



SY 24-25

0000028

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 10/10/2024	Type of Trip: Overnight
Dates of Trip	Leave 01/16/2025	Return 01/19/2025
Number of School Days Missed by Students	1.5	

TRIP INFORMATION

Requester's Name	Eric Scobie	
Requester's Building	Novi High School	
Group/Class Traveling	Model United Nations	
Title of Field Trip	MUNUM XXXVIII	
Primary Destination	The University of Michigan-Ann Arbor	
Expected Chaperone Numbers	NCSD Staff Chaperones ¹	Non-Staff Chaperones ²

Summary of Trip:

The Model UN Conference at U of M is an annual 4 day event that gathers roughly 1,000 delegates from around the Midwest to compete in a simulation of the United Nations, set on U of M's beautiful campus and within its world-class facilities. Students will sharpen their writing, research, public speaking and networking skills. This is a great event that I have taken out students to every year since 2011.

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:

01/14/2011

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

Have done this trip annually since 2011 with the exception of 2021 since the pandemic shut things down that 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

Kensington Court Hotel

Address 3500 S State St, Ann Arbor,
MI 48108

Contact Name

Kristen Ablitz

Phone # (734) 761-7800

Link to Hotel: <https://www.kensingtonannarbor.com/>

***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	09/16/2024
	Transportation Provider If charter bus, confirm on MDOT approved list	Novi Community Schools
	Contact Person	Cindy Valentine
	Contact Phone Number	248-449-1247
	Email Address	cynthia.valentine@novik12.org
Does the bus need to stay?	No	
Lift Bus Required?	No	
Special Equipment Required:	No	
Number of Students Attending	32	

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi High School 24062 Taft Rd, Novi, MI 48375	Departure Date & Time	01/16/2025 12:00 PM
Destination Location Building Name & Address	Michigan League Building 911 N University Ave, Ann Arbor, MI 48109	Arrival Time	12:30 PM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Michigan League Building 911 N University Ave, Ann Arbor, MI 48109	Departure Date & Time	01/19/2025 2:30 PM
Destination Location Building Name & Address	Novi High School 24062 Taft Rd, Novi, MI 48375	Arrival Time	3:00 PM

Notes:

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination	12:00 PM	End Time	12:30 PM	Hours	0.50
Bus trip returning to school	12:30 PM	End Time	1:00 PM	Hours	0.50
TOTAL HOURS					1.00
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination					25
Mileage from field trip destination back to school					25
TOTAL ROUND TRIP MILES					50.00

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	1	\$30.00	30.00	1	30.00
Saturday		\$45.00			
Sunday	1	\$60.00	60.00	1	60.00

MILEAGE FEE

	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	\$3.00	50.00		0.00

TOTAL NCSD BUS COST \$ 90.00

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

Parking facilities on-site? Is there a cost?
Yes, there is parking. No, there is not a cost.

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY **PER STUDENT**

Total Estimated Cost Per Student		\$ 350.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	250.00	Conference registration, lodging at the hotel
Supplied by Students During the Trip	100.00	Meals during the trip
Covered By Other Funding Sources*	0.00	0
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Model UN at U of M	Model United Nations	61-296-7920-022-671-0000	\$8,000 (reg/hotels)

Notes: Funds will be collected from students at our weekly Monday meetings in November; specifically on Monday, November 11, Monday, November 18, and Monday, November 25th.

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
32	250.00	\$ 8,000.00
Account Name Where Funds will be Deposited		Account Number
Model United Nations		60-179-0000-022-671-0000
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
Eric Scobie		Weekly Monday Meetings in Nov.

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
NCS D Field Trip Permission Form - ES	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 ES	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) ES	Required for: <ul style="list-style-type: none"> • <u>All</u> NON-NCS D chaperones 	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCS D Health Forms ES	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 ES	Required for: <ul style="list-style-type: none"> • All overnight, out of state or out of country field trips. 	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). Ensure that all chaperones have reviewed the chaperone responsibilities.
<p style="text-align: center;">For More Details Please Review the NCS D Overnight, Out of State, Out of Country Field Trip Procedure</p>		

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Eric Clark Scobie</u> <small>Eric Clark Scobie [10/10/2024 8:40am EDT]</small>	10/10/2024	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Michelle Eathorne [10/18/2024 11:30am EDT]</small>	10/18/2024	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [11/13/2024 8:22am EST]</small>	11/13/2024	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [11/13/2024 11:09am EST]</small>	11/13/2024	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 [11/13/2024 11:11am EST]</small>	11/13/2024	
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 [11/14/2024 8:27am EST]</small>	11/14/2024	Reviewed, okay to proceed
Notes: uploaded the correct permission slip from Scobie.			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [11/14/2024 9:06am EST]</small>	11/14/2024	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 [11/14/2024 9:18am EST]</small>	11/14/2024	Expected Board Review Date 12/19/2024
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:	

Monday, November 4th, 2024

Dear Parent (s) or Guardian(s),

Congratulations! Your student is invited to attend the 38th Annual Model United Nations Conference at the University of Michigan (MUMUN). The conference runs from Thursday, January 16th through Sunday, January 19th.

