

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: See LCSD Board Policy GBCF: Work-Related Travel for all requirements.

Name(s) of Attendees Velei Hale

SCHOOL Fernley High School

NAME OF CONFERENCE: Jobs for America's Graduates National Student Leadership Academy
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Washington DC

DATE OF DEPARTURE: Dec 2, 2025

DATE OF RETURN: Decemeber 6, 2025

Training/Travel/Conference is (check all that apply):
Mandated by the state ☐ Mandated by the district ☐
Needed for certification/licensing ☐ Related to the District Performance Plan ☐ Related to our School Performance Plan ☐
Related to a specific program/course ☒ Other ☐

Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.

The National Student Leadership Academy (NSLA) is a capstone leadership experience for JAG Career Association state officers and local chapter leaders, providing unique experiences through experiential learning, real-world applicability, and networking. Attached are the conference details, agenda, parent letter, and below are the link to the event and last years event video.

YouTube video of last year....https://youtu.be/BPZ_YND5mII?si=NC3xh6n2pFjVVuVr

Link to NSLA....<https://jag.org/attend-nsla/>

TRAVEL APPROVED: Date _____



Site administrator or supervisor signature

TRAVEL APPROVED: Date 11/5/25



Superintendent or designee signature

District Office Use Only

Received by District Office Date: 11/5/25

Board Approved: Yes () No () Date: _____

Please ensure that you read and comply with Lyon County School District Policy GBCF: Work-Related Travel when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

ESTIMATED EXPENSES

If funded by a grant or other, specify grant/other name here: JAG-Nevada
please see letter

				Total	District Office	Grant	School Site	Other
BUDGET# _____								
Registration Fees:	Attendees	X	Reg. fee	\$ _____				
BUDGET# _____								
Travel By:	_____			\$ _____				
(Air, district car, private car for personal convenience, etc.)								
BUDGET# _____								
Lodging:	Room rate	X	nights	\$ _____				
(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>								
Meals:	Breakfast	\$ _____	days	\$ _____				
		X						
	Lunch	\$ _____	days	\$ _____				
		X						
	Dinner	\$ _____	days	\$ _____				
		X						
	Incidental	\$ _____	days	\$ _____				
		X						
Substitutes:	# of Days	X	\$ _____ /day	\$ _____				
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)				\$ _____				
				\$ _____				
Other Miscellaneous expenses: (attach explanation)				\$ _____				
TOTAL EXPENSES				\$ _____				

****FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

Conference Information

Conference Dates & Times:

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center):

Airline Information

Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy GBCF: Work-Related Travel.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to **DEPART**:

Date & Time you wish to **RETURN**:

List any special notes here:

Are you renting a car? ☐ Yes ☐ No How many days?

Note: Car insurance should be declined as the district insurance provides adequate coverage.

Lodging Information

Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.

Lodging
GSA (Per Diem Rate) : _____

All travelers agree to share lodging as
appropriate?

☐ Yes ☐ No

Register under what name(s)?

Name, Address, Phone number of
lodging establishment:

DEADLINE DATE : _____

Code Information: _____

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email travel request with SIGNATURES to Superintendent's office for approval.



JAG 2025 National Student Leadership Academy (NSLA) Informational and Cost Letter

To whom it may concern:

We are excited to share that your student has the opportunity to apply for the **2025 National Student Leadership Academy (NSLA)** in **Washington, D.C., December 2–6, 2025**. This national event brings together JAG students from across the country to strengthen leadership skills, connect with peers, and engage in unique career and advocacy experiences.

Please note **submitting a permission slip does not guarantee attendance**. In accordance with LCSD guidelines, we must collect permission slips in advance. JAG will select 4 students from the **Nevada Career Association applicant pool** to attend this event.

Agenda Highlights

- **Dec. 2:** Travel to Washington, D.C. and hotel check-in at Hyatt Regency Washington on Capitol Hill
- **Dec. 3:** Leadership workshops, orientation, and team-building activities
- **Dec. 4:** "Day on the Hill" with advocacy training, Capitol Hill visit, National Mall bus tour, and group dinner
- **Dec. 5:** Leadership sessions, closing ceremonies, and D.C. tours with chaperones
- **Dec. 6:** Travel back to Nevada

Hotel Information

Hyatt Regency Washington on Capitol Hill
400 New Jersey Ave NW, Washington, D.C. 20001 | (202) 737-1234

Costs & Transportation

All meals are provided during NSLA programming. For meals not provided, students will receive a per diem. JAG Nevada covers transportation to and from the airport, within Washington, D.C., and back to Las Vegas/Reno. This entire trip is funded by JAG Nevada with no out of pocket expenses for the student or to the school district. That includes meals, transportation, and clothing if needed.

