



SY 25-26

0000090

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 01/07/2026	Type of Trip: Out of State-not overnight
Dates of Trip	Leave 02/07/2026	Return 02/07/2026
Number of School Days Missed by Students	None	

TRIP INFORMATION

Requester's Name	Debra Jodoin
Requester's Building	Novi Middle School
Group/Class Traveling	Novi High School and Novi Middle School Science Olympiad teams
Title of Field Trip	Solon Tournament
Primary Destination	Solon Ohio
Expected Chaperone Numbers	NCSD Staff Chaperones ¹ Non-Staff Chaperones ⁰

Summary of Trip:

Novi High School and Novi Middle School would like to attend the Solon Invitationals together as a joint venture. We have received quotes to travel by charter bus from the Novi High School to two destinations in Solon Ohio. The High School Competition will be at: Solon High School, located at 33600 Inwood Drive, Solon, OH 44139, and the Middle School competition will be held at: Solon Middle School 6835 S.O.M Center Rd The venues are approx 1 mile apart. The charter bus will take us from Novi High School to Solon High School to drop off the High School Students and then to Solon Middle School to drop off the Middle School Students. We will then compete in our respective tournaments and the bus will then pick up the Middle School team and then travel to pick up the high school team. We will then travel back to Novi High School.

CURRICULUM (Required for Curricular Trips)

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

N/A

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

N/A

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

N/A

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?

No

If yes, when:

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

I chaperoned and coordinated Novi High School Science Olympiad teams trip to the National Tournament in Lincoln, Nebraska in May 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?

HOTEL ACCOMMODATIONS

Hotel Name
If applicable

None

Address

Contact Name

Phone #

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	07/31/2025
	Transportation Provider If charter bus, confirm on MDOT approved list	National Trails
	Contact Person	Natalie Lozon
	Contact Phone Number	248-353-9510
	Email Address	
Does the bus need to stay?		Yes
Lift Bus Required?		No
Special Equipment Required:		No
Number of Students Attending		45

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi High School 24062 Taft Rd Novi	Departure Date & Time	02/07/0006 3:00 AM
Destination Location Building Name & Address	Solon High School 33600 Inwood Solon Oh	Arrival Time	6:30 AM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Solon High School 33600m Inwood Solon Oh	Departure Date & Time	02/07/2026 5:45 PM
Destination Location Building Name & Address	Novi High School 24062 Taft Rd Novi	Arrival Time	9:15 PM

Notes:

Novi Middle School and Novi High School will be bringing 2 High School Teams and 1 Middle School team to Solon's Invitational. This is a joint venture and shall be a great experience for all involved. Parents will be joining us, driving there separately. All Parents are required for Middle School Students. i will be accompanying them on the bus.

CHAPERONE INFORMATION

NCSD STAFF CHAPERONES - NUMBER EXPECTED: 45 COMPLETE INFO. BELOW

	Last Name	First Name	Cell Phone Number	Home Building	Sub Required? IF YES, CHAPERONE MUST REQUEST SUB IN RED ROVER
1	Jodoin	Debra	248-505-3970	Novi Middle School	No sub required
2	Chenapalli	Vamsidhar	925-639-2336	Novi High School	No sub required
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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	None
Supplied by Students During the Trip	50.00	Meals, snacks
Covered By Other Funding Sources*	4,125.00	Charter Bus
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Charter Bus	Novi High School Science Olympiad	61-296-7920-022-734-0000	2750.00
	Charter Bus	Novi Middle School Science Olympiad	61-296-7920-020-734-0000	1375.00

Notes:

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
45	0.00	\$ 0.00
Account Name Where Funds will be Deposited		Account Number
none		None
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
none		None

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 - DJ	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 DJ	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) Dj	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 Dj	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 Procedure Letter 	Medication Instructions for Overnight Field Trips All forms must be reviewed by district nurses at least two weeks prior to the trip. DJ
Student & Chaperone Rules and Responsibilities Dj	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.

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 [NCSD Overnight, Out of State, Out of Country Field Trip Procedure](#)

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Debra Jodoin</u> <small>Debra Jodoin [01/07/2026 9:35am EST]</small>	01/07/2026	Submitted
Sponsoring Administrator of Trip	<u>Robert J Baker</u> <small>Robert J Baker [01/12/2026 7:48am EST]</small>	01/12/2026	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Robert J Baker</u> <small>Robert J Baker [01/12/2026 7:49am EST]</small>	01/12/2026	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Debra Jodoin</u> <small>Debra Jodoin [01/12/2026 7:52am EST]</small>	01/12/2026	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 [01/12/2026 8:53am EST]</small>	01/12/2026	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [01/12/2026 8:54am EST]</small>	01/12/2026	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 [01/13/2026 2:14pm EST]</small>	01/13/2026	Expected Board Review Date 01/22/2026
Notes: This will go to the Board for approval at the 1/22/26 Regular Board 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 High School and Novi Middle School would like the opportunity to jointly attend a tournament in Solon Ohio. It would be a great opportunity for us to compete against some of the highest ranked teams in the nation. It will also give us an opportunity to collaborate together as one team. All middle school parents will be driving in a personal vehicle and meeting us there. Novi High School will be bringing 30 students and Novi Middle School, 15 students. Novi High School is providing an additional chaperone. Here is an overview of the day planned:

- 3:00AM – Leave Novi High School Via Charter Bus
- 6:30 AM –Arrive Solon High School
- 7:00AM — Solon HS opens to participating teams
- 8:00AM — Competition begins
- 3:20PM — Competition ends; participating teams clean homebases
- 4:00PM — Auditorium opens to participating teams; pre-awards entertainment begins
- 5:30PM — Awards Ceremony begins in the Auditorium
- 6:15PM — Awards Ceremony concludes; participating teams depart Solon HS
- 6:30– Depart Solon High School
-
- 9:15 –PM Arrive Novi High School

Thank you for considering.

Debra Jodoin, Novi Middle School/ Novi Meadows Science Olympiad Coach



Novi Community School District Field Trip Permission Form

Teacher/Sponsor:

Destination: Field Trip Date:

Departure Time: Return Time:

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.