



SY 25-26

0000106

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 03/23/2026	Type of Trip: Out of State & Overnight
Dates of Trip	Leave 05/27/2026	Return 05/30/2026
Number of School Days Missed by Students	2	

TRIP INFORMATION

Requester's Name	Colleen Smith	
Requester's Building	Novi High School	
Group/Class Traveling	Econ challenge regional finals winners	
Title of Field Trip	National Econ Challenge Finals	
Primary Destination	Atlanta Georgia	
Expected Chaperone Numbers	NCSD Staff Chaperones ¹	Non-Staff Chaperones ⁰

Summary of Trip:

Should one of the Novi econ challenge teams advance to the national finals, they will get an all expense paid trip to Atlanta to compete. They must first win states on 4/20 and then advance on in regionals (online competition the week of 4/20).

CURRICULUM (Required for Curricular Trips)

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

This competition would cover any / all economics standards

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

Students have formed teams to compete in February and have been studying economic concepts since.

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

This is the final competition for this challenge, not a class activity.

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:

05/30/2004

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

I was not able to attend that trip but have chaperoned the overnight Youth in Government trip in 2025

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?

N/A

HOTEL ACCOMMODATIONS

Hotel Name
If applicable

TBD if the team advances

Address TBD if the team advances

Contact Name

TBD if the team advances

Phone # TBD if the team advances

Link to Hotel: TBD if the team advances

***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	N/A
	Contact Person	N/A
	Contact Phone Number	
	Email Address	N/A
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	N/A Parents would be required to bring students to the airport to meet with the chaperone	Departure Date & Time	
Destination Location Building Name & Address	TBD if the team advances	Arrival Time	

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	TBD if the team advances	Departure Date & Time	
Destination Location Building Name & Address	TBD if the team advances	Arrival Time	

Notes:

Students must win two levels of competition before advancing to finals- I am only filling out the form in case students are able to compete in the finals of the competition.

I have attached a permission slip but will attach any other required forms should my team advance to the national finals.

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	Smith	Colleen	734-634-2570	Novi High School	Yes, chaperone to request sub
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
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	The trip is paid for by the council of Economic Education
Supplied by Students During the Trip	0.00	The trip is paid for by the council of Economic Education
Covered By Other Funding Sources*	0.00	The trip is paid for by the council of Economic Education
*List other funding sources (grant names etc.)		When novi traveled to finals two years ago, the Michigan Council for Economic Education paid for some expenses not covered by the national council -- such as transportation to / from the airport.

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	N/A	N/A	N/A	0.00

Notes: Again this is an all expense trip paid for by the council for economic education

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
4	0.00	\$ 0.00
Account Name Where Funds will be Deposited		Account Number
N/A		N/A
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
N/A		N/A

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
<p>NCS D Field Trip Permission Form -</p> <p>CS</p>	<p>Required for</p> <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.
<p>Detailed Itinerary</p> <p>CS</p>	<p>Required for:</p> <ul style="list-style-type: none"> • All overnight, out of state or out of country field trips. 	<p>No required format. Must be attached at the end of this process (scroll all the way to the bottom).</p>
<p>Chaperone & Volunteer Non-Employment Background Request (ICHAT)</p> <p>CS</p>	<p>Required for:</p> <ul style="list-style-type: none"> • <u>All</u> NON-NCS D chaperones 	<p>Please follow district guidelines found at link including allow 3 business days for your submission to be processed.</p>
<p>NCS D Health Forms</p> <p>CS</p>	<p>Required for all students:</p> <ul style="list-style-type: none"> • Emergency Medical Release Form • Authorization for Administering Over-The-Counter Medication <p>Required for students bringing Medications:</p> <ul style="list-style-type: none"> • Medication Procedure Letter 	<p>Medication Instructions for Overnight Field Trips</p> <p>All forms must be reviewed by district nurses at least two weeks prior to the trip.</p> <p style="text-align: center;">cs</p>
<p>Student & Chaperone Rules and Responsibilities</p> <p>CS</p>	<p>Required for:</p> <ul style="list-style-type: none"> • All overnight, out-of-state or out-of-country field trips. 	<p>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).</p> <p>Ensure that all chaperones have reviewed the chaperone responsibilities.</p>

