



SY 25-26

0000088

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 12/19/2025	Type of Trip: Overnight
Dates of Trip	Leave 02/13/2026	Return 02/14/2026
Number of School Days Missed by Students	0	

TRIP INFORMATION

Requester's Name	Heather McKaig
Requester's Building	Novi High School
Group/Class Traveling	One Act Play
Title of Field Trip	One Act State Finals
Primary Destination	St. Johns High School
Expected Chaperone Numbers	NCSD Staff Chaperones ¹ Non-Staff Chaperones ² (TBD)

Summary of Trip:

This trip would be for the One Act State Finals, held this year at St. Johns HS in St. Johns, MI. This competition was held at Wayne State University for the last two years and it was believed that it would be again, but now we know of the move.

This form is clearly not before the 12 week cut off for an overnight trip, but I hope for a dispensation if possible. St. Johns is 1.5 hours away on good roads and in the middle of February, good roads cannot be planned counted on. Novi currently has one show that has qualified for the State Finals - a 15 minute play that qualified at last week's State Thespian Festival - and will know whether the full One Act qualifies on 1/31/26. Should both take part, there will be one each day. Should we need to travel back and forth to Novi, my concern in addition to potential road conditions is the sleep that kids will lose by not staying close to the competition site.

CURRICULUM (Required for Curricular Trips)

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

N/A

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

N/A

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

N/A

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

N/A

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

Have you coordinated this trip in the past?

Yes

If yes, when:

02/17/2023

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

I have coordinated a One Act State Finals overnight several times and also have two overnight trips this school year: one was last weekend (StateThespian Festival) and one is in May (MSCI Spring Tournament).

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

Courtyard by Marriott Lansing

Address 2710 Lake Lansing Rd,
Lansing, MI 48912

Contact Name

Justine Mendyk

Phone # 989-397-9042

Link to Hotel: <https://www.marriott.com/en-us/hotels/lancy-courtyard-lansing/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	12/15/2025
	Transportation Provider If charter bus, confirm on MDOT approved list	
	Contact Person	
	Contact Phone Number	
	Email Address	
Does the bus need to stay?		No
Lift Bus Required?		No
Special Equipment Required:		No
Number of Students Attending		30

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi High School Tennis Courts	Departure Date & Time	02/13/2026 7:00 AM
Destination Location Building Name & Address	St. Johns High School 501 W. Sickles St. Johns, MI 48879	Arrival Time	8:30 AM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	St. Johns High School 501 W. Sickles St. Johns, MI 48879	Departure Date & Time	02/14/2026 8:30 PM
Destination Location Building Name & Address	Novi High School Tennis Courts	Arrival Time	10:00 PM

Notes:

CHAPERONE INFORMATION

NCSD STAFF CHAPERONES - NUMBER EXPECTED: 1 _____ COMPLETE INFO. BELOW

	Last Name	First Name	Cell Phone Number	Home Building	Sub Required? IF YES, CHAPERONE MUST REQUEST SUB IN RED ROVER
1	McKaig	Heather	810-299-1586	Novi High School	No sub required
2					
3					
4					
5					
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Notes:

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination	Start 8:00 AM	End 10:30 AM	Hours	2.50
Bus remaining at location between traveling	Start	End	Hours	
Bus trip returning to school	Start 8:30 PM	End 10:00 PM	Hours	1.50
TOTAL HOURS				4.00
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination				81
Mileage from field trip destination back to school				81
TOTAL ROUND TRIP MILES				162.00

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	7	\$30.00	210.00	1	210.00
Saturday	7	\$45.00	315.00	1	315.00
Sunday		\$60.00			

MILEAGE FEE

	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	\$3.00	162.00	1	486.00

TOTAL NCSD BUS COST \$ 1,011.00

Are drivers' meals, tickets, or fees included? Please specify details.

N/A

Parking facilities on-site? Is there a cost?

Lot

Other important information about NCSD Bus Cost:

The above numbers do not take into account the entire trip because there are trips on Friday evening and Saturday morning to and from the hotel. Per an email I received on 12/16/25 at 8:56 AM, the actual costs are below. In the past, the bus for the one act has been paid for by the district because it is competition.

Friday AM for one bus from NHS to St. Johns HS and having the driver come back to the garage:

total cost = \$591; Friday PM for one bus to go from the bus garage to St. Johns HS to the hotel in Lansing and back to the garage: total cost = \$588

Saturday AM for one bus to go from the garage to the hotel in Lansing to St. John's HS and back to the bus garage:

total cost = \$640.50; Saturday PM for one bus to go from the bus garage to St. John's HS to NHS and back to the bus garage: total cost = \$ 652.50

Total estimated Transportation cost: \$2472

FIELD TRIP COST SUMMARY **PER STUDENT**

Total Estimated Cost Per Student		\$ \$100.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	\$50.00	Hotel
Supplied by Students During the Trip	\$50.00	Food
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
	Hotel	Drama Club	61-296-7920-022-643-0000	1200.00
	Transportation		11-271-3310-022-000-0000	

Notes:

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
30	50.00	\$ 1,500.00
Account Name Where Funds will be Deposited		Account Number
Drama Club		60-179-0000-022-643-0000
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
Heather McKaig		2/1/26

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
NCSD Field Trip Permission Form - HM	Required for <ul style="list-style-type: none"> All field trips. Completed, unsigned version required to process this request. 	<ol style="list-style-type: none"> Choose a form option <ol style="list-style-type: none"> Digital Form Paper Form Update with event details. 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 HM	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) HM	Required for: <ul style="list-style-type: none"> All NON-NCSD chaperones 	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms HM	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 Procedure Letter 	Medication Instructions for Overnight Field Trips All forms must be reviewed by district nurses at least two weeks prior to the trip. HM
Student & Chaperone Rules and Responsibilities HM	Required for: <ul style="list-style-type: none"> All overnight, out-of-state or out-of-country field trips. 	Attach the NCSD 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.

