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COMMUNITY SCHOOL DISTRICT

SY 26-27

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

0000123

Date Request Submitted (auto-populated) 12 weeks prior minimum	**Date of Request** 09/25/2026	**Type of Trip:** Out of State & Overnight
Dates of Trip	**Leave** 04/22/2027	**Return** 04/25/2027
Number of School Days Missed by Students	2	

TRIP INFORMATION

Requester's Name	Eric Clark Scobie
Requester's Building	Novi High School
Group/Class Traveling	Michigan Youth in Government
Title of Field Trip	MYIG High School Spring Conference
Primary Destination	Lansing, Michigan, The Lansing Center and the State Capitol
Number of Attendees	NCSD Staff Chaperones 1 Non-Staff Chaperones 2 Students 30

Summary of Trip:

Michigan Youth in Government is a YMCA program where students role play the legislative process here in our state. Whether serving as a legislator trying to write, debate, and ultimately pass their bill, a member of the Governor's cabinet working with legislators and ultimately deciding whether or not to sign bills, or working as a lobbyist trying to influence the legislative agenda, MYIG provides our students with an opportunity to experience public policy in action. The Spring Conference is the culminating event of the year held at the State Capitol. Our students will have the incredible opportunity to debate their bills in the actual legislative chambers in the Michigan State Capitol, sitting at the desks of our real Michigan lawmakers. This year, as in the past, Novi students will be serving in a variety of leadership roles at the conference, presiding over affairs.

CURRICULUM (Required for Curricular Trips)

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

*****NOTE**** The cost of the field trip is $400 which covers the conference registration, lodging, transportation, substitute teacher expenses, and fingerprinting/criminal background check fees for our parent chaperones.

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:	03/25/2026
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.			
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	The Lansing Doubletree Hotel	Address	111 N Grand Ave, Lansing, MI 48933
Contact Name	Jeff Litten, MYIG Program Director	Phone #	(517) 482-0188
Link to Hotel:	https://www.hilton.com/en/hotels/landtdt-doubletree-lansing/?SEO_id=GMB-AMER-DT-LANDTDT		

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

TRANSPORTATION DETAILS

Transportation Method	NCSD Vehicle Transportation

CHARTER BUS INFORMATION

Charter Company	
Confirm the charter is on the MDOT-approved list	
Outside Firm staff member pre-arranged with	
Contact Phone Number of Charter	
Email Address of Above	
Charter Bus Total Cost	

Segment 1 of Travel			
Departure Location Building Name & Address	Novi High School 24062 Taft Rd, Novi, MI 48375	Departure Date & Time	04/22/2027 9:15 AM
Destination Location Building Name & Address	The Lansing Doubletree Hotel 111 N Grand Ave, Lansing, MI 48933	Mileage for Segment 1	128
Segment 2 of Travel			
Departure Location Building Name & Address	The Lansing Doubletree Hotel 111 N Grand Ave, Lansing, MI 48933	Departure Date & Time	04/25/2027 12:00 PM
Destination Location Building Name & Address	Novi High School 24062 Taft Rd, Novi, MI 48375	Mileage for Segment 2	128
Segment 3 of Travel			
Departure Location Building Name & Address		Departure Date & Time	
Destination Location Building Name & Address		Mileage for Segment 3	
Segment 4 of Travel			
Departure Location Building Name & Address		Departure Date & Time	
Destination Location Building Name & Address		Mileage for Segment 4	

- **NCSD Buses are available from 9:30 to 1:30 for field trips on a regular school day.**
- **The bus must be back in the district no later than 1:30.**

E-Van Being Requested? • 2 adults and 8 students maximum • Transportation staff or teacher driving? • If teacher, mileage costs only. Must complete a Transportation Department form and provide a driver's license. • Maximum round trip: 90 miles due to battery life	NCSD Transportation to confirm availability and requirements during pre-arrangement. Not requesting E-Van

Lift Bus Required	No Lift Bus Needed
Special Equipment Required	No
Number of Students Using NCSD Vehicle Transportation	30
Number of Adults Using NCSD Vehicle Transportation	1
Students Per Bus Guideline: K-6: 70 students max MS & HS: 56 students max	Number of Buses Needed: 1 Confirmed by Transportation: 1
Are drivers' meals, tickets, or fees included? Please specify details.	Nothing Included
Parking facilities on-site? Is there a cost? Are there any other costs?	No parking No costs
Type of trip	Drop off, return to garage, and return to pick-up
NCSD BUS/VAN COSTS (COMPLETED BY TRANSPORTATION DEPT.)	
TOTAL MILES PER NCSD VEHICLE	256
TOTAL HOURS PER NCSD DRIVER	6

