



SY 25-26

0000087

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 12/19/2025	Type of Trip: Overnight
Dates of Trip	Leave 03/12/2026	Return 03/15/2026
Number of School Days Missed by Students	1	

TRIP INFORMATION

Requester's Name	Hallie Smith
Requester's Building	Novi High School
Group/Class Traveling	Business Professionals of America
Title of Field Trip	Business Professionals of America State Leadership Conference
Primary Destination	Grand Rapids
Expected Chaperone Numbers	NCSD Staff Chaperones 2 Non-Staff Chaperones 1

Summary of Trip:

Students will be attending the State Leadership Conference in Grand Rapids. Along with competing against other regional winners from across the state of Michigan, students will participate in workshops led by professionals representing varied professions, elect next year's state officers, speak with college representatives at the college fair and attend a formal dinner.

CURRICULUM (Required for Curricular Trips)

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

BPA is a national co-curricular organization. Relevant standards include: Collect, organize, and utilize data and problem solving skills to analyze and communicate business decisions. Explore career opportunities as well as utilize strategies to determine appropriate career opportunities and relationships. Demonstrate and communicate strategies for ensuring a successful business career.

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

Students in related courses will be working on skills that mirror or lead to future jobs in finance, design, computer science, marketing, business administration, etc.

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

Students are able to test their skills in career-related events.

4.) What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge gained on this trip?

Students assess what they knew and what they need to improve upon. They also are better able to evaluate potential career paths.

OVERNIGHT, OUT OF STATE, OR OUT OF COUNTRY FIELD TRIPS

Have you coordinated this trip in the past?

Yes

If yes, when:

03/13/2025

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?

HOTEL ACCOMMODATIONS

Hotel Name
If applicable

Amway Grand Plaza Hotel

Address 187 Monroe Ave. NW
Grand Rapids, MI 49503

Contact Name

Brittany VanderWal

Phone # 616.776.6463

Link to Hotel: <https://amwaygrand.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	12/15/2025
	Transportation Provider If charter bus, confirm on MDOT approved list	Carr's
	Contact Person	sales@carrsmotorcoach.com
	Contact Phone Number	313-931-1240
	Email Address	sales@carrsmotorcoach.com
Does the bus need to stay?		No
Lift Bus Required?		No
Special Equipment Required:		No
Number of Students Attending		30

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi High School 24062 Taft Road Novi, MI 48375	Departure Date & Time	03/12/2026 3:30 PM
Destination Location Building Name & Address	Amway Grand Plaza Hotel 187 Monroe Ave. NW Grand Rapids, MI 49503	Arrival Time	

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Amway Grand Plaza Hotel 187 Monroe Ave. NW Grand Rapids, MI 49503	Departure Date & Time	03/15/2026 11:30 AM
Destination Location Building Name & Address	Novi High School 24062 Taft Road Novi, MI 48375	Arrival Time	1:30 PM

Notes:

CHAPERONE INFORMATION

NCSD STAFF CHAPERONES - NUMBER EXPECTED: 2 _____ COMPLETE INFO. BELOW

	Last Name	First Name	Cell Phone Number	Home Building	Sub Required? IF YES, CHAPERONE MUST REQUEST SUB IN RED ROVER
1	Smith	Hallie	586-770-0478	Novi High School	Yes, chaperone to request sub
2	Tituskin/Chapin-Dube	Julia/Megan		Novi High School	Yes, chaperone to request sub
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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		\$ 350.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	350.00	registration, hotel (4 per room), transportation, 2 dinners
Supplied by Students During the Trip	125.00	food
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
	Hotel	Business Professionals of America	61-296-7920-022-753-0000	5,800
	Transportation	Business Professionals of America	61-296-7920-022-753-0000	2,000
	Meals	Business Professionals of America	61-296-7920-022-753-0000	600
	Registration	Business Professionals of America	61-296-7920-022-753-0000	3,450

Notes: Expenses shown above are for student costs. Chaperone costs of \$1,110 (hotel, registration, meals) should be paid out of CTE account 21-271-3310-022-593-3440

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
30	350	\$ 10,500.00
Account Name Where Funds will be Deposited		Account Number
Business Professionals of America		60-179-0000-022-753-0000
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
Hallie Smith		1/12/25

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.
- 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.
- 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 - HS	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 HS	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) HS	Required for: <ul style="list-style-type: none"> All 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 HS	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. HS
Student & Chaperone Rules and Responsibilities HS	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.

