



SY 24-25

0000033

NCSD OVERNIGHT, OUT-OF-STATE OR COUNTRY FIELD TRIP REQUEST FORM

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 11/25/2024	Type of Trip: Overnight
Dates of Trip	Leave 03/14/2025	Return 03/16/2025
Number of School Days Missed by Students	1/2 day on Friday 3/14/2025	

TRIP INFORMATION

Requester's Name	Eric Scobie	
Requester's Building	Novi High School	
Group/Class Traveling	Model United Nations	
Title of Field Trip	MSUMUN XXIV	
Primary Destination	Michigan State University-East Lansing, Michigan	
Expected Chaperone Numbers	NCS D Staff Chaperones ¹	Non-Staff Chaperones ²

Summary of Trip:

Our Model UN team will compete in the 24th annual Model United Nations Conference at Michigan State University, which we have been attending since 2011. Our students will engage with hundreds of others from around the state and Midwest to simulate the United Nations, representing a host of different countries and characters as they grapple with international affairs. They will hone their reading, writing, researching, public speaking, and networking skills as they participate in this conference.

Link to the conference website: <https://msumun.org/>

CURRICULUM (Required for Curricular Trips)

1.) What are the state standards and/or learning targets that tie into the proposed trip?

2.) Describe the class activities prior to the field trip that will integrate the field trip with the curriculum

3.) Why is the field trip the best way to achieve/reinforce the class learning targets?

4.) What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge gained on this trip?

OVERNIGHT, OUT OF STATE, OR OUT OF COUNTRY FIELD TRIPS

Have you coordinated this trip in the past?

Yes

If yes, when:

03/15/2011

If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.

I will be chaperoning the Model UN trip to U of M in January of 2025. I have chaperoned both the U of M and MSU trips every year going back to 2011.

If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.

Which chaperone has this experience?

HOTEL ACCOMMODATIONS

Hotel Name
If applicable

East Lansing Marriott

Address 300 MAC Avenue
East Lansing, MI
48823

Contact Name

Amanda Allen

Phone # (517) 337-4440

Link to Hotel: <https://www.marriott.com/en-us/hotels/lanea-marriott-east-lansing-at-university-place/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0>

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. Requirements: 12 weeks prior	Date contacted/prearranged	09/16/2024
	Transportation Provider If charter bus, confirm on MDOT approved list	NCSD
	Contact Person	Cindy Valentine
	Contact Phone Number	248-449-1247
	Email Address	cynthia.valentine@novik12.org
Does the bus need to stay?	No	
Lift Bus Required?	No	
Special Equipment Required:	No	
Number of Students Attending	32	

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi High School Atrium 24062 Taft Rd, Novi, MI 48375	Departure Date & Time	03/14/0025 11:00 AM
Destination Location Building Name & Address	East Lansing Marriott 300 MAC Ave	Arrival Time	12:30 PM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	East Lansing Marriott 300 MAC Ave	Departure Date & Time	03/16/2025 2:30 PM
Destination Location Building Name & Address	Novi High School 24062 Taft Rd, Novi, MI 48375	Arrival Time	4:00 PM

Notes:

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination	11:00 AM	End Time	12:30 PM	Hours	1.50
Bus trip returning to school	12:30 PM	End Time	2:00 PM	Hours	1.50
TOTAL HOURS					3.00
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination					62
Mileage from field trip destination back to school					62
TOTAL ROUND TRIP MILES					124.00

HOURLY FLAT RATE FEE

Day of the Week	Number of Hours	Fee Per Hour	Per Bus Total	Number of Buses	Total Flat Rate
Mon-Fri	3	\$30.00	90.00	1	90.00
Saturday		\$45.00			
Sunday	3	\$60.00	180.00	1	180.00

MILEAGE FEE

	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	\$3.00	124.00	1	372.00

TOTAL NCSD BUS COST \$ 642.00

Are drivers' meals, tickets, or fees included? Please specify details.
No

Parking facilities on-site? Is there a cost?
Yes there is parking. No, there is not a cost.

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY **PER STUDENT**

Total Estimated Cost Per Student		\$ 300.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	200.00	Covers conference registration and hotel.
Supplied by Students During the Trip	100.00	Covers meals during the conference.
Covered By Other Funding Sources*	0.00	N/A
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	MSUMUN XXIV	Model United Nations	61-296-7920-022-671-0000	6,400.00

Notes:

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
32	200.00	\$ 6,400.00
Account Name Where Funds will be Deposited		Account Number
Model United Nations		60-179-0000-022-671-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Eric Scobie		Week of 12-2-24 to 12-7-24

By submitting this field trip form you agree to collect these funds in compliance with district policies and acknowledge all District policies and procedures will be followed for cash handling and cash procedures.