DRIVER HOURLY FLAT RATE FEE					
Day of the Week	# of Hours Per Vehicle	Fee Per Hour	Per Vehicle Total	X Number of Vehicles	Total Driver Rate
Mon-Fri	3	$30.00	90.00	1	90.00
Saturday		$45.00			
Sunday	3	$60.00	180.00	1	180.00
BUS/VAN MILEAGE FEE					
	Fee Per Mile	Number of Miles Per Vehicle		X Number of Vehicles	Total Mileage Cost
Round-trip Mileage	$3.00	256		1	256.00
OTHER COSTS (Parking, etc) **If applicable, provide details in notes below.**			0		
TOTAL NCSD ESTIMATED BUS/VAN COST (MILEAGE FEE + DRIVER HOURLY FEE+ OTHER COSTS)			526.00		

Transportation Department Notes:

FIELD TRIP COST SUMMARY PER STUDENT	
EXPENSE: TOTAL ESTIMATED FIELD TRIP PER STUDENT	**$** 500
Estimated Expense Total Per Student	**Estimated Amount**
Paid by Students & Families	400
Funded by Students During the Trip	100
**Funded by Other Sources	0

TOTAL TRIP EXPENSE FUNDING SOURCE: NCSD BUSINESS OFFICE REQUIRED INFORMATION				
Expense Item	**Expense Covered By**	**Account Number or N/A**	**Estimated Amount**	**Budget Review**
NCSD Bus/Van	Student Activity	61-296-7920-022-778-0000	526.00	Reviewed
Non-NCSD Bus				
Admission Fees	Student Activity	61-296-7920-022-778-0000	11,000	Reviewed
Food Expense	Other (See below**)	00-000-0000-000-000-0000	100.00	Reviewed
Sub Expenses Per person/Per day $210 Full Day $112 Half Day	Student Activity	61-296-7920-022-778-0000	420.00	Reviewed
_____ Expenses				
_____ Expenses				

Notes: ** If expenses are covered by “Other”, provide details:
Students will pay for their own meals during the conference. I would estimate between $100-150 per student

APPROVAL TO COLLECT FUNDS		
Anticipated participants (qty)	Amt. Collected per participant ($)	Expected Total Collected
30	400	**$** 12,000.00
Account Name Where Funds will be Deposited		Account Number
Youth in Government		6017900000227780000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school’s financial secretary on the day of sale.		Estimated Date (s) Money will be collected
Eric Scobie		December 2026

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.
- 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 are to be deposited a minimum of 5 business days prior to expenditures being paid out.

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	Scobie	Eric		Novi High School	Yes
2					
3					
4					
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Notes:

LINKS / ITEMS NEEDED TO PROCESS		
Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - ECS	Required for • All field trips. Completed, unsigned version required to process this request.	1. Choose a form option 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 ECS	Required for: • 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) ECS	Required for: • 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 ECS	Required for all students: • Emergency Medical Release Form • Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: • 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. ECS
Student & Chaperone Rules and Responsibilities ECS	Required for: • 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.
ECS **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	Eric Clark Scobie Eric Clark Scobie [09/25/2026 9:56am EDT]	09/25/2026	**Submitted**
Transportation Dept. Prearrangement & Costs	Fallon Phillips Fallon Phillips [09/25/2026 10:11am EDT]	09/25/2026	**Prearrangement Reviewed** Prearranged
Notes			
Requester Routes to Sponsoring Admin	ERIC C. SCOBIE ERIC C. SCOBIE [10/07/2026 1:21pm EDT]	10/07/2026	**Routed (Used only if NCSD Transportation Requested)**
Sponsoring Administrator of Trip	Michelle Eathorne Michelle Eathorne [10/12/2026 8:29am EDT]	10/12/2026	Reviewed, okay to proceed.
Notes:			
Building Administrator	Nicole Carter Nicole Carter [10/14/2026 2:40pm EDT]	10/14/2026	Reviewed, okay to proceed
Notes:			
Budget Review	Mary Warra Mary Warra [10/15/2026 7:55am EDT]	10/15/2026	Reviewed, okay to proceed.
Notes:			
Director of Elementary			
Notes:			
Director of Secondary	Marci Augenstein Marci Augenstein [10/15/2026 10:23am EDT]	10/15/2026	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	Michael Giromini Michael Giromini [10/15/2026 11:14am EDT]	10/15/2026	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	Deborah Beeker Deborah Beeker [10/15/2026 11:27am EDT]	10/15/2026	**Expected Board Info/Discussion** 11/12/2026 **Expected Action for Approval** 11/12/2026
Notes:			
Board of Ed Decision			**Board of Education Decision**
Notes:			
Director of NCSD Transportation			
Notes:			
Completed form automatically copies the Transportation Secretary and Supervisor of Medical Services			