



SY 25-26

0000089

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 01/04/2026	Type of Trip: Out of State-not overnight
Dates of Trip	Leave 01/31/2026	Return 01/31/2026
Number of School Days Missed by Students	0	

TRIP INFORMATION

Requester's Name	Debra Jodoin
Requester's Building	Novi Middle School
Group/Class Traveling	Novi Middle School Science Olympiad team
Title of Field Trip	Mentor Invitational
Primary Destination	Mentor High School 6477 Center St, Mentor OH 44060
Expected Chaperone Numbers	NCSD Staff Chaperones ¹ Non-Staff Chaperones ⁰

Summary of Trip:

Novi Middle School would like to travel to Mentor Ohio to participate in the Mentor Invitational. Students will travel on January 31, 2026 to the invitational by personal parent car accompanied by their parents to compete in this tournament. 30 students will be attending and I will be their primary chaperone. This will only be a day trip. It is a great opportunity to travel to Ohio and compete against the natina highest ranked teams. The tournament will begin at 8:00am and conclude at 3:00pm with a award ceremony at 4:30pm. The day should finish by 6:00pm and students will return home via parent vehicle

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?

No

If yes, when:

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

I coordinated and Chaperoned the Novi High School Science Olympiad team to the National Tournament to the University of Nebraska- Lincoln in the 2025 School year.

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

none

Address

Contact Name

Phone #

Link to Hotel:

***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	
	Transportation Provider If charter bus, confirm on MDOT approved list	Parent Vehicle
	Contact Person	
	Contact Phone Number	
	Email Address	
Does the bus need to stay?		
Lift Bus Required?		
Special Equipment Required:		
Number of Students Attending		

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi Middle School or Individual Homes	Departure Date & Time	01/31/2026
Destination Location Building Name & Address	Mentor High School 6477 Center St, Mentor OH 44060	Arrival Time	

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Mentor High School 6477 Center St, Mentor OH 44060	Departure Date & Time	01/31/2026
Destination Location Building Name & Address	Novi Middle School or Individual Homes	Arrival Time	

Notes:

Students will travel to tournament with parents via parent vehicle.

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	Jodoin	Debra	248-505-3970	Novi Middle School	No sub required
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
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24					
25					

Notes:

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination	Start	End	Hours	
Bus remaining at location between traveling	Start	End	Hours	
Bus trip returning to school	Start	End	Hours	
TOTAL HOURS				
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination				
Mileage from field trip destination back to school				
TOTAL ROUND TRIP MILES				

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		\$30.00			
Saturday		\$45.00			
Sunday		\$60.00			

MILEAGE FEE

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

TOTAL NCSD BUS COST \$

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

Parking facilities on-site? Is there a cost?

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY **PER STUDENT**

Total Estimated Cost Per Student		\$ 0.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	0.00	none
Supplied by Students During the Trip	0.00	none
Covered By Other Funding Sources*	0.00	none
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	none	none	none	none

Notes:

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
30	0.00	\$ 0.00
Account Name Where Funds will be Deposited		Account Number
none		none
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
none		none

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 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 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 - DJ	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 DJ	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) DJ	Required for: <ul style="list-style-type: none"> • <u>All</u> NON-NCSD chaperones 	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms DJ	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. DJ
Student & Chaperone Rules and Responsibilities DJ	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>Debra Jodoin</u> <small>Debra Jodoin [01/04/2026 2:56pm EST]</small>	01/04/2026	Submitted
Sponsoring Administrator of Trip	<u>Robert J Baker</u> <small>Robert J Baker [01/05/2026 9:08am EST]</small>	01/05/2026	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Robert J Baker</u> <small>Robert J Baker [01/05/2026 9:09am EST]</small>	01/05/2026	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Debra Jodoin</u> <small>Debra Jodoin [01/05/2026 11:15am EST]</small>	01/05/2026	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. No, see below. Notes: None Needed. It is already paid for.			
Director of Transportation Only if NCSD Bus used			
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 11:26am EST]</small>	01/05/2026	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [01/05/2026 11:26am 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 1:39pm EST]</small>	01/13/2026	Expected Board Review Date 01/22/2026
Notes: This 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:	

The Novi Middle School Science Olympiad teams would like to travel to the Mentor Invitational in Mentor Ohio. The invitational takes place on Saturday January 31, 2026. We will travel to and from the tournament in a private, parent vehicle . Parents will be traveling with their own students. It is an amazing opportunity to be able to travel to out of state tournaments and compete against the top nationally ranked teams. We would appreciate the opportunity to attend.

Itinerary

5:00am Leave Novi - Student leave from individual homes

7:00am Arrives Mentor High School , Mentor Ohio

8:00am - Competition begins

3:00pm Competition concludes

4:30 Award Ceremony begins

6:00pm Award Ceremony concluded

6:00pm Students travel home in parent vehicle

8:00pm students arrive home = Novi.



Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Debra Jodoin

Destination: Field Trip Date: January 31, 2026

Departure Time: Return Time: After 7:00pm

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

XX 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 oce before your trip, and completed forms upon your return.