

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 23387

School: Nansemond River High School

Grade/Subject/Club/Team: V. Girls Basketball Team

Date of Field Trip: March 13, 2025 through March 15, 2025

Destination: Richmond, Virginia

Purpose: Nansemond River High School V. Girls Basketball Team will participate in the VHSL State Basketball Tournament in Richmond, Virginia.

Objectives: Nansemond River High V. Girls Basketball Team will have the opportunity to participate in the VHSL State Basketball Tournament at the Siegel Center in Richmond, Virginia.

- Approve
- Disapprove



Director of Secondary Leadership



Date

School Board Action:

- Approve
- Disapprove

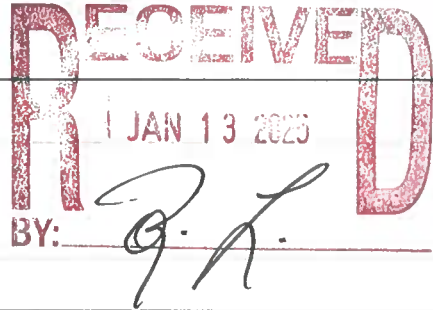
Clerk of the Board

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 **23387**

* 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
- INTRAMURAL BASKETBALL
- INTRAMURAL FIELD HOCKEY
- INTRAMURAL FOOTBALL
- Intramural Outdoor Track
- INTRAMURAL SOCCER
- INTRAMURAL VOLLEYBALL
- 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
- MS ACTIVITY BUS
- MS Cheer
- 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 **3/13/2025** Thursday

* Time **8:00 AM**

Trip Return

* Date **3/15/2025** Saturday

* Time **8:00 PM**

Trip Year/Week 2025-11

* 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.

Submitting travel in preparation that our Girl's Basketball team reaches the VHSL State Tournament on the campus of VCU in March.

* Your School/Dept **240.Nansemond River High**

3301 Nansemond Parkway, Suffolk, VA 23435

* Main Destination **SIEGEL CENTER**

1200 W. BROAD STREET, RICHMOND, VA 23284

Add a Stop on the Way There

Add a Stop on the Return

* Approximate Nbr of Miles Round Trip

* Funding Source #1 Budget Code
Est Trip Cost \$1,667.40 Est Bal \$255,000.00
Funding Source Desc test of funding management Budget Code Desc
Funding Approver

* Teacher / Advisor / Staff Name
* Teacher / Advisor / Staff Phone #
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
* Emergency Contact Phone #

Number of Individuals Making Trip

* Male Adults	3	* Female Adults	3	Total Adults	6
* Male Students	0	* Female Students	20	Total Students	20

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 :
* Will a coach be driving the trip? Yes No
* If yes, please enter the coaches name. If no, enter 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
* Time

Vehicle Return
* Date
* Time

Total Trip Hours 60.00

* Type of vehicles needed to reserve

* How many vehicles do you need?

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

[Empty text box]

Vehicle Driver Information

[Empty text box]

Owner taylorbracy@spsk12.net

Bid Id/Closing Date 25-03-09 03/06/2025

Reserve Vehicles

Location Used to Reserve Vehicles 240 Nansemond River High
taylorbracy@spsk12.net

Trip Location Zone Nansemond River

Trip Year/Week:

Bid Id 25-03-09

Trip Hours:

Total Number of Vehicles Needed: 1

Number w/ Lift:

Person Submitting Request christinaruffin@spsk12.net

Date Submitted Jan 9, 2025, 1:12:32 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 Jan 10, 2025, 5:04:39 PM

Level 02 Approval - Second Level Location Approval

Comment

[Empty text box]

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
application/pdf	229 KB	Girls Basketball_VHSL Travel Request.pdf	1/9/25, 1

Request Status Trip: 23387 Pending Second Level Location Approval

Final Approval Date

Email Audit Log:

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

Date	User	Action	
1/10/25, 5:04:49 PM	tinapaul@spsk12.net	Save and Close Trip (Submit Page Determines Return)	D N
1/10/25, 5:04:39 PM	tinapaul@spsk12.net	Location Level Approved	





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 Jan. 9, 2025
Grade/Subject/Club Girls Basketball Teachers _____

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

Date of Field Trip 3/13/25 Time Departing School 8:00am Time Returning to School _____

Destination: VCU Siegel Center

School Bus X Number Needed 1

SPECIAL NEEDS BUS

Equipment Needed: W/C PCR Safety Vest

School Car _____ Number Needed _____

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

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

Number of Students 20 Number of Classes _____

Overnight Trip? X Yes _____ No _____

Total Cost to Student _____ *Other Costs Incurred _____

*Paid By: Athletics

Names of Chaperones (Not including Teachers) Leroy Skinner,

Paul Parrish, Cari Williams

Date Parental Permission Secured and Filed in Office _____

Trip Requested By: Christina Ruffin

Trip Received By: Mr Paul Date: 1/9/25

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

**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. Lenoy Skinner
- 2. Paul Parrish
- 3. Carl Williams
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

SPECIAL EDUCATION TEACHERS

TEACHER ASSISTANTS

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

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



SUFFOLK PUBLIC SCHOOLS
Field Trip Instructional Objectives

School NRHS

Person completing the form Christina Ruffin

Grade Level _____

Date of Trip MARCH 13-15, 2023

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

Objectives:	Correlated Standard of Learning:
To participate in the	
VSL State Tournament	

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