



SY 24-25

0000049

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 03/11/2025	Type of Trip: Out of State & Overnight
Dates of Trip	Leave 05/28/2025	Return 05/30/2025
Number of School Days Missed by Students	3	

TRIP INFORMATION

Requester's Name	Colleen Smith
Requester's Building	Novi High School
Group/Class Traveling	National economics Challenge participants (I am looking for approval in case teams win)
Title of Field Trip	National economics Challenge
Primary Destination	Atlanta Georgia
Expected Chaperone Numbers	NCSD Staff Chaperones ¹ Non-Staff Chaperones ⁰

Summary of Trip:

The National Economics Challenge will take place in Atlanta, Georgia this year. If students make it through the state/local challenge, they move to the Semi-Finals National Challenge, which is an online event from April 21st - 24th, then move to the Finals National Challenge. This experience provides students with the tools of economic analysis that teach them to think logically, use data smartly, and build analytic and problem-solving skills.

If Novi has a team(s) qualify, the trip to Atlanta will be covered by the Council for Economic Education.

CURRICULUM (Required for Curricular Trips)

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

All economic and AP micro and Macro standards are included

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

Students will compete at the state finals on 4/23 and an online regional final on 4/24/25 if they advance beyond the state finals. Students have been studying and practicing case studies for the past month to prepare.

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

Students will have to engage in critical thinking in response to a case study and in a quizbowl round of questions. This will allow them to apply the knowledge they learned in economics courses to real world situations

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:

05/31/2024

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

I was responsible for completing the paperwork but did not attend the trip as I had not been an overnight chaperone. I am scheduled to be an overnight chaperone for the upcoming Youth in Government field trip (4/-4/6/25).

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

TBD once winners have been announced- travel arrangements will be

Address

Contact Name

Phone #

Link to Hotel: TBD once winners are announced, travel arrangements will be made. Parents will provide transportation to / from the airport and public transportation will be utilized once we arrive in Georgia.

***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	Parents will provide transportation for their child to / from the airport. Public transportation will be utilized
	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		Departure Date & Time	
Destination Location Building Name & Address		Arrival Time	
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address		Departure Date & Time	
Destination Location Building Name & Address		Arrival Time	
Notes: Students and chaperone will meet at the airport (see notes above)			

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination		End Time		Hours	
Bus trip returning to school		End Time		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:

The cost of the field trip will be covered by the National Council of Economic Education.

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	N/A
Supplied by Students During the Trip	0.00	Any personal spending the student might have
Covered By Other Funding Sources*	0.00	See note below
*List other funding sources (grant names etc.)	The cost of the field trip will be covered by the National Council of Economic Education.	

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	0	0	N/A	0

Notes: The cost of the field trip will be covered by the National Council of Economic Education.

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
4	0	\$ 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		0.00

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 - CS	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 CS	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) CS	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 CS	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 CS	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.
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>colleen smith</u> <small>colleen smith [03/11/2025 12:53pm EDT]</small>	03/11/2025	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Michelle Eathorne [03/11/2025 3:04pm EDT]</small>	03/11/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [03/11/2025 3:29pm EDT]</small>	03/11/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [03/13/2025 11:24am EDT]</small>	03/13/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. No, see below. Notes: No funds will be collected from students and the cost will be covered by National Council of Economic Education			
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>Emily Pohlonski</u> <small>Emily Pohlonski [03/14/2025 3:21pm EDT]</small>	03/14/2025	Reviewed, okay to proceed
Notes: If Novi has a team(s) qualify, the trip to Atlanta will be covered by the Council for Economic Education.			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [03/15/2025 12:01pm EDT]</small>	03/15/2025	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 [03/15/2025 12:12pm EDT]</small>	03/15/2025	Expected Board Review Date 04/24/2025
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:	

Hi Michelle this is the only info I have for econ challenge— I will get more info only if Novi's team(s) advance beyond the state finals I am only filling this out in case teams advance (Ader suggested I apply now as that is what they do for HOSA) If we need to meet and go over this I am totally happy to do so.

Thanks

Colleen Smith

IMPORTANT DATES

State Finals

April 23, 2025

Time: 8:30am - Noon

Federal Reserve Bank of Chicago - Detroit Branch

National Challenge Semi-Finals for State Champs only

Virtual Team Case Study

April 24, 2025

National Challenge Finals for Semi-Finals Champs only

All expense paid quiz bowl in Atlanta

May 28-30, 2025

2025 Michigan Economics Challenge Team Application

***TEAMS MUST APPLY FOR A SPOT IN THE
COMPETITION BY APRIL 9, 2025***

Teachers may apply for up to 4 teams in each division.

***Student names will not be necessary until the notification of team
acceptance in early April.***