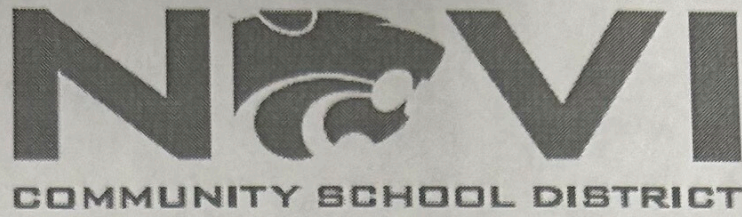
- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will provide all money received along with the name and amount turned in by the student [parent] to the financial secretary daily for deposits.
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- I am responsible for completing the [Event Balance Sheet](#) and will turn in all records to the financial secretary within 5 school days of the money collection date.
- Collected monies to be deposited a minimum of 5 business days prior to expenditures being paid out.

LINKS / ITEMS NEEDED TO PROCESS

Links / Documents	When Needed	Process
NCS D Field Trip Permission Form - ES	Required for <ul style="list-style-type: none"> • <u>All</u> field trips. Completed, unsigned version required to process this request. 	<ol style="list-style-type: none"> 1. Choose a form option <ol style="list-style-type: none"> a. Digital Form b. Paper Form 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary ES	Required for: <ul style="list-style-type: none"> • All overnight, out of state or out of country field trips. 	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (ICHAT) ES	Required for: <ul style="list-style-type: none"> • <u>All</u> NON-NCS D chaperones 	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCS D Health Forms ES	Required for all students: <ul style="list-style-type: none"> • Emergency Medical Release Form • Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: <ul style="list-style-type: none"> • Medication Authorization Form • Medication Form- Self Administer 	Medication Instructions for Overnight Field Trips
Student & Chaperone Rules and Responsibilities ES	Required for: <ul style="list-style-type: none"> • All overnight, out of state or out of country field trips. 	Attach the NCS D Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
<p style="text-align: center;">For More Details Please Review the NCS D Overnight, Out of State, Out of Country Field Trip Procedure</p>		

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Eric Clark Scobie</u> <small>Eric Clark Scobie [11/25/2024 7:47am PST]</small>	11/25/2024	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Michelle Eathorne [11/26/2024 5:48am PST]</small>	11/26/2024	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [11/26/2024 5:51am PST]</small>	11/26/2024	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [11/26/2024 9:30am PST]</small>	11/26/2024	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used	<u>Cynthia Valentine</u> <small>Cynthia Valentine [12/02/2024 4:28am PST]</small>	12/02/2024	
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	<u>Emily Parker Pohlonski</u> <small>Emily Parker Pohlonski [12/02/2024 5:18am PST]</small>	12/02/2024	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [12/02/2024 5:37am PST]</small>	12/02/2024	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	<u>Sheila Holly</u> <small>Sheila Holly [12/02/2024 9:11am PST]</small>	12/02/2024	Expected Board Review Date 12/19/2024
Notes:			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	



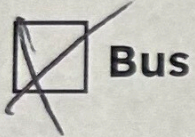
Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Mr. Scobie

Destination: Michigan State University Field Trip Date: Friday, March 14 Sunday, March 16, 2025

Departure Time: 11:00 AM on 3-14-25 Return Time: 4:00 PM on 3-16-25

Transportation By (must select one of the boxes below for approval):



Bus



Parent-driving own child(ren)



Other

Student Name: Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

Emergency Contact Phone #:

Student Cell #:

Parent/Guardian Approval:

I have reviewed the above teacher comments and hereby grant permission for my student to participate in this field trip. I understand that students are to follow Novi Community School District policies, procedures, and expectations (including appropriate dress), when participating in school-sponsored trips.

Parent Signature

Date

Student: Return completed form to your field trip sponsor by:

Trip Sponsor: Provide anticipated attendance list to attendance office before your trip, and completed forms upon your return.

Monday, November 25th, 2024

Dear Parent (s) or Guardian(s),

Congratulations! Your student is invited to attend the 24th Annual Model United Nations Conference at Michigan State University (MSUMUN). The conference runs from Friday, March 14th through Sunday, March 16th.

Students will be in school until 11:00 AM on Friday the 14th at which point we will depart for MSU. This is an overnight trip, we will be staying at the East Lansing Marriott. The address is 300 M.A.C. Avenue, East Lansing, MI 48823. The phone number is 517-337-4440. We will return to the high school on Sunday, March 16th at approximately 4:00 p.m.

