



SY 24-25

0000019

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 02/24/2025	Type of Trip: Overnight
Dates of Trip	Leave 05/16/2025	Return 05/18/2025
Number of School Days Missed by Students	1	

TRIP INFORMATION

Requester's Name	Heather McKaig
Requester's Building	Novi High School
Group/Class Traveling	Theatre Department
Title of Field Trip	Michigan Speech Coach Mackinac Spring Tournament
Primary Destination	Mackinac Island
Expected Chaperone Numbers	NCSD Staff Chaperones H. McKaig, L. Szkrybalo, S. Hadley Non-Staff Chaperones TBD

Summary of Trip:

The annual Michigan Speech Coaches, Inc. Conference and Tournament on Mackinac Island hosts between 500 - 700 students and coaches for a weekend competition and conference. All participants stay at the Grand Hotel on the Island and have an opportunity to receive feedback on work as well as get to know other kids and coaches from around the state.

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:

05/17/2024

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

Grand Hotel

Address 286 Grand Avenue
Mackinac Island, Michigan
49757

Contact Name

N/A

Phone # 906-847-3331

Link to Hotel: https://www.grandhotel.com/?utm_source=google-gbp&utm_medium=organic&utm_campaign=gbp

***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	
	Transportation Provider If charter bus, confirm on MDOT approved list	N/A
	Contact Person	
	Contact Phone Number	
	Email Address	
Does the bus need to stay?		
Lift Bus Required?		
Special Equipment Required:		
Number of Students Attending		

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION			
Departure Location Building Name & Address	Novi High School 24062 Taft Road Novi, MI 48114	Departure Date & Time	05/16/2025 7:00 AM
Destination Location Building Name & Address	Shepler's Ferry 311 S. Nicolet Avenue Mackinaw City, Michigan 49701	Arrival Time	11:00 AM
RETURN TRAVEL FROM FIELD TRIP TO SCHOOL			
Departure Location Building Name & Address	Shepler's Ferry 311 S. Nicolet Avenue Mackinaw City, Michigan 49701	Departure Date & Time	05/18/2025 9:00 AM
Destination Location Building Name & Address	Novi High School 24062 Taft Road Novi, MI 48114	Arrival Time	1:00 PM
Notes: Students will be riding to and from Mackinac City in cars driving by parents/adults. The names of said adults are not yet determined, but once they are, all necessary documentation will be submitted.			

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination		End Time		Hours	
Bus trip returning to school		End Time		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		\$ 480.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	450.00	Registration, Hotel, Gas for Driver(s)
Supplied by Students During the Trip	30.00	Misc. (snacks, souvenirs)
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
	Registration	Drama Club	61-296-7920-022-643-0000	450.00

Notes:

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
10	\$450.00	\$ 4,500.00
Account Name Where Funds will be Deposited		Account Number
Drama Club		60-179-0000-022-643-0000
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
Heather McKaig		3/15/25

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.
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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 - HM	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 HM	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) HM	Required for: <ul style="list-style-type: none"> • <u>All</u> NON-NCSD chaperones 	Please follow district guidelines found at link including allow 3 business days for your submission to be processed.
NCSD Health Forms HM	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 HM	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.
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>Heather McKaig</u> <small>Heather McKaig [02/25/2025 12:04am EST]</small>	02/24/2025	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Michelle Eathorne [02/25/2025 2:23pm EST]</small>	02/25/2025	Reviewed, Okay to Process
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [02/26/2025 8:30am EST]</small>	02/26/2025	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [02/27/2025 12:33pm EST]</small>	02/27/2025	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>Emily Parker Pohlonski</u> <small>Emily Parker Pohlonski [03/23/2025 7:32am EDT]</small>	03/23/2025	Reviewed, okay to proceed
Notes: Heather, Since 6 students are competing please reduce the number building staff by 1 (select one other to attend with you)			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [03/23/2025 9:15am EDT]</small>	03/23/2025	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 [03/23/2025 1:11pm EDT]</small>	03/23/2025	Expected Board Review Date 04/24/2025
Notes: This will appear on the Consent Agenda.			
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:	

January 20, 2025

Hello Theatre and Competitive Speech Activities Students and Parents/Guardians!

