



SY 25-26

0000053

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: Overnight
Dates of Trip	Leave 07/18/2025	Return 07/20/2025
Number of School Days Missed by Students	0	

TRIP INFORMATION

Requester's Name	Brieanna Cummings
Requester's Building	Novi High School
Group/Class Traveling	Novi High School Sideline Cheer Team
Title of Field Trip	Champion Cheerleading Alma Residential Camp
Primary Destination	Alma College
Expected Chaperone Numbers	NCSD Staff Chaperones 2-3 Non-Staff Chaperones 0

Summary of Trip:

This overnight camp takes place at a Alma College. Our team will stay in dorm rooms and the camp will take place at their athletic facilities. Camp is will be three full days of instruction in detail all the necessary tips for success in cheers, jumps, stunts, pyramids, tumbling, precision and more! Material will be provided to create visual game and competitive material.

CURRICULUM (Required for Curricular Trips)

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

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:

07/26/2024

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?

Brieanna Cummings

HOTEL ACCOMMODATIONS

Hotel Name
If applicable

Alma College Dorms

Address 614 W Superior St, Alma, MI
48801

Contact Name

Kim Kaye, Champion Cheerleading
President

Phone # 616-377-7081

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	NCSD- arranged by athletics
	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		20-30

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address	Novi High School 24062 Taft Rd Novi, MI 48375	Departure Date & Time	07/18/2025 7:00 AM
Destination Location Building Name & Address	Alma College 614 W Superior St Alma, MI 48801	Arrival Time	9:00 AM
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address	Alma College 614 W Superior St Alma, MI 48801	Departure Date & Time	07/20/2025 2:00 PM
Destination Location Building Name & Address	Novi High School 24062 Taft Rd Novi, MI 48375	Arrival Time	3:45 PM
Notes:			

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination	7:00 AM	End Time	9:00 AM	Hours	2.00
Bus trip returning to school	2:00 PM	End Time	3:45 PM	Hours	1.75
TOTAL HOURS					3.75
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination					110
Mileage from field trip destination back to school					111
TOTAL ROUND TRIP MILES					221.00

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	3.75	\$30.00	112.50	1	112.50
Saturday		\$45.00			
Sunday	3.75	\$60.00	225.00	1	225.00

MILEAGE FEE

	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	\$3.00	221.00	1	663.00

TOTAL NCSD BUS COST \$ 1,000.50

Are drivers' meals, tickets, or fees included? Please specify details.
no

Parking facilities on-site? Is there a cost?
no

Other important information about NCSD Bus Cost:
Athletics

FIELD TRIP COST SUMMARY **PER STUDENT**

Total Estimated Cost Per Student		\$ 445.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	445.00	lodging, meals, instruction, activities
Supplied by Students During the Trip	0.00	n/a
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
	Camp	805 Cheer (Athletics)	61-296-7920-022-805-0000	445

Notes:

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
20	445	\$ 8,900.00
Account Name Where Funds will be Deposited		Account Number
805 Cheer (Athletics)		60-179-0000-022-805-0000
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
Brieanna Cummings, Lauren Keller		June 9-13, 2025

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 - BC	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 BC	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) BC	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 BC	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 BC	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>Brieanna Cummings</u> <small>Brieanna Cummings [03/11/2025 4:22pm EDT]</small>	03/11/2025	Submitted
Sponsoring Administrator of Trip	<u>Don Watchowski</u> <small>Don Watchowski [03/21/2025 9:32am EDT]</small>	03/21/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [03/21/2025 11:00am EDT]</small>	03/21/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Barbara McDougall</u> <small>Barbara McDougall [03/21/2025 2:37pm EDT]</small>	03/21/2025	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>Cynthia Valentine</u> <small>Cynthia Valentine [03/24/2025 5:45am EDT]</small>	03/24/2025	
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	<u>Emily Parker Pohlonski</u> <small>Emily Parker Pohlonski [03/24/2025 8:14am EDT]</small>	03/24/2025	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [03/24/2025 8:24am EDT]</small>	03/24/2025	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 [03/24/2025 9:05am EDT]</small>	03/24/2025	Expected Board Review Date 04/24/2025
Notes: This field trip will go onto the Consent Agend afor approval.			
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:	

Champion Residential Schedule 2024

(tentative schedule)

DAY 1

9:00-9:45 – Registration
10:10 – Meet in Front
10:30 – Welcome & Meet the Staff
10:45 – Buddies (*Meet Private Coach*) 10:55 – Stunt 101
11:20 – Stations (2) (Cheer 1, Pyramids, Game Day, Cheer 2, Stunting Fundamentals, Drills & Skills)
*11:30 - Coaches Meeting with Kim
12:30 – Lunch / Coaches Hospitality
2:00 – Meet @ Field & Stretch 2:15 – Stunts
3:15 – Stations (4) (Cheer 1, Pyramids, Game Day, Cheer 2, Stunting Fundamentals, Drills & Skills)
5:30– Dinner / Coach Time
7:00 – Meet at Field /

Cheerlympics

7:30 – Station Review w/ PC
8:00 – Fashion Show! :)
8:30 – Awards
8:45 – Open Field/Gym (*optional*)

DAY 2

8:00 – 9:00 Breakfast
w/Buddies 9:15 – Meet at Field & Stretch 9:30 – Team Review w/ PC 9:45 – Evaluations
10:05 – Stunts
11:00 – Stations (2) (Cheer 1, Pyramids, Cheer 2, Game Day) OR On Your Own
12:00 – Private Coaching 12:30 – Lunch / Coach Time 2:00 – Meet at Field & Stretch 2:10 – Stations (Cheer 1, Pyramids, Cheer 2, Game Day) OR On Your Own
3:15 – Stunts
3:45 - Seminars
4:30 – Team Time
5:30 – Dinner / Coach's Time
7:00 – Meet at Field / SPIRIT DAY PARADE!
7:30 - Private Coaching
8:00 – Awards
8:15 - 8:1 Candlelight
9:30 – Open Field / Gym (*optional*)

DAY 3

8:00 – 9:00 Breakfast
9:15 – Meet at Field/Stretch
9:30 – Team Review w/PC
9:45 – Evaluations
10:15 – Stunts
10:45 – You Choose Class (2) (Dance/Flexibility/Showmanship/Stunt Review)
11:45 – Awards
11:50 – Lunch
1:15 – Meet PC at Field
****Express Checkout**
1:45 – Final Day Fun!

In case of rain, meet in the gym. Final Day rain plan will be in the gym also.