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

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Hallie Smith</u> <small>Hallie Smith [12/19/2025 9:48am EST]</small>	12/19/2025	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Michelle Eathorne [12/19/2025 3:31pm EST]</small>	12/19/2025	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [12/23/2025 12:35am EST]</small>	12/23/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [01/05/2026 9:55am EST]</small>	01/05/2026	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 [01/05/2026 10:14am EST]</small>	01/05/2026	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [01/05/2026 10:14am EST]</small>	01/05/2026	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 1:11pm 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:	

2026 SLC Tentative Schedule of Events

(Please note that times and locations are subject to change.)

TENTATIVE AS OF 9/23/2025

FINAL/OFFICIAL VERSION WILL BE PUBLISHED ON THE CONFERENCE MOBILE APP

A: Amway Grand Plaza Hotel **DU:** Davenport University **CC:** DeVos Place Convention Center

Special Information for Judged Events

Student arrives late for a judged contest: (Judged contests are contests that involve unique scheduled appointment times.) If the student is late because the student was competing in another judged contest that ran over the scheduled time, the student should receive an assessment events pass from the contest administrator of the contest they were involved in. Once the assessment events pass is submitted to the contest administrator of the contest for which the student arrived late, the student will be allowed to compete in a different or the last time slot. The rescheduled time will be based on what is convenient for judges and the administration of the contest. If a student arrives late because that student was competing in another written/computer contest that was scheduled at the same time or because of any type of carelessness such as oversleeping, that student will not be allowed to compete. Administrators will submit any assessment event passes received during their contest to the grading room at the end of the competition for verification.

Judged Event Finals Postings: Results from Friday's preliminary events will be posted on our conference mobile app only. For Saturday's events, listings of finalists for those contests having finals will be posted at the location where the final round will be held. In addition, finalists will be posted on our conference mobile app. Finalists will be posted between 12:30-1:30 p.m.; therefore, please bring all necessary materials with you when you review the finals listing. **Results will NOT be posted at any other location other than indicated.**

DAY/DATE/TIME	EVENT	SITE
Thursday, March 12, 2026		
12:00pm-8:00pm	Luggage Holding	A
4:00pm	Hotel Check-in	All Hotels
5:00pm-9:00pm	Registration Open Information Desk (Courtesy Corps)	A
7:00pm-8:45pm	Assessment Events Headquarters	A
8:00pm-9:30pm	Special Event Hosted by the State Executive Council (Open to all registered conference attendees)	A
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A
10:00pm-10:30pm	Michigan BPA Staff Meeting	A
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
Friday, March 13, 2026		
7:00am-4:00pm	Assessment Events Headquarters	A
7:00am-7:00pm	Registration Open Information Desk (Courtesy Corps)	A
7:30am-4:00pm	Davenport University Shuttle Bus Pickup (Near Sales & Catering Office/Fine Arts Room)	A