This May, students have the opportunity to attend the Michigan Speech Coaches, Inc. Mackinac Conference and Tournament, an annual event that affords adults workshop opportunities and students performance opportunities.

The festival will take place from May 16-18, 2025 at the Grand Hotel on Mackinac Island. The cost is \$450.00 (for students and chaperones alike) which includes two nights lodging at the Grand Hotel, four meals—Friday & Saturday dinners and Saturday & Sunday breakfasts (lunches are not included), ferry tickets to and from the island [all ferry transportation will be on Shepler's Ferry (visit their website for travel details)], baggage transfer between Shepler's Ferry and the Grand Hotel (arriving and departing), all taxes and gratuities, all tournament fees.

Important: There **MUST be at least one non-staff adult chaperone** per 10 students attending the weekend; the Novi coaches who attend have coach obligations, including Ms. McKaig running the conference this year.

Transportation and Hotel

All student and adult participants will be staying at the Grand Hotel on the evenings of May 16 and 17. It is expected that students will have four/room and adults two/room. Any chaperone who comes solo will be paired with another adult in a room with two beds.

Transportation will need to be provided by adults and that cannot include directors per Board of Education policy. Once we know how many students are attending, Ms. McKaig will work to coordinate drivers.

Tournament Events:

All students who are interested in attending the tournament must be competing in one category. They will be adjudicated by judges and given written feedback. The only exception is for seniors who wish to judge.

The events are:

Duo Interpretation (5 - 8 minutes) Duo Interpretation is the presentation by two participants of a single selection of humorous or serious literature from any genre or a selection that combines genres (e.g. drama and prose). The art of interpretation is to be regarded as re-creating believable characters in the selection presented. Duo Interpretation will follow all normal MIFA rules for the event. Performances must comply with the Standards For Performance. All other MIFA rules apply. [Ballot Here](#)

Nat-Geo Interpretation (5-8 minutes) Performers will immerse themselves in the captivating world of nature documentaries found on either National Geographic or Animal Planet channels. This event will feature a blend of storytelling, narration, and animal interpretation that invites audiences to experience the thrill and wonder of the animal world. Choose an episode of any Call of the Wild type show (i.e. Animals Gone Wild, Africa's Wild Side, Big Cat Tales, etc.) and create a cutting from the episode's transcript that brings to life the captivating experience of your chosen animal. Performances must comply with the Standards For Performance. All other MIFA rules apply. [Ballot Here](#)

Mini-Multiple - Storytelling Edition (7-10 minutes) Mini-Multiple - Storytelling Edition is the presentation of a selection of literature appropriate for young children (picture books, fairy tales, legends, etc) by three to five participants. Think: storytelling with partners. The entire script (including original transitions, introductions, and conclusions) must comply with the Standards For Performance. All other MIFA Multiple rules apply. [Ballot Here](#)

Pop Culture Analysis (5-8 minutes) Pop Culture Analysis is an original persuasive speech that discusses any aspect of pop culture from any era. Speakers can persuade how their pop culture phenomenon has influenced society, values or trends; examine how it has impacted historical events, social movements, culture, or controversies; analyze the key figures, creators, and their roles in shaping the phenomenon, or investigate the impact and implications of audience reception and engagement surrounding the phenomenon. The speech should be presented in a persuasive manner to lead the audience to accept the presenter's interpretation and analysis. Performances must comply with the Standards For Performance. All other MIFA rules apply. [Ballot Here](#)

Soapbox Sales (3-4 minutes) Soapbox Sales is a quick sales pitch for an existing product or service designed for maximum impact. Imagine a bustling street corner with a sea of distractions. You have moments to captivate passing pedestrians with a narrative that resonates, identifies needs, and offers solutions in order to make the sale. Use creativity, personality, human psychology, etc. to maximum effect to immediately hook your potential customers. Visual aides are optional but if used must originate and fit into pockets. Performances must comply with the Standards For Performance. All other MIFA rules apply. [Ballot Here](#)