Chaperones

There will be three JAG Nevada staff chaperones (both male and female) to accompany and support students throughout the trip.

This is an incredible opportunity for your student to grow as a leader and represent Nevada on a national stage. If your student is chosen, additional details and expectations will be shared.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stacy Skubinna', followed by a long horizontal line.

Stacy Skubinna
JAG Nevada Team 1 Program Manager
sskubinna@jagnevada.org



JAG 2025 National Student Leadership Academy (NSLA) Informational Parent Letter

Dear Parent or Guardian,

We are excited to share that your student has the opportunity to apply for the **2025 National Student Leadership Academy (NSLA)** in **Washington, D.C., December 2–6, 2025**. This national event brings together JAG students from across the country to strengthen leadership skills, connect with peers, and engage in unique career and advocacy experiences.

Please note **submitting a permission slip does not guarantee attendance**. In accordance with LCSD guidelines, we must collect permission slips in advance. JAG will select 4 students from the **Nevada Career Association applicant pool** to attend this event.

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Hotel Information

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400 New Jersey Ave NW, Washington, D.C. 20001 | (202) 737-1234

Costs & Transportation

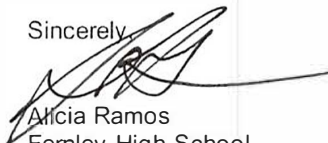
All meals are provided during NSLA programming. For meals not provided, students will receive a per diem. JAG Nevada covers transportation to and from the airport, within Washington, D.C., and back to Las Vegas/Reno.

Chaperones

There will be three JAG Nevada staff chaperones (both male and female) to accompany and support students throughout the trip.

This is an incredible opportunity for your student to grow as a leader and represent Nevada on a national stage. If your student is chosen, additional details and expectations will be shared.

Sincerely,



Alicia Ramos
Femley High School
aramos@lyoncsd.org
aramos@jagnevada.org

NSLA 2025

National Student Leadership Academy

December 2nd-5th

Agenda:

- ❖ **December 2nd – Travel Day to Washington DC**
 - Travel to Washington DC via Southwest Airlines arriving at BWI
 - Hotel Check in
 - Registration at hotel
- ❖ **December 3rd**
 - All activities at hotel
- ❖ **December 4th**
 - JAG on the Hill Day
 - National Mall Bus Tour
 - Dinner at Union Station
- ❖ **December 5th**
 - Closing Ceremonies
 - DC Tours with Chaperones
- ❖ **December 6th**
 - Travel back to Nevada...Las Vegas/Reno
- ❖ **Hotel Information**
 - Hyatt Regency Washington on Capitol Hill
 - 400 New Jersey Ave NW
 - Washington, DC 20001
 - Phone: 202-737-1234
- ❖ **Costs and Transportation**
 - All meals are provided for the students at NSLA. In addition, for the meals not provided by NSLA students will receive per diem for food expenses.
Transportation from the airport to Washington DC, while in Washington DC, and back to the returning airport is covered by JAG Nevada.
- ❖ **Chaperones**
 - There will be 3 chaperones with a mix of both male and female to accommodate all the students that are selected to attend. These chaperones will be JAG Nevada Staff.

2025 JAG NSLA

☒ All Participants ☐ Youth Participants

DECEMBER 2 • TUESDAY		
5:00pm – 7:00pm	A NSLA Registration Desk	Regency Foyer, Ballroom Level
7:00pm – 7:45pm	Y Connections: Orientation Session for Youth Participants (Optional)	Regency Ballroom, Ballroom Level
8:00pm – 10:00pm	Y CHAOS - Extreme Teambuilding: Evening Social Activity	Regency Ballroom, Ballroom Level
11:30pm – 11:30pm	Y Curfew	