DAY/DATE/TIME	EVENT	SITE
Friday, March 13, 2026 (cont.)		
8:00am-9:00am	SQL Database Fundamentals	A
8:00am-6:00pm	Luggage Holding	A
8:00am-6:00pm	Coat Check	A
8:15am-8:45am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A
8:30am-9:30am	Banking & Finance	A
8:30am-10:00am	Headshot & Group Photo Studio (Group photos are prescheduled)	A
8:30am-10:00am	Fundamental Word Processing	DU
8:30am-10:00am	Intermediate Word Processing	DU
8:30am-10:00am	C# Programming (Session 1) C++ Programming (Session 1) Java Programming (Session 1) Python Programming (Session 1)	A
8:30am-10:30am	Advanced Word Processing	DU
8:30am-10:30am	Fundamentals of Web Design	DU
8:30am-3:30pm	Financial Analyst Team	A
8:45am-12:15pm	Ethics & Professionalism (Preliminaries) Preparation Section 1 Section 2 Section 3	A A A A
9:00am-10:00am	Health Insurance & Medical Billing	A
9:00am-2:00pm	State Executive Council Candidate Interviews	A
9:00am-7:00pm	Grading Room	A
9:15am-12:15pm	Prepared Speech (Preliminaries) Section 1 Section 2 Section 3	A A A
9:15am-1:00pm	Presentation Individual (Preliminaries) Section 1 Section 2 Section 3 Section 4	A A A A
9:15am-3:00pm	Broadcast News Production Team	A
9:15am-3:00pm	Economic Research Team	A
9:15am-3:00pm	Podcast Production Team	A
9:15am-3:00pm	Video Production Team	A
9:15am-3:15pm	Global Marketing Team	A
9:30am-10:30am	Computer Security	A
9:30am-3:00pm	Parliamentary Procedure Team Preparation Demonstration	A A
10:00am-11:00am	Personal Financial Management	A
10:00am-4:00pm	Exhibits Open	A
10:15am-11:45am	C# Programming (Session 2) C++ Programming (Session 2) Java Programming (Session 2) Python Programming (Session 2)	A
10:30am-11:30am	Medical Billing	A
10:30am-12:30pm	Advanced Spreadsheet Applications	DU

DAY/DATE/TIME	EVENT	SITE
Friday, March 13, 2026 (cont.)		
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU
10:30am-12:30pm	Integrated Office Applications	DU
11:00am-11:45am	Legacy Launcher #1	A
11:00am-11:45am	Legacy Launcher #2	A
11:00am-12:00pm	Computer Network Technology	A
11:00am-12:00pm	Proctors Meeting for Open Event Personnel & Staff	A
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:00pm-1:20pm	Payroll Accounting	A
12:30pm-1:30pm	Device Configuration & Troubleshooting	A
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU
12:30pm-2:30pm	Basic Office Systems & Procedures	DU
12:30pm-2:30pm	Database Applications	DU
1:00pm-1:45pm	Legacy Launcher #3	A
1:00pm-1:45pm	Legacy Launcher #4	A
2:00pm-2:45pm	Legacy Launcher #5	A
2:00pm-2:45pm	Legacy Launcher #6	A
2:00pm-3:00pm	Business Law & Ethics	A
2:00pm-3:00pm	Network Administration Using Cisco	A
2:30pm-4:30pm	Administrative Support Team	DU
2:30pm-3:50pm	Health Administration Procedures	DU
2:30pm-3:50pm	Legal Office Procedures	DU
3:00pm-5:00pm	Advanced Accounting	A
3:00pm-5:00pm	Fundamental Accounting	A
3:30pm-4:30pm	Server Administration Using Microsoft	A
3:30pm-6:00pm	Headshot & Group Photo Studio (Group photos are prescheduled)	A
5:00pm-6:00pm	Linux Operating System Fundamentals	A
6:30pm-7:00pm	Annual Business Meeting (Voting Delegates/Chapter Presidents must be seated for roll call by 6:15pm. This meeting will be held to conduct all the official business of the annual conference.)	CC
7:30pm-9:00pm	Opening Session/Parade of Presidents (Special Awards, Candidate Speeches, Statesman Torch Awards)	CC
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
Saturday, March 14, 2026		
7:30am-10:00am	Test Distribution (Assessment Events Headquarters)	A
8:00am-8:30am	Headshot & Group Photo Studio (Group photos are prescheduled)	A
8:00am-5:00pm	Information Desk (Courtesy Corps)	A
8:00am-5:00pm	Coat Check	A
8:00am-8:30am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A
8:30am-4:00pm	Small Business Management Team Preparation Demonstration	A A

