships at Oatlands Park in Leesburg, Virginia.

Objectives: King's Fork High School Cross Country Team will have the opportunity to participate in the VHSL Cross Country State Championships at Oatlands Park in Leesburg, Virginia.

Approve

Disapprove



Director of Secondary Leadership

9/4/24

Date

School Board Action:

Approve

Disapprove

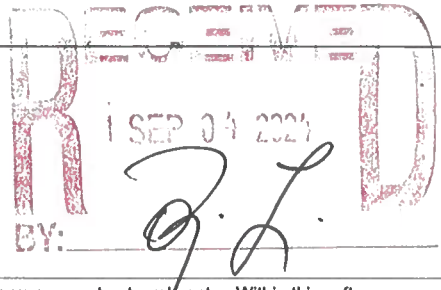
Clerk of the Board

Date



Home	Trip Approval	Completed	Cancelled
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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

22164

* 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 checked="" 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"/> 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 11/16/2024 Saturday
* Time 6:00 AM

Trip Return

* Date 11/16/2024 Saturday
* Time 10:00 AM

Trip Year/Week 2024-46

* 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

395 King's Fork High
351 King's Fork Rd, Suffolk, VA 23434

* Main Destination Other (Type Below)
Leesburg, VA, USA



Destination Not Listed Leesburg, VA, USA

Destination Name Oatlands Park

Add a Stop on the Way There

Add a Stop on the Return

* Approximate Nbr. of Miles Round Trip

431.09

CALCULATE MILES

* Funding Source #1 Athletics

Budget Code

Est Trip Cost \$1,365.27 Est Bal \$255,000.00

Funding Source Desc test of funding management

Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name adrian young

* 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 adrian young

* Emergency Contact Phone # 4348823150

Number of Individuals Making Trip

* Male Adults 2

* Female Adults 0

Total Adults 2

* Male Students 15

* Female Students 13

Total Students 28

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

* 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 11/16/2024

* Time 6:00 AM

Vehicle Return

* Date 11/16/2024

* Time 10:00 AM

Total Trip Hours 4.00

* Type of vehicles needed to reserve Yellow Bus v Yellow Bus (i)

* How many vehicles do you need? 1

Vehicle Guidelines

Elementary 64 and 77 passengers Secondary 44 to 48

* 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 24-11-10 11/07/2024

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 24-11-10 Trip Hours:
Total Number of Vehicles Needed: 1 Number w/ Lift:

Person Submitting Request randyjessee@spsk12.net
Date Submitted Sep 3, 2024, 1:32:43 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 Sep 4, 2024, 1:19:03 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	Cre
application/pdf	31 KB	KFHS CC State Championships Leesburgh Va 11-16.pdf	9/3

Request Status Trip: 22164 Pending Second Level Location Approval

Final Approval Date

Email Audit Log:

Subject:**Email Sent on:****Email Sent by:****Email Sent To:**

Date	User	Action
9/4/24, 1:19:03 PM	derrickbryant@spsk12.net	Location Level Approved
9/3/24, 1:57:33 PM	randyjessee@spsk12.net	Save Trip (Remains on Trip)
9/3/24, 1:54:25 PM	randyjessee@spsk12.net	Save Trip (Remains on Trip)
9/3/24, 1:35:43 PM	randyjessee@spsk12.net	Is this trip overnight, out-of-state, or greater than 200 miles one way? Yes selected
9/3/24, 1:33:17 PM	randyjessee@spsk12.net	Trip Leave date/time changed to 11/16/2024 08:00:00 AM
9/3/24, 1:33:03 PM	randyjessee@spsk12.net	Trip Leave date/time changed to
9/3/24, 1:32:43 PM	randyjessee@spsk12.net	Duplicated from Trip Number 22163

KFHS CC State Championships Leesburg Va. 11-16

VHSL Cross Country State Championships

CLASS 1 THRU 3 | November 16, 2024 at Virginia Tech,
Blacksburg, VA

CLASS 4 THRU 6 | November 16, 2024 at Oatlands,
Leesburg, VA

Chaperones Adrian Young Dave Mendez