Impromptu-Declamation (6 minutes). Schools are limited to a maximum of three entries in this event. Impromptu-Declamation combines both MIFA events into one. Contestants will perform a tournament selected oration written by another person and have limited time to prepare a spontaneous/unrehearsed performance. Contestants will receive declamation type speech and will use their prep time to read through it and think about the best way to perform the speech. contestants will use their six minutes to peruse a declamation speech script, consider the best way to perform it, and then perform the speech much like an audition reading. Each round will have a theme such as historical, literary, or pop culture. [Ballot Here](#)

Poetry Slam - Students perform their original poetry in a spoken-word competition evaluated by 5 judges (scored on a scale of 1-10, using one decimal point). Poems must be no longer than 3 minutes. Students may not use any props, stools, or musical accompaniment. Poems and physical actions must still comply with the Standards For Performance, found above. The high and low score will be dropped and the three remaining scores will be added together to determine the poet's score for the round. There will be a .5 deduction for each 10 seconds the poem goes over 3 minutes, with a 10-second grace period. This means that the penalty goes into effect at 3:11. All participants need to be prepared with a minimum of 3 poems, as students may not repeat poems and will need a third poem if they qualify for the final round. There will be 2 preliminary rounds of slam, so each poet will read at least twice. Students will be placed in sections of 4-8 for each flight. There may be 2 or more flights of slammers in each round. The final round will take place in the theatre during lunch. After finals, Slam participants will eat lunch and spend the remainder of the day participating in a writer's workshop.

Progressive Debate – In Progressive Debate individuals, as opposed to teams, debate. Debaters will present using the April NSDA Public Forum topic. There will be approximately 4-6 debaters in each round. Speaker number one will present a short constructive speech (3 minutes). Speaker two will cross examine speaker one (2 minutes). After the cross examination, speaker two will present a rebuttal to speaker one (3 minutes), then immediately move into their own constructive arguments (3 minutes). Debaters will continue until the final speaker. The first speaker will cross examine the last speaker and then present a rebuttal to the last speaker's arguments. Speakers will be scored like an individual forensic event. Judges often will be lay judges with no special debate training.

Registration and Deadlines

Ms. McKaig will register everyone who is attending at one time. **Registration information** for the Festival and **all forms** MUST be received by Ms. McKaig by **February 19**; a **non-refundable deposit of \$100.00** (entire registration amount is also accepted at that time) is due when all paperwork is due on **February 19**. If families would like to split the payment in two parts, the **second payment of \$350.00** will be due on **April 28** so that a final payment check can be printed to turn in at Festival Registration on May 16.

Still Interested?

If you want to be a part of this fantastic weekend of fun, please fill out the Google form as soon as possible and wait for contact from Ms. McKaig. <https://forms.gle/PpHfPnfNOey4GLFb8>

Permission slip is [here](#) and health forms are attached. Please read through all health forms carefully before filling them out. If anyone needs forms printed, let me know and I will get them to the student. This is the link to the Michigan Speech Coaches, Inc. website and further information about the weekend: <https://michiganspeechcoaches.org/mackinac-conference.html>. Also, several current Drama Club members attended Mackinac last year and I encourage you to chat with them if you want more information: David, Joanna, Lilly, and Neel.

Sincerely,
Heather McKaig

Tentative Schedule

Friday, May 16, 2025

6:45 AM	Arrive at school to get into cars!
11:00	Arrive in Mackinaw City, Sheplers Ferry dock, and take ferry to the island
1:30 PM	Orientation meetings will happen every 20 minutes from 1:30-2:30PM. You must attend one of these meetings
1:30	When not at Orientation, explore the island!
4:30 ish	Quick regroup to get room keys
6:30	Dinner [in Dining room - formal. Gentleman - jacket and tie. Ladies - appropriate dress (see Grand Hotel website for guidance)]
9:00	An Evening with State Forensics Champions in the Theatre
11:30	Curfew

Saturday, May 17, 2025

7:00 AM	If you have a competition room, you must be out of your room
7:30	Breakfast in the main dining room
8:30	Judges Meeting, Brighton Pavilion
8:30	Contestant Meeting, Theatre
9:00	Round One of Competition
10:30	Round