DAY/DATE/TIME	EVENT	SITE
Saturday, March 14, 2026 (cont.)		
8:45am-12:00pm	Human Resource Management (Preliminaries) Preparation Section 1 Section 2 Section 3	A A A A
9:00am-4:00pm	College Fair and Exhibits Open	A
9:00am-12:00pm	Advanced Interview Skills (Preliminaries)	CC
9:00am-12:00pm	Ethics & Professionalism (Finals) Preparation Demonstration	A A
9:00am-12:00pm	Extemporaneous Speech (Preliminaries) Preparation Section 1 Section 2 Section 3	A A A A
9:00am-12:00pm	Interview Skills (Preliminaries)	CC
9:00am-12:15pm	Economic Research Individual (Preliminaries)	A
9:00am-12:30pm	Entrepreneurship (Preliminaries) Section 1 Section 2 Section 3	A A A
9:00am-12:45pm	Digital Media Production (Preliminaries) Section 1 Section 2 Section 3	A A A
9:00am-12:45pm	Graphic Design Promotion (Preliminaries)	A
9:00am-1:00pm	Prepared Speech (Finals)	A
9:00am-1:00pm	Presentation Individual (Finals)	A
9:00am-2:00pm (Last student admitted at 1:00pm)	Open Events Administrative Support Concepts Business Spelling Computer Programming Concepts Digital Communication & Design Concepts Digital Marketing Concepts Financial Math & Analysis Concepts Health Administration Concepts Information Technology Concepts Management/Marketing/Human Resources Concepts Meeting and Event Planning Concepts Merit Scholar Parliamentary Procedure Concepts	CC
9:00am-3:30pm	Website Design Team	A
9:00am-3:30pm	Presentation Team	A
10:00am-10:45am	Legacy Launcher #7	A
10:00am-10:45am	Legacy Launcher #8	A
10:00am-5:00pm	Grading Room	A
11:00am-11:45am	Legacy Launcher #9	A
11:00am-11:45am	Legacy Launcher #10	A
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:15pm-1:15pm	Judges Orientation (Finals Judges Only)	A
1:00pm-1:45pm	Legacy Launcher #11	A

DAY/DATE/TIME	EVENT	SITE
Saturday, March 14, 2026 (cont.)		
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A
1:30pm-4:30pm	Extemporaneous Speech (Finals) Preparation Demonstration	A A
1:30pm-4:30pm	Interview Skills (Finals)	A
1:45pm-4:45pm	Economic Research Individual (Finals)	A
1:45pm-4:45pm	Entrepreneurship (Finals)	A
1:45pm-4:45pm	Graphic Design Promotion (Finals)	A
2:00pm-4:30pm	Human Resource Management (Finals) Preparation Demonstration	A A
2:15pm-5:00pm	Digital Media Production (Finals)	A
2:15pm-2:30pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A
2:30pm-3:45pm	"Meet the Candidates" Campaign Rally (First 30 minutes for Voting Delegates only)	A
4:00pm-5:45pm	Headshot & Group Photo Studio (Group photos are prescheduled)	A
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2024-2025 State Officer Farewells, New Chapter Initiation, Scholarship Award, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2025-2026 State Officer Installation)	CC
9:00pm-9:30pm	Reception: 2025-2026 State Executive Council Officers-Elect, Advisors & Parents	A
9:00pm-9:30pm	Advisor Open Forum	A
9:30pm-10:30pm	Region 1 Advisors Meeting	A
9:30pm-10:30pm	Region 2 Advisors Meeting	A
9:30pm-10:30pm	Region 3 Advisors Meeting	A
9:30pm-10:30pm	Region 4 Advisors Meeting	A
9:30pm-10:30pm	Region 5 Advisors Meeting	A
9:30pm-10:30pm	Region 6 Advisors Meeting	A
9:30pm-10:30pm	Region 7 Advisors Meeting	A
9:30pm-10:30pm	Region 8 Advisors Meeting	A
9:30pm-11:30pm	Dance & Karaoke	CC
12:00 midnight	Curfew – Advisors will conduct room check/students in their assigned rooms	All Hotels
Sunday, March 15, 2026		
6:00am-3:00pm	Luggage Storage	A
7:45am-8:45am	Advisors Meeting	A
9:15am-Finish	Awards Session	CC



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.