CS **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 [NCS D Overnight, Out of State, Out of Country Field Trip Procedure](#)

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Colleen Smith</u> <small>Colleen Smith [03/23/2026 1:44pm EDT]</small>	03/23/2026	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Michelle Eathorne [03/23/2026 1:56pm EDT]</small>	03/23/2026	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [03/24/2026 2:39pm EDT]</small>	03/24/2026	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [03/24/2026 3:08pm EDT]</small>	03/24/2026	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
Director of Transportation Only if NCSD Bus used			
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 [03/24/2026 3:10pm EDT]</small>	03/24/2026	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [03/24/2026 3:10pm EDT]</small>	03/24/2026	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 [04/13/2026 10:31am EDT]</small>	04/13/2026	Expected Board Review Date 04/23/2026
Notes: This will go to the board for approval at the 4/23/26 Regular 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:	



Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Colleen Smith

Destination: The National Economics Challenge Finals- Atlanta Georgia

Field Trip Date: 5/27/2026 - 5/30/2026

Departure Time: Return Time: TBD

Transportation By: Parents meet the chaperone at a selected location at the airport to drop off students.

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 once before your trip, and completed forms upon your return.



WELCOME PACKET & AGENDA

2024 NATIONAL ECONOMICS CHALLENGE - FINALS

June 1-3, 2024 || New York City

Dear Students, Teachers/Coaches, and Parents:

Congratulations on your team's success in Council for Economic Education's (CEE) **National Economics Challenge** SM! We look forward to hosting your team in New York City to celebrate your achievements and compete for the National Champion title!

AWARDS AND RECOGNITION

1st place: **\$1,000** | 2nd place: **\$500** | 3rd place: **\$250** | 4th place: **\$150**

We are thrilled to announce our partnership with *CNBC*. Your family, friends, and the school can watch the live broadcast of the National Economics Quiz Bowl Finals *CNBC's* YouTube channel: <https://www.youtube.com/c/cnbc>.

Below, you will find detailed information about your trip and the event details. Please read this welcome packet thoroughly and if you have any questions, please contact us at rivera@councilforeconed.org or heckstein@councilforeconed.org.

***** Video Assignment:** In this short week, please assemble your team for a video introducing all the team members. Take inspiration from this link:

<https://vimeo.com/127645893/34d56cce91>

- You can submit your entry by Wednesday, May 8 to:
<http://www.andnow.com/upload>

See you in New York City!

COMPETITION AGENDA

SATURDAY, JUNE 1: Competition Check-in / Hotel Check-in / pick-up student packets

- **12:00 PM – 4:00 PM** Registration
- **3:00 PM** Hotel Check in

SUNDAY JUNE 2: Critical Thinking Round – 4W43

- **7:00 AM - 9:00 AM** Breakfast at the hotel
- **9:00 AM** All teams check in for Critical Thinking Round
- **9:30 PM – 3:00 PM** Teams Prepare for critical thinking in staggered time slot
- **10:00 AM – 3:30 PM** Teams give presentations in staggered time slots
- **3:00 PM - 3:30 PM** Judges Confer
- **5:00 PM - 9:30 PM** Dinner Cruise
 - Depart hotel at 5:30 PM
 - Board Ship at 6:30 PM
 - Final four teams will be announced
 - Deboard by 9:30 PM
 - Back at hotel by 10:00 PM

MONDAY, JUNE 3: The Quiz Bowl – 4W43

- **7:00 AM – 8:00 AM** Breakfast provided at the hotel
- **8:00 AM – 8:30 AM** Teams Check in at 4W43
- **9:15 AM – 9:45 AM** Chinese Student Rehearsal (Adam Smith and David Ricardo Teams)
 - Rules and Quiz Bowl Instructions
 - Teams will be shown how to stand on stage
 - Sample practice questions if time permits
- **9:45 AM – 10:15 AM** CHN David Ricardo Quiz Bowl
- **10:20 AM – 10:45 AM** CHN Adam Smith Quiz bowl
- **10:45 AM – 11:00 AM** CHN Awards Ceremony
- **11:00 AM – 11:30 AM** US Quiz Bowl Student Rehearsals
- **11:30 AM – 12:30 PM** Lunch
- **1:00 PM – 1:15 PM** Pre-show Remarks

