



SY 25-26

0000052

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

<b>Date Request Submitted (auto-populated)</b> 12 weeks prior minimum	<b>Date of Request</b> 03/11/2025	<b>Type of Trip:</b> Overnight
<b>Dates of Trip</b>	<b>Leave</b> 07/19/2025	<b>Return</b> 07/20/2025
<b>Number of School Days Missed by Students</b>	0	

### TRIP INFORMATION

<b>Requester's Name</b>	Brieanna Cummings
<b>Requester's Building</b>	Novi Middle School
<b>Group/Class Traveling</b>	Novi Middle School Sideline Cheer Team
<b>Title of Field Trip</b>	2-Day Power Camp Residential Stunt and Skills Camp-hosted by North American Spirit
<b>Primary Destination</b>	Covenant Hills- Otisville, Michigan
<b>Expected Chaperone Numbers</b>	NCSD Staff Chaperones <sup>2</sup> Non-Staff Chaperones <sup>0</sup>

**Summary of Trip:**

This overnight camp takes place at Covenant Hills in Otisville, Michigan. Our team will stay in rooms and the camp will take place inside a field house/gym. Camp is two full days of stunts, skills and material! Enjoy swimming at the lake, the "blob", bonfires and more during team time!

### 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.

We have planned a similar trip with the high school teams yearly over the past 4 years. 07/26/2024 would be the most recent similar trip.

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?

Lauren Keller

### HOTEL ACCOMMODATIONS

Hotel Name  
If applicable

Covenant Hills

Address 10359 Farrand Rd, Otisville,  
MI 48463

Contact Name

Tara Hazey

Phone # 586-281-3372

Link to Hotel: <https://www.covenanthills.org/>

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

## TRANSPORTATION DETAILS

<b>Must be contacted for pre-arrangements.</b>  <b>Requirements: 12 weeks prior</b>	Date contacted/prearranged	
	Transportation Provider If charter bus, confirm on <a href="#">MDOT approved list</a>	NCSD
	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		12-20

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address	Novi Middle School 49000 W 11 Mile Rd Novi, MI 48374	Departure Date & Time	07/19/2025  7:45 AM
Destination Location Building Name & Address	Covenant Hills 10359 Farrand Rd Otisville, MI 48463	Arrival Time	9:00 AM
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address	Covenant Hills 10359 Farrand Rd Otisville, MI 48463	Departure Date & Time	07/20/2025  5:30 PM
Destination Location Building Name & Address	Novi Middle School 49000 W 11 Mile Rd Novi, MI 48374	Arrival Time	6:45 PM
<b>Notes:</b>			

## FIELD TRIP COSTS

### NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination	7:45 AM	End Time	9:00 AM	Hours	1.25
Bus trip returning to school	5:30 PM	End Time	6:45 PM	Hours	1.25
<b>TOTAL HOURS</b>					2.50
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination					71.8
Mileage from field trip destination back to school					71.3
<b>TOTAL ROUND TRIP MILES</b>					143.10

### 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	2.5	\$45.00	112.50	1	112.50
Sunday	2.5	\$60.00	150.00	1	150.00

### MILEAGE FEE

	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	\$3.00	143.10	1	429.30

**TOTAL NCSD BUS COST      \$    691.80**

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 Covers

## FIELD TRIP COST SUMMARY **PER STUDENT**

<b>Total Estimated Cost Per Student</b>		\$ 330.00
<b>Estimated Total <b>Per Student</b></b>		<b>Expense Description (what is included)</b>
Paid by Students & Families	330.00	One night lodging, 4 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	\$330/athlete

Notes:

## APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
16	330	\$ 5,280.00
Account Name Where Funds will be Deposited		Account Number
805 Cheer (Athletics)		61-296-7920-022-805-0000
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, Jillian Hattie, 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
<b>NCSD Field Trip Permission Form -</b>  BC	Required for <ul style="list-style-type: none"> <li>All field trips. Completed, unsigned version required to process this request.</li> </ul>	<ol style="list-style-type: none"> <li>Choose a form option <ol style="list-style-type: none"> <li><a href="#">Digital Form</a></li> <li><a href="#">Paper Form</a></li> </ol> </li> <li>Update with event details.</li> <li>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.</li> </ol>
<b>Detailed Itinerary</b>  BC	Required for: <ul style="list-style-type: none"> <li>All overnight, out of state or out of country field trips.</li> </ul>	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
<b>Chaperone &amp; Volunteer Non-Employment Background Request (<a href="#">ICHAT</a>)</b>  BC	Required for: <ul style="list-style-type: none"> <li>All NON-NCSD chaperones</li> </ul>	Please follow district guidelines found at <a href="#">link</a> including allow 3 business days for your submission to be processed.
<b>NCSD Health Forms</b>  BC	Required for all students: <ul style="list-style-type: none"> <li><a href="#">Emergency Medical Release Form</a></li> <li><a href="#">Authorization for Administering Over-The-Counter Medication</a></li> </ul> Required for students bringing Medications: <ul style="list-style-type: none"> <li><a href="#">Medication Authorization Form</a></li> <li><a href="#">Medication Form- Self Administer</a></li> </ul>	<a href="#">Medication Instructions for Overnight Field Trips</a>
<b>Student &amp; Chaperone Rules and Responsibilities</b>  BC	Required for: <ul style="list-style-type: none"> <li>All overnight, out of state or out of country field trips.</li> </ul>	Attach the <a href="#">NCSD Overnight, Out of State or Out of Country Rules and Responsibilities</a> 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 <a href="#">NCSD Overnight, Out of State, Out of Country Field Trip Procedure</a>		