A All Participants **C** CSA Track **Y** Youth Participants

DECEMBER 3 • WEDNESDAY

7:00am – 9:30am	A	NSLA Registration Desk	Regency Foyer, Ballroom Level
8:30am – 9:30am	A	Grab-and-Go Breakfast for NSLA Attendees	Regency Foyer, Ballroom Level
9:30am – 10:00am	A	Chaperone Orientation	Regency Ballroom, Ballroom Level
9:30am – 12:00pm	Y	Leadership Session I	Columbia ABC, Ballroom Level
12:00pm – 2:00pm	A	NSLA Kick-off Leadership Luncheon	Regency Ballroom, Ballroom Level
2:00pm – 2:30pm	A	Break	TBA
2:15pm – 3:45pm	C	CSA Community of Practice	Congressional A, Lobby Level
2:30pm – 4:00pm	Y	Advocacy Training Panel	Regency Ballroom, Ballroom Level
4:00pm – 4:30pm	Y	Reflect and Recharge - Mindfulness Session	Regency Ballroom, Ballroom Level
4:30pm – 5:30pm	A	Break	TBA
5:30pm – 7:00pm	A	Attendee Dinner	Regency Foyer, Ballroom Level
7:00pm – 9:00pm	Y	Evening Activity: Loco Bingo	Regency Ballroom, Ballroom Level
11:30pm – 11:30pm	Y	Curfew	

☐ **A** All Participants ☐ **Y** Youth Participants

DECEMBER 4 • THURSDAY

7:00am – 8:00am	A Attendee Breakfast	Regency Foyer, Ballroom Level
8:00am – 11:30am	A JAGCA Day on the Hill - Capitol Hill Visit & Advocacy.	United States Capitol (Washington, DC 20004, USA)
8:00am – 2:00pm	A NSLA Information Desk	Regency Foyer, Ballroom Level
11:30am – 12:00pm	Y Group Photo on Capitol Hill	At the Ulysses S. Grant Memorial (in front of the Capitol)
12:30pm – 2:00pm	A Leadership and Etiquette Lunch	Regency Ballroom, Ballroom Level
2:00pm – 6:00pm	A National Mall Bus Tour	Offsite
6:00pm – 8:00pm	A Dinner at Union Station	Union Station (Offsite)
9:00pm – 11:30pm	Y Dream Big Student Dance	Regency Ballroom, Ballroom Level
11:30pm – 11:30pm	Y Curfew	

☒ All Participants ☐ Youth Participants

DECEMBER 5 • FRIDAY

8:00am – 9:00am	A Attendee Breakfast	Regency Foyer, Ballroom Level
9:00am – 11:15am	Y Leadership Session II	Columbia ABC, Ballroom Level
11:15am – 12:00pm	Y Closing Reflection Session led by JAGCA National Officers	Columbia ABC, Ballroom Level
12:00pm – 5:00pm	A Departure or DC Tours on your own	TBA



Field Trip Permit

Location: Washington D.C.

Event: NISLA

Last Name of Student: Hale First Name: Katei

I request that my child be allowed to participate in an authorized Jobs for Nevada's Graduates, Inc. (JAGNV) Field Trip. I understand that a responsible adult will chaperone my child while away from the school, who will take reasonable precautions to protect my child from harm and injury.

I understand that this is a supervised activity. To maintain order, students will be expected to comply with rules, standards, and instructions for student behavior as outlined in JAGNV Rules of Conduct. I waive and release all claims against Jobs for Nevada's Graduates, Inc. employees or their agents arising out of my child's failure to remain under such supervision. If at any time my child's behavior is incompatible with the Rules of Conduct, his/her further participation may not be permitted.

I acknowledge that participating in the Activity involves certain risks (some of which I may not fully appreciate) and that injuries, death, property damage or other harm could occur to me or others. I accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from my participation in the Activity, including any associated travel, regardless of whether or not caused in whole or in part by the negligence or other fault of Jobs for Nevada Graduates, The Board of Directors for Jobs for Nevada's Graduates, Inc., and/or its or their departments, directors, affiliates, employees, officers, agents or insurers ("Released Parties").

I waive all claims against any of the Released Parties for any injuries, damages, losses, or claims, whether known and unknown, which arise during or result from my participation in the Activity, regardless of whether caused in whole or part by the negligence or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims.

I agree to indemnify and hold the Released Parties harmless from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that I (or anyone claiming by, under or through me) may bring against any of the Released Parties to recover any losses, liabilities, costs, damages, or expenses which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties.

Signature (Suffany) Hale

Date 9/29/25

Home/Cell Phone: (775) 870-5903

Work Phone: _____

Emergency Name & Phone: _____

Please note any medical information which would be of help: (i.e., allergies, medications to avoid, current medications, etc.)