Included in this packet are the following: Pre-trip instructions, an overview of the trip, the conference itinerary, general rules & regulations, and hotel instructions. Your student will also receive a second handout with a few health forms which need to be signed by you. The first packet is intended to be informational for you and your students to look over and discuss. **The second handout needs to be completely filled out and all contents must be returned ASAP as this conference is expected to fill up very quickly.**

The cost of the trip is \$200 which covers conference registration fees and overnight lodging. A check needs to be written out to NOVI HIGH SCHOOL. This is due with your students paperwork. I would also recommend students bring somewhere around \$100-150 to pay for meals during the course of the conference. Meals are NOT included in their conference registration fee. Students will be allowed to dine at the various restaurants in downtown East Lansing. Students must always go to eat with at least one other Novi student and must indicate to me who they will be dining with before departing for each meal.

Additionally, please consider chaperoning! District policy is that chaperones must attend overnight trips. We need 1 parent each night (Friday and Saturday). All this involves is you coming out to East Lansing to stay at the hotel with us and help me count heads, make sure everyone is in their rooms, etc. You will have your own hotel room, the cost of which is covered. You would have to arrive at approximately 11:00 PM and could leave by 8:00 AM the next morning. If you can help us out, please email me and I will send you the district's criminal background check form.

The conference website is up at www.msunum.org. Feel free to take a look for more information on the conference and what your students' experience will look like. If you have any questions between now and then, you can reach me via email at eric.scobie@novik12.org. Or, I can be contacted at 313.570.8033. This is my personal cell phone number. In the event that an emergency should arise while we are on the trip, please contact me at this number.

Thank you so much for your support, I am eager to see your student shine at MSUNUM 24!

Educationally,

Eric Scobie

Social Studies Teacher

Model UN Faculty Advisor

Novi High School

MSUMUN Itinerary

Disclaimer: This itinerary is subject to change and should be used only for reference.

Friday, March 14

12:00-5:00pm	Registration
5:00-6:00pm	Opening Ceremonies
6:00-8:00pm	Dinner
8:00-11:00pm	Committee Session 1
9:00-9:30pm	Faculty Advisor Meeting
11:10-11:30pm	Head Delegate Meeting

Saturday, March 15

8:00am-12:00pm	Committee Session 2
9:00-9:30am	Faculty Advisor Meeting

12:00-2:00pm	Lunch
2:00-5:30pm	Committee Session 3
5:30-7:00pm	Dinner
7:00-9:00pm	Committee Session Four
8:00-8:30pm	Faculty Advisor Meeting
9:10-9:30pm	Head Delegate Meeting
10:00pm-12:00am	sParty

Sunday, March 16

7:30-11:00am	Delegate Resource Room
7:30-8:30 am	Delegate Check Out
7:30am-3:00pm	Luggage Storage
8:30-11:20am	Committee Session Five

9:00-9:30am

Faculty Advisor Meeting

11:30-11:45am

Head Delegate Meeting

1:30-2:30pm

Closing Ceremonies

Individual Equipment and Wardrobe Checklist

Dress Code:

Western business attire must be worn at all times while in committee

Toiletries:

Soap, Shampoo

Razor/Shaving cream

Laundry soap

Anti-perspirant - Deodorant

Toothbrush and toothpaste

Brush or comb

Additional Clothing:

Warm Clothing including:

Winter jacket

Sweater/Sweatshirt

Sleeping wear

Undergarments and Socks

Hats

Gloves

Boots

Additional Required Items

Spending Money (for Meals) - Recommended at least \$100.00

Optional Items

Camera

General Rules and Regulations

1. No smoking
2. No drugs, including alcoholic beverages.
3. No weapons, in accordance with the Novi High School Code of Conduct.

Any infraction of the above rules will result in the following action: A call home requesting transportation for the student's IMMEDIATE trip home.

4. No excuse will be acceptable for entering the hotel room of a member of the opposite sex without a chaperone.
5. Daily schedule and curfews will be announced and must be obeyed.
6. Any unprofessional behavior will not be tolerated.
7. "Gracious Professionalism" is a must. Be a positive representative of Novi High School, Novi HS Model United Nations, the City of Novi, the State of Michigan, and the UN itself.
8. Students may not leave the student union at any time with anyone other than our own group at authorized times.
9. Students must follow all directives from chaperones.
10. Each student will attend all group activities.
11. No personal listening devices will be allowed during committee sessions.
12. Each student will be courteous and cooperative in supporting the club and each individual member's success.

13. Meals- Students **must** travel with at least one other Novi student when walking to the restaurants in downtown East Lansing to eat. You must sign in with me before you leave for each meal indicating who you will be going out to eat with.

14. Cell Phone Numbers-Each student will provide me with their cell phone number in the event that I need to contact you at any point during the conference.