## APPROVAL PROCESS

Staff Member	Signature	Date	Action
<b>Requester's Signature</b>	<u>Brieanna Cummings</u> <small>Brieanna Cummings [03/11/2025 4:22pm EDT]</small>	03/11/2025	<b>Submitted</b>
<b>Sponsoring Administrator of Trip</b>	<u>Don Watchowski</u> <small>Don Watchowski [03/11/2025 6:08pm EDT]</small>	03/11/2025	Reviewed, okay to proceed.
Notes:			
<b>Building Administrator</b>	<u>Nicole Carter</u> <small>Nicole Carter [03/11/2025 8:56pm EDT]</small>	03/11/2025	Reviewed, okay to proceed
Notes:			
<b>Building Budget Admin. Asst. Review</b>	<u>Barbara McDougall</u> <small>Barbara McDougall [03/18/2025 7:42am EDT]</small>	03/18/2025	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
<b>Director of Transportation Only if NCSD Bus used</b>	<u>Cynthia Valentine</u> <small>Cynthia Valentine [03/18/2025 7:47am EDT]</small>	03/18/2025	
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
<b>Director of Instruction</b>	<u>Emily Pohlonski</u> <small>Emily Pohlonski [03/18/2025 5:05pm EDT]</small>	03/18/2025	Reviewed, okay to proceed
Notes:			
<b>Asst. Superintendent Teaching &amp; Learning</b>	<u>Michael Giromini</u> <small>Michael Giromini [03/19/2025 8:14am EDT]</small>	03/19/2025	Reviewed, okay to proceed
Notes:			
<b>Proposed Overnight, Out of State/Country Trip</b> Executive Assistant, Superintendent & Board of Education	<u>Sheila Holly</u> <small>Sheila Holly [03/19/2025 8:33am EDT]</small>	03/19/2025	Expected Board Review Date  04/24/2025
Notes: This trip was coordinated by Brienna and presented by North American Spirit Camp, only it took place in a different city. Therefore, it only requires one Board meeting and can be placed on the Consent Agenda.			
<b>Board of Ed Decision</b>			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:	

# North American Spirit 2024 Power Camp #2

July 20-21, 2024  
(Staff arrival- July 19)  
Covenant Hills- Otisville, Michigan

Scan QR to access  
camp google drive:



- Doors to Auditorium (Between COVE and Auditorium) open at 9:00am. Please bring your roster and release forms!
- Teams may store luggage in the designated area of the auditorium until dinner/check

Coaches may CHOOSE the classes they wish their teams to attend. Teams may be kept together or split up as needed. Please make sure your athletes know where to go. If athletes are not in classes, they should be with the coach. Video recording is welcome, but please do NOT post staff instruction or other teams on social media- thank you! Emergency medical personnel in the main gym throughout the day but available for first aid ONLY. Teams/athletes must do their own taping as needed. Please remind your athletes that there is no jewelry (even soft or taped) allowed!

Meals: Please follow assigned rotations and wipe down tables after food! After dinner, please stack chairs in addition to wiping down tables. Activities: No additional charge for waterfront activities. Reservations for hayrides.

