

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

Field Trip #: 23661

School: Nansemond River High School

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

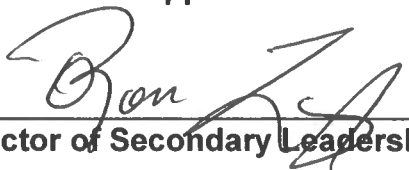
Date of Field Trip: April 25, 2025 through April 26, 2025

Destination: Henrico, Virginia

Purpose: Nansemond River High School Track Team members will participate in the Clash of the Titans at Hermitage High School in Henrico, Virginia.

Objectives: Nansemond River High Track Team members will have the opportunity to participate in the Clash of the Titans at Hermitage High School in Henrico, Virginia.

- Approve**
- Disapprove**



Director of Secondary Leadership

2/5/25

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 **23661**

* 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 **4/25/2025** Friday
* Time **4:00 PM**

Trip Return

* Date **4/26/2025** Saturday
* Time **10:00 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.

* Your School/Dept ⓘ

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

Main Destination Other (Type Below)

8301 Hungary Spring Rd, Henrico, VA 23228, USA

Destination Not Listed 8301 Hungary Spring Road, Henrico, VA, USA

Destination Name **Hermitage High School**

Add a Stop on the Way There

Add a Stop on the Return

* Approximate Nbr of Miles Round Trip

209.76

CALCULATE MILES

* Funding Source #1

Athletics

Budget Code

Est Trip Cost \$0.00

Est Bal \$255,000.00

Funding Source Desc

test of funding management

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 20

* Female Students 20

Total Students 40

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, 2:42:20 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 Feb 4, 2025, 5:43:33 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 | 263 KB | Track Travel_4.25.pdf | 2/4/25, 2:42 PM |



Request Status Trip: 23661

Pending Second Level Location Approval

Final Approval Date

Email Audit Log:

Page << First | < Previous |

| Subject: | Email Sent on: | Email Sent by: | Email Sent To: |
|----------|----------------|----------------|----------------|
|----------|----------------|----------------|----------------|

| Date | User | Action | |
|--------------------|---------------------|---|----|
| 2/4/25, 5:43:42 PM | tinapaul@spsk12.net | Save and Close Trip (Submit Page Determines Return) | D |
| 2/4/25, 5:43:33 PM | tinapaul@spsk12.net | Location Level Approved | Nc |





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

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

Date of Field Trip 4/25/25 Time Departing School 4:00pm Time Returning to School 10:00pm
Destination; Henrico, Virginia Hermitage High School

School Bus _____ Number Needed _____
*transportation by parent
SPECIAL NEEDS BUS

| | |
|---------------------------------|-------|
| Non-School Board Transportation | |
| Type: | _____ |
| Furnished By: | _____ |

Equipment Needed: W/C PCR Safety Vest

School Car _____ Number Needed _____

(School cars are not to be used to transport students)

Number of Students 40 Number of Classes _____

Overnight Trip? Yes _____ No

Total Cost to Student _____ *Other Costs Incurred _____

*Paid By ATHLETICS

Names of Chaperones (Not including Teachers) STACEY ELLIS
Mikki MCKOY

Date Parental Permission Secured and Filed in Office _____

Trip Requested By: Christina Ruffin

Trip Received By: 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 April 25- April 26

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

| Objectives: | Correlated Standard of Learning: |
|--------------------------------|---|
| <u>Track & Field meet.</u> | |
| | |
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| | |

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

Clash of the Titans: April 26th, 2025

Venue: Hermitage High School – 8301 Hungary Spring Road, Henrico, VA 23228

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: 20 Female/20 Male

Departure Date/Time: 4:00 P.M. Friday, April 25th, 2025.

Summary: This is a brand new meet we received a personal invite for based on our Team success. It will be a chance to line up against premier competition from some of the Northern schools. The unlimited entries and relays give a lot of athletes the opportunity to compete on an invitational level. Only select athletes that have hit a certain standard will attend.

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. Shawn Ellis
2. Macro McKay
3. Rob Gill
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

1. Stacey Ellis
2. Nikki McKay
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. _____