Minor violations of the rules will result in the loss of some privileges connected with the trip (i.e. confined to your hotel room during free time). **Major violations, such as the improper use of drugs (including alcohol), smoking, or refusal to cooperate with chaperones, will result in being sent home at your expense**

Hotel Instructions

1. At no time will you enter the hotel room of a member of the opposite sex without a chaperone.
2. At curfew time, you are to be in your room. No one is to enter your room after curfew except your chaperone. You must stay in the room assigned to you and be there on time. You may not leave your room after curfew without permission from your chaperone. Permission will only be granted for emergencies. Contact your chaperone by phone.
3. Out of courtesy to others, do not make noise and disturb other guests at any time.

No running in the hallways, etc.

4. Keep your rooms neat.
5. Do not take towels or any other souvenirs from the rooms.

Telephone Calls

Only use room phones to call from room to room. No phone calls may be made after curfew unless there is an emergency. All long distance and local phone calls must be made from a pay phone - **Not from your room**. Any calls from rooms will be charged to the individual students.

Luggage

Each student will be allowed and responsible for one suitcase and one carry-on bag. The bags may be checked for their contents by a chaperone. Each bag must be clearly marked with the student's name and Novi Model United Nations. Suitcase size and weight should not exceed the student's ability to carry it long distance at the hotel.

Punctuality

We are frequently going to be on a tight schedule. Being prompt will be each student's responsibility.

Money

Some elements of this trip are pre-paid. This includes transportation, lodging, and registration fees. The money for meals and any incidental spending money the student may

wish to take will be the responsibility of each individual student. It should be enough to buy snacks, souvenirs, and such other gifts or luxury items that students wish to purchase.

Health

The health and well being of each and every person is of primary concern to us. A medical information form must be completed prior to the trip. This will provide us with general health information as well as give us permission to take anyone to a doctor for emergency care after reasonable attempts to reach the parents have failed. If anyone has a special health problem, please let us know on this form. This form must be turned in to Mr. Scobie ASAP or you will not go on the trip.

Medical information for chaperones

Mr. Scobie will have each student's medical form and emergency phone numbers. All prescription drugs will be carried by the chaperones. Aspirin or over-the-counter drugs, unless specifically approved by the parent, will not be distributed to students.

Chaperone Responsibilities

Chaperones will be responsible for assisting Mr. Scobie in making sure all students are in their rooms by curfew and do not exit their rooms until the following morning.

At the Hotel

The responsibilities of the chaperones at the hotel will be:

1. Check to see that the team members are situated properly and comfortably.
2. Check the team members at curfew hours to make sure that everyone is in their rooms.
3. Patrol the hotel hallways according to the schedule. Please remind the students that there are other guests in the hotel and that they need to be considerate of them.
4. Remind students to keep their rooms neat and clean.
5. Awaken the team members each morning.
6. Answer your phone at night in case of student emergency.



Novi Community School District Emergency Medical Release

Participant's Name _____
Birthdate _____

Street Address _____ City _____ State _____ Zip _____

Student's Cell Phone Number _____

EMERGENCY INFORMATION

Father's Name _____ Home Phone (____) _____
Work Phone (____) _____

Cell Phone (____) _____

Mother's Name _____ Home Phone (____) _____
Work Phone (____) _____

Cell Phone (____) _____

In an emergency when parent/guardian cannot be reached, please contact the following:

Name _____ Home Phone (____) _____
Work Phone (____) _____

Name _____ Home Phone (____) _____
Work Phone (____) _____

Allergies _____
Last Tetanus (if known) _____

Other _____ medical _____ conditions _____

Family Physician _____
Phone (____) _____
Medical/Hospital Insurance Company _____
Phone (____) _____

Policy Holder's Name _____
Policy Number _____

AUTHORIZATION FOR TREATMENT OF MINOR

I, the undersigned, understand and acknowledge that every effort will be made to contact the parents in case of an emergency, and, if possible, before any medical treatment is administered. In the event of an emergency or if the parents cannot be notified, I hereby give permission for Novi Community Schools to secure proper treatment for my child. If necessary, this includes selection of physicians and medical treatment facility who are then authorized to perform such medical treatments as deemed necessary to protect the health of my child.

Signature of Parent/Guardian

Date _____

Please sign and return this to Mr. Scobie so he knows that you have read and agree to the above as soon as possible.

Signature of Parent/Guardian _____

Hospitalization Information - Company _____

Policy No. _____

Please make sure your son/daughter and you have read everything provided.

Please list other information you would like us to know about your son/daughter.

We have read this trip booklet, the rules and regulations governing the Novi High School Model United Nations trip to the Michigan State Model United Nations Conference, March 14th-16th, 2025, and agree to abide by them.

Student's Signature/Date

Parent's Signature/Date