## Day 1

Time	Gym A (stage side)	Gym B	Meeting Room	Cabins/Cafeteria/Camp
9:00am-9:30am	Team Registration; Store luggage in designated areas			
9:30am	Teams meet with Private Coach	Teams meet with Private Coach	Teams meet with Private Coach	
10:00am	Staff Introductions with Varsity and Stretches			
10:30am	Stunt Safety, Technique and Basic Dismounts	Advanced Stunt Safety and Technique (prereq- coed single cradle)		
12:00pm/12:45pm	No scheduled training during meal break trainers available			Lunch (assigned times) and Housing Check-in (see housing list)
1:30pm	Camp Announcements and Post-Lunch Warm- up			
1:40pm	OLE Skills Clinic	Advanced OLE (prereq- solid OLE from shoulder level or below)	Skills Cheer	
2:40pm	Stunt Conditioning		Dance	Optional Team Time- Water Activities, Arcade, Snack shoppe, etc...
3:40pm	"All Good Things" (optional)	Coed Stunting (Sr flyers only or full "coed-style" stunt groups)		Optional Team Time- Note: Water activities 3-5pm (no charge for Spirit)
4:10pm	Optional Open Gym- coaches must be with teams (no trainer)			Optional Team Time (continued)
5:00pm	Stunts and Transitions	Advanced Stunts and Transitions (prereq- OLE cradle)	Camp Chants with Precision	
5:50pm	Team Circles with Private Coaches	Team Circles with Private Coaches		Dinner in Cafeteria (6:00/6:45pm assigned) and Team Time

Coaches and teams may enjoy the campground activities for the rest of the evening.  
Bonfires & hayrides (limited space) will begin at approximately 8pm- Bonfire @ Tigris cabins & hayride-pickup/drop off @ River Village.  
Coaches are responsible for their teams/athletes between 6pm on Day 1 and 9:00am Day 2 and during Team Time.  
Please be courteous to other campground guests. No cheering or cheer skills in public areas and observe quiet hours!



## Day 2

Time	Gym A (stage side)	Gym B	Meeting Place	Cabins/Cafeteria/Camp
8:00-9:30am			9:00am Coaches Meeting	Breakfast in Cafeteria
9:30am	Warm-up and Stretch Stunt Technique Review			
10:00am	Twisting and 360s	Advanced 360s (prereq- 360 to shoulder level or below and OLE)	Floor mobility and Leadership (vocals/facials)	
11:00am	Private Coaching	Private Coaching	Senior Seminar with Schuette (Srs only- Coaches may also attend)	
12:00/12:45pm	Spirit Shoppe Open 12:30-1:30pm (on stage)	No stunts or tumbling during lunch please (no trainer)		Lunch in Cafeteria (assigned times) and Housing Check- out (luggage to Gym A)
1:30pm	Camp Announcements and Post-Lunch Warm-up			
1:40pm	Pyramids	Tosses-Release skills & Baskets (prereq- solid extended cupie cradle)	Jump Drills and Perfecting	
2:40pm	Stunt Execution and Stunt Challenges	Adv Stunt Execution, Stunt Contests and Stump the Staff (prereq- OLE)	Coaches Class- Judges' Perspective w/Ryan Collins (2:40pm-3:40pm)	
4:00pm	All-Camp Announcements and Jump Contest			
4:30pm	Skills Check with Private Coach	Skills Check with Private Coach		
5:30pm	Cool Down and Stretch, Staff Farewell, Trophies, and Team Circles	Spirit Shoppe available (on stage) after Team Circles		

Thank you for attending Spirit Power Camp! After your team circles, please help our Ops Team by rolling one mat per team and checking your area for any litter!

### Skills Check: NEW 2024 SKILLS

Select one or more stunt groups to perform each stunt listed. You may change stunt groups as needed.

Stunts must be successful within two attempts with no execution errors and a high level of perfection to receive points. Stunts listed are taught in different classes throughout the camp. If you missed or would like to review any, please ask during private coaching.

1pt each:

- \_\_\_\_\_ Step-up waist-level cupie
- \_\_\_\_\_ Quick-up elevator w/cupie flair
- \_\_\_\_\_ Two-footed show n go with cupie flair (MS front spot)
- \_\_\_\_\_ Extended cupie w/sponge dismount (MS front spot)
- \_\_\_\_\_ Straight cradle
- \_\_\_\_\_ Coed toss down from elevator or higher (MS use constant contact)
- \_\_\_\_\_ OLE w/lib flair (any entrance)\*
- \_\_\_\_\_ OLE w/lib flair from floor w/coed-style backspot\*
- \_\_\_\_\_ Single-based (any entrance)\* extended cupie "awesome"
- \_\_\_\_\_ T lift to double-based shoulder stand
- \_\_\_\_\_ Elevator ball back to elevator or higher
- \_\_\_\_\_ Elevator pistol squat to elevator or higher
- \_\_\_\_\_ Waist level or below forward suspended roll to cradle\*
- \_\_\_\_\_ "Baja" forward suspended roll with twist\*
- \_\_\_\_\_ Twisting cradle from elevator or higher
- \_\_\_\_\_ 360 (any entrance) to elevator or higher

(0-5pts = white trophy, 6-10pts = silver trophy, 11-16pts = blue trophy)