- **1:15 PM – 1:45 PM** US David Ricardo Quiz Bowl
- **2:00 PM – 2:30 PM** US Adam Smith Quiz Bowl
- **2:30 PM – 2:45 PM** US Awards Ceremony
- **2:50 PM – 3:15 PM** David Ricardo International Quiz Bowl
- **3:15 PM – 3:45 PM** Adam Smith International Quiz Bowl
- **3:45 PM – 3:55 PM** International Awards Ceremony
- **3:55 PM – 4:30 PM** Post show interviews and photos with 1st Place Teams for David Ricardo and Adam Smith International Round Winners
- **4:00 PM** End of Program

REMEMBER TO:

Each team member (including the coach) is encouraged to bring an item for the gift exchange. A gift exchange between American students and Chinese students will take place on Sunday evening during the Dinner Cruise. Gifts should not exceed \$15. Ideas for gifts may include t-shirts or hats with your school or state colors or logos. CEE strongly encourages networking and socializing among students at the competition.

THE CRITICAL THINKING ROUND

- The critical thinking round consists of a one-page critical thinking problem that outlines an economic issue, poses a problem, and tasks your team with providing an economic analysis addressing the problem.
- Teams will have **twenty-five (25) minutes** to prepare a plan for the prompt and submit their work to CEE.
- Teams will present their plan to a panel of judges. Teams will be given a maximum of **12 minutes** to give their presentation and **7 minutes** to answer any questions.
- Judges will be looking for a clear and rational analysis of the problem. You will be asked to consider alternative policies and then to propose and justify a single policy solution. You will not be judged on your specific policy proposal, but upon your analysis leading up to the proposal.

Additional Resources for Your Team:

- Sample case studies: <https://npfc.councilforeconed.org/national-finals/>

- Watch this video of a National Personal Finance Challenge team's financial plan presentation for the Hernandez case study. At the 22-minute mark, you will see the NPFC judging rubric and judge's commentary: <https://youtu.be/SIkB-kdBbPI>

HOTEL ACCOMMODATIONS

All teams will stay at the **SpringHill Suites by Marriott New York Midtown Manhattan/Fifth Avenue**, 25 W 37th St, New York, NY 10018.

- The hotel accommodations are provided for 2 nights/3 days.
- Room assignments include up to four same gender students per room.
- Team coaches will each have their own room.
- Only assigned guests are permitted to stay in each room.

TRANSPORTATION

You and your team are responsible for arranging transportation between your hometown and the airport and from the airport to the hotel (for both your departure and return). CEE will arrange flights to and from state or origin.

HOTEL CHECKING IN

Upon arrival go to the hotel's registration desk to check-in. Hotel check in is at 3:00pm. If your team arrives early you may request early check-in. When you've completed your hotel check-in and have arrived within CEE's registration window (see times below), please make your way to the hotel's bar area to check in with the CEE staff.

COMPETITION CHECK-IN and Registration will be held:

- Saturday June 1, **12:00 PM - 4:00 PM** in the Springhill Suites hotel bar area

INCIDENTALS

Incidentals have been blocked (long distance telephone calls, mini-bar, bottled water, and pay-per-view movies). Teams wishing to unblock incidentals will be expected to provide a credit card at check-in.

WI-FI

Free Wi-Fi will only work in the guest rooms (up to 5 devices) but not meeting rooms. CEE will provide Wi-Fi only for planned activities in the meeting rooms.

CHECKING OUT

- All teams are expected to check out of their hotel rooms on Monday morning.
- Upon check-out, feel free to bring all luggage to the lobby where you may store your baggage at no cost.
- Depending on flight availability, some teams may depart the following morning (Tuesday) – **this must be pre-approved by CEE.**
- Your team will be responsible for additional nights of stay before or past pre-approved dates.