RETAINING RECORDS AFTER THE TRIP: Health forms, itineraries, proof of insurance, driver information, permission slips, transportation request forms, and trip mileage or any other information documenting the student trips must be retained (by the trip sponsor) for the remainder of the school year PLUS one additional year and then may be shredded.

For More Details Please Review the [NCSD Overnight, Out of State, Out of Country Field Trip Procedure](#)

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Heather McKaig</u> <small>Heather McKaig [12/19/2025 5:26pm EST]</small>	12/19/2025	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Michelle Eathorne [12/22/2025 8:58pm EST]</small>	12/22/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [12/23/2025 12:58am EST]</small>	12/23/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [01/05/2026 7:40am EST]</small>	01/05/2026	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>Carey Russell</u> <small>Carey Russell [01/05/2026 7:58am EST]</small>	01/05/2026	Reviewed, entered in TripFinder
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	<u>Michael Giromini</u> <small>Michael Giromini [01/05/2026 8:28am EST]</small>	01/05/2026	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [01/05/2026 8:28am EST]</small>	01/05/2026	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	<u>Jennifer Bueter</u> <small>Jennifer Bueter [01/13/2026 12:56pm EST]</small>	01/13/2026	Expected Board Review Date 01/22/2026
Notes: This trip will go to the Board for approval at the 1/22/26 Regular Board Meeting.			
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:	

TBD

Dear Theater Adults,

As you are no doubt aware, *Complete Words* qualified for the State Finals this past Saturday. We are tremendously excited to take this show to the next level, and are grateful that so many of you were able to come see the show earlier this week.

State Finals will take place on February 14 this year for Division I Mainstage and will be held at St. Johns HS. We will depart Novi High School on Thursday evening the 16th (time approximately 6:00 PM, but realistically whenever the truck is loaded) and arrive back at the high school at approximately 10:00 PM on Friday the 17th. We will be staying at the SpringHill Suites at 800 Joe Mann Blvd. in Midland. The phone number is 989-837-2700. The cost per student is \$45.00 for the hotel. Checks can be made out to Novi High School and cash is also accepted. If financial assistance is needed, please do reach out to me because we will absolutely make it work.

Our schedule on 2/14 is 3:05 Spike, 3:30 Show, 4:25 Critique. If you have not previously attended spike time, I encourage you to: it is a chance to see the entire team work together and to see what backstage kids do for every show, just usually backstage only. Everyone is welcome to come to critique; it is a bit (or a lot) nerve-wracking, but also quite interesting. Awards will be at approximately 7:30 PM on Friday. Admission to the Festival is \$10, \$5 for students, which covers both mainstage and studio shows all day; there is a lot of great theatre to see! The students involved in the show do NOT pay the admission fee.

One important note: **according to MIFA, they will close and lock the doors five minutes prior to each performance.** Do not be late; last year two families drove all the way to Avondale HS and were kept out of the show because they arrived after the doors had closed.

We will need help from all of you!

-First, if you are up to the trip, and can take a Friday off, please come to St. Johns HS to support the kids! They are a lot of fun to watch and we are making many small changes this week and next that add up to a different - and hopefully even stronger - show than that seen this week.

-Second, we will be looking for snacks to keep the kids going both days. Snacks may include water, snack mixes, crackers, fruit, etc. Individually packaged items are the best. It will be a long two days; we certainly don't want cranky children. You can send in snacks at any time for us to add the stock.

-Third, Kathryn Maguire has offered to coordinate food again, just as she did for Regionals. Please keep an eye out for an email from her about helping out. The kids should bring cash for lunches, dinners and snacks, which may consist of meals brought in by parent volunteers, and may involve our group ordering from a nearby location. At this time, no communication has come my way about food being provided on site, and I do not believe that will change. Breakfast WILL be provided at the hotel.

All plays are intended for high school students and may be inappropriate for younger audiences. All mainstage shows are serious and all studio shows are not. If you have questions or concerns, please consult with your student, give me a call at (810) 299-1586, or send me an email at heather.mckaig@novik12.org.

Thank you for your support in so many ways. I look forward to seeing you all soon!

Sincerely,

Heather McKaig
Director

Complete Works State Finals Schedule

Thursday, February 13, 2023

- 8:00 Depart NHS
- 9:30 Opening Meeting
- 9:00 Depart St. Johns HS for hotel
- 11:00 Bedcheck

Friday, February 14, 2026

- 8:10 Depart Hotel
- 9:00 Tech Meeting - **Alyssa, Hannah, Brian, Keira, Katey, Dorothy, Arushi, Purani, Thomas, Jarvis**
- 9:30 Western - *The White Rose*; Nouvel Catholic - *Sugar Bean Sisters*
- 11:00 Woodhaven - *26 Pebbles*; Trenton - *39 Steps Even More Abridged*
- 11:45 Lunch
- 1:00 Bloomfield Hills - *Girls Like That*; Bay City Academy - *Superhero Sanitarium*
- 1:45 Load In
- 2:40 Everyone in Costumes and Black: Leave for Warm Up
- 2:50 Warm Up
- 3:25 Shift to Stage
- 3:35 Spike
- 4:00 Show**
- 4:45 Strike
- 4:55 Oral Critique
- 5:30 West Bloomfield - *1984*; John Glen - *Little Shop of Horrors*
- 5:45 Load Out
- 7:45 Awards
- 9:00 Depart for NHS (this time is approximate based on Awards start time)



Novi Community School District Field Trip Permission Form

Teacher/Sponsor:

Destination:

Field Trip Date:

Departure Time:

Return Time:

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.