Students will be in school during the morning on Thursday the 16th and we will depart for U of M in the afternoon. Students will miss all day of school on Friday. This is an overnight trip, we will be staying at The Kensington Court Hotel. The address is 610 Hilton Blvd Ann Arbor MI, 48108. The phone number is 734-761-7800. We will return to the high school on Sunday, January 19th at approximately 3:00 p.m.

Included in this packet are the following: Pre-trip instructions, an overview of the trip, the conference itinerary, general rules & regulations, and hotel instructions. Your student will also receive a second handout with a permission slip for Friday the 17th which needs to be signed by you as well as a few health forms which need to be signed by you. The first packet is intended to be informational for you and your students to look over and discuss. **The second handout needs to be completely filled out and all contents must be returned to me by Monday, November 25th.**

The cost of the trip is \$250 which covers conference registration fees and overnight lodging. A check needs to be written out to NOVI HIGH SCHOOL. This is also due by November 25th. I would also recommend students bring somewhere around \$100-150 to pay for meals during the course of the conference. Meals are NOT included in their conference registration fee. Students will be allowed to dine at the various restaurants in downtown Ann Arbor (roughly 2 blocks from the location of the conference). Students must always go to eat with at least one other Novi student and must indicate to me who they will be dining with before departing for each meal.

Additionally, please consider chaperoning! District policy is that chaperones must attend overnight trips. We need 1 parent each night (Thursday, Friday, Saturday). All this involves is you coming out to Ann Arbor to stay at the hotel with us and help me count heads, make sure everyone is in their rooms, etc. You will have your own hotel room, the cost of which is covered. You would have to arrive at approximately 11:00 PM and could leave by 8:00 AM the next morning. If you can help us out, please fill out the criminal background check form (your student has received a double sided copy).

The conference website is up at www.munum.org. Feel free to take a look for more information on the conference and what your students' experience will look like. If you have any questions between now and then, you can reach me via email at

eric.scobie@novik12.org. Or, I can be contacted at 313.570.8033. This is my personal cell phone number. In the event that an emergency should arise while we are on the trip, please contact me at this number.

Thank you so much for your support, I am eager to see your student shine at MUNUM 38!

Educationally,

Eric Scobie

Social Studies Teacher

Model UN Faculty Advisor

Novi High School

GROUP: NOVI HIGH SCHOOL MODEL UNITED NATIONS
DESTINATION: Ann Arbor, Michigan
DATES OF TOUR: January 16-19, 2025

MUNUM XXXVII Conference Schedule

Thursday, January 16th

3:00pm - 6:00pm Registration League Concourse

5:00pm - 5:30pm Novice Parliamentary Procedure Training TBA

6:00pm - 7:00pm Opening Ceremonies Rackham Auditorium

7:30pm - 10:00pm Committee Session I Committee Rooms

Friday, January 17th

9:30am – 12:30pm Committee Session II Committee Rooms

12:30pm – 2:00pm Lunch

2:00pm – 4:30pm Committee Session III Committee Rooms

4:30pm – 5:00pm Head Delegate Meeting Vandenberg Room (League)

4:30pm – 6:00pm Dinner

6:00pm – 8:00pm Committee Session IV Committee Rooms

10:00pm – 12:00am Delegate Dance Michigan Union

10:30pm – 12:00am Midnight Crisis Michigan Union

Saturday, January 18th

9:30am – 12:30pm Committee Session V Committee Rooms

12:30pm – 2:00pm Lunch

2:00pm – 5:00pm Committee Session VI Committee Rooms

5:00pm – 5:30pm Head Delegate Meeting Vandenberg Room (League)

5:00pm – 7:30pm Dinner

7:30pm – 10:00pm Committee Session VII Committee Rooms

Sunday, January 19th

9:30am – 12:00pm Committee Session VIII Committee Rooms

12:00pm – 1:00pm Lunch

1:00pm – 2:30pm Closing Ceremonies Rackham Auditorium

Individual Equipment and Wardrobe Checklist

Dress Code:

Western business attire must be worn at all times while in committee

Toiletries:

Soap, Shampoo

Razor/Shaving cream

Laundry soap

Anti-perspirant - Deodorant

Toothbrush and toothpaste

Brush or comb

Additional Clothing:

Warm Clothing including:

Winter jacket

Sweater/Sweatshirt

Sleeping wear

Undergarments and Socks

Hats

Gloves

Boots

Additional Required Items

Spending Money (for Meals) - Recommended at least \$100.00

Optional Items

Camera

General Rules and Regulations

1. No smoking
2. No drugs, including alcoholic beverages.
3. No weapons, in accordance with the Novi High School Code of Conduct.

Any infraction of the above rules will result in the following action: A call home requesting transportation for the student's IMMEDIATE trip home.

4. No excuse will be acceptable for entering the hotel room of a member of the opposite sex without a chaperone.
5. Daily schedule and curfews will be announced and must be obeyed.
6. Any unprofessional behavior will not be tolerated.
7. "Gracious Professionalism" is a must. Be a positive representative of Novi High School, Novi HS Model United Nations, the City of Novi, the State of Michigan, and the UN itself.
8. Students may not leave the student union at any time with anyone other than our own group at authorized times.
9. Students must follow all directives from chaperones.
10. Each student will attend all group activities.
11. No personal listening devices will be allowed during committee sessions.
12. Each student will be courteous and cooperative in supporting the club and each individual member's success.

13. Meals- Students **must** travel with at least one other Novi student when walking to the restaurants in downtown Ann Arbor to eat. You must sign in with me before you leave for each meal indicating who you will be going out to eat with.

14. Cell Phone Numbers-Each student will provide me with their cell phone number in the event that I need to contact you at any point during the conference.

Minor violations of the rules will result in the loss of some privileges connected with the trip (i.e. confined to your hotel room during free time). **Major violations, such as the improper use of drugs (including alcohol), smoking, or refusal to cooperate with chaperones, will result in being sent home at your expense**

Hotel Instructions

1. At no time will you enter the hotel room of a member of the opposite sex without a chaperone.
2. At curfew time, you are to be in your room. No one is to enter your room after curfew except your chaperone. You must stay in the room assigned to you and be there on time. You may not leave your room after curfew without permission from your chaperone. Permission will only be granted for emergencies. Contact your chaperone by phone.
3. Out of courtesy to others, do not make noise and disturb other guests at any time.

No running in the hallways, etc.

4. Keep your rooms neat.
5. Do not take towels or any other souvenirs from the rooms.

Telephone Calls

Only use room phones to call from room to room. No phone calls may be made after curfew unless there is an emergency. All long distance and local phone calls must be made from a pay phone - **Not from your room**. Any calls from rooms will be charged to the individual students.

Luggage

Each student will be allowed and responsible for one suitcase and one carry-on bag. The bags may be checked for their contents by a chaperone. Each bag must be clearly marked with the student's name and Novi Model United Nations. Suitcase size and weight should not exceed the student's ability to carry it long distance at the hotel.

Punctuality

We are frequently going to be on a tight schedule. Being prompt will be each student's responsibility.

Money

Some elements of this trip are pre-paid. This includes transportation, lodging, and registration fees. The money for meals and any incidental spending money the student may

wish to take will be the responsibility of each individual student. It should be enough to buy snacks, souvenirs, and such other gifts or luxury items that students wish to purchase.

Health

The health and well being of each and every person is of primary concern to us. A medical information form must be completed prior to the trip. This will provide us with general health information as well as give us permission to take anyone to a doctor for emergency care after reasonable attempts to reach the parents have failed. If anyone has a special health problem, please let us know on this form. This form must be turned in to Mr. Scobie on or before Monday, **November 25th, 2024** or you will not go on the trip.

Medical information for chaperones

Mr. Scobie will have each student's medical form and emergency phone numbers. All prescription drugs will be carried by the chaperones. Aspirin or over-the-counter drugs, unless specifically approved by the parent, will not be distributed to students.

Chaperone Responsibilities

Chaperones will be responsible for assisting Mr. Scobie in making sure all students are in their rooms by curfew and do not exit their rooms until the following morning.