OFFICIAL PICTURE ID, NAME TAGS

Please carry your official/state picture ID throughout the weekend, and please wear your nametag during all events to help us identify you and your team. If you lose your name tag, please let us know so we can replace it.

DRESS CODE FOR COMPETITION

Sunday Critical Thinking Round – Business attire

Sunday Dinner Cruise – Casual

Monday Quiz Bowl Rounds – Business attire

RULES OF CONDUCT

For an enjoyable experience and for the safety of all travelers, all students and team coaches must comply with the following rules of conduct:

- Each team is limited to four students and one coach/chaperone.
- Every team coach/chaperone is responsible for keeping their team members together during transfers and in-transit to and from event sites.
- Each team's coach/chaperone is responsible for the overall supervision and behavior of their students.
- Team members are prohibited from possessing or using any illegal drugs, alcohol, tobacco products, or weapons. Anyone found in the possession of any of these items will be immediately disqualified, and the team will not be allowed to advance.

- Team members will stay in the accommodations assigned to them.
- Teachers will be assigned a single room in the vicinity of their team members.
- Should any problems arise, team members should immediately report to their coach or a CEE staff member. **In case of an emergency, please call 911.**
- Each team member is fully responsible for their own personal items and baggage.
- Each team member is responsible to notify CEE of any special health issues, or dietary needs and requests.

HELPFUL TRAVEL INFORMATION

- Confirm your travel 1–2 days prior to departure with the airline directly.
- Please remember to bring a copy of your itinerary and the travel memo when you travel, as well as an official government issued ID.
- Check the TSA's website for the most up-to-date carry-on restrictions:
<http://www.tsa.gov/>
- Many bags look alike, make sure your luggage has an identification tag. It is recommended that you put something on your checked luggage (i.e. a ribbon or sticker) that you will be able to clearly identify your bag on the carousel.
- Please carry your passport or government issued ID, travel itinerary and money with you at all times while traveling.
- Make a copy of your documents and other vital information. Keep these copies in a place separate from your passport as a safety precaution in case your passport or ticket is lost or stolen.
- In case of a travel emergency or canceled flight, please contact a CEE staff member.
- For those flying, check your airline's website for details about allowable size/weight of luggage and if fees apply for checked or carry-on luggage. Most airlines allow a carry-on, and a personal item such as a laptop bag or purse and one piece of checked luggage – but you should verify.
- **CHECK FOR MORE UPDATES ON U.S. TRAVEL WEBSITES**

GUESTS

Any parent, spouse, or additional guest who wishes to attend the National Finals is responsible for making their own travel arrangements, including accommodations and

transportation. CEE is not responsible for these individual guests and cannot guarantee their participation in group activities.

You are required to inform CEE if there is a guest, and provide full name, contact information and relationship to participants. Please fill out [this form](#) by **Wednesday May 8, 2024**. Any questions, Please email: Hannah Eckstein, heckstein@councilforeconed.org
(link: <https://councilforeconed.wufoo.com/forms/ri1y6ow1ibed5g/>)

ANY QUESTIONS?

If you have any questions, please contact the National Economics Challenge team by emailing Ruben Rivera at: rrivera@councilforeconed.org or Hannah Eckstein at: heckstein@councilforeconed.org

ABOUT THE COUNCIL FOR ECONOMIC EDUCATION

The **Council for Economic Education** (CEE) is the leading nonprofit organization in the United States that focuses on the economic and financial education of students from K-12, and we have been doing so for 70 years. We carry out our mission by educating the educators: providing the curriculum tools, the pedagogical support, and the community of peers that instruct, inspire, and guide. All resources and programs are developed by educators and delivered by our national network of affiliates. Each year CEE's programs reach 55,000 teachers in person, and more than 1.1 million unique visitors via EconEdLink.org – CEE's go-to place for free online teaching resources.

Council for Economic Education
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