At the Hotel

The responsibilities of the chaperones at the hotel will be:

1. Check to see that the team members are situated properly and comfortably.
2. Check the team members at curfew hours to make sure that everyone is in their rooms.
3. Patrol the hotel hallways according to the schedule. Please remind the students that there are other guests in the hotel and that they need to be considerate of them.
4. Remind students to keep their rooms neat and clean.
5. Awaken the team members each morning.
6. Answer your phone at night in case of student emergency.



Novi Community School District Emergency Medical Release

Participant's Name _____
Birthdate _____

Street Address _____ City _____ State _____ Zip _____

Student's Cell Phone Number _____

EMERGENCY INFORMATION

Father's Name _____ Home Phone (____) _____
Work Phone (____) _____

Cell Phone (____) _____

Mother's Name _____ Home Phone (____) _____
Work Phone (____) _____

Cell Phone (____) _____

In an emergency when parent/guardian cannot be reached, please contact the following:

Name _____ Home Phone (____) _____
Work Phone (____) _____

Name _____ Home Phone (____) _____
Work Phone (____) _____

Allergies _____
Last Tetanus (if known) _____

Other _____ medical _____ conditions _____

Family Physician _____
Phone (____) _____

Medical/Hospital Insurance Company _____
Phone (____) _____

Policy Holder's Name _____
Policy Number _____

AUTHORIZATION FOR TREATMENT OF MINOR

I, the undersigned, understand and acknowledge that every effort will be made to contact the parents in case of an emergency, and, if possible, before any medical treatment is administered. In the event of an emergency or if the parents cannot be notified, I hereby give permission for Novi Community Schools to secure proper treatment for my child. If necessary, this includes selection of physicians and medical treatment facility who are then authorized to perform such medical treatments as deemed necessary to protect the health of my child.

Signature of Parent/Guardian

Date _____

Please sign and return this to Mr. Scobie so he knows that you have read and agree to the above by **November 25th, 2024.**

Signature of Parent/Guardian _____

Hospitalization Information - Company _____

Policy No. _____

Please make sure your son/daughter and you have read everything provided.

Please list other information you would like us to know about your son/daughter.

We have read this trip booklet, the rules and regulations governing the Novi High School Model United Nations trip to the University of Michigan Model United Nations Conference, January 16th-19th, 2025, and agree to abide by them.

Student's Signature

Parent's Signature

Date _____

Monday, November 4, 2024

Dear Parent or Guardian,

As you may have heard, your student has chosen to participate in the Model United Nations club this year at Novi High School. Model UN simulates the actual United Nations and will see your student engaging with their peers from our school and across the state at a variety of conferences.

Our first major conference of this school year is a four day event that will take place January 16-19, 2025 at The University of Michigan. We will depart from the high school at 12:00 noon on Thursday the 16th and will return Sunday the 19th at about 3:00 PM. We will be staying in Ann Arbor overnight on Thursday, Friday, and Saturday nights at The Kensington Court Hotel, which is located at 3500 S State St, Ann Arbor, MI 48108. The phone number is (734) 761-7800.

The cost of the field trip is \$250 which covers the conference registration fee plus lodging fees. Please make a check payable to Novi High School. Students WILL have to cover their own meals during the trip, so I would advise bringing an additional \$100-150 dollars for meals during the weekend.

All information about the conference can be found here: <https://www.munum.org/>

Please contact me at 313.570.8033 or eric.scobie@novik12.org if you have any questions.

Thank you for your support of Model U.N!!!

Eric Scobie

Model U.N. Advisor

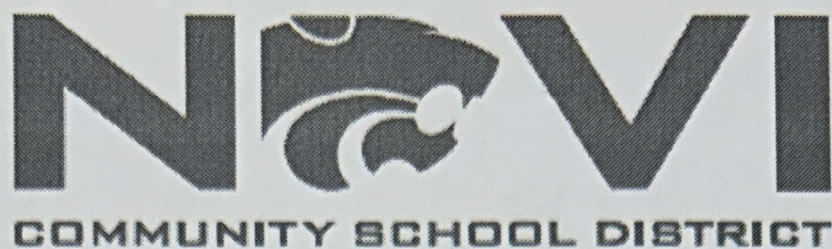
Novi High School

I authorize my student to participate in the 38th annual Model United Nations Conference at The University of Michigan from Thursday, January 16th through Sunday, January 19th, 2025.

Student Name

Parent Name

Parent Signature



Novi Community School District Field Trip Permission Form

Teacher/Sponsor: *Eric Clark Scofie*

Destination: *University of Michigan*

Field Trip Date: *January 16-19, 2025*

Departure Time: *Noon on 1-16*

Return Time: *2:30 PM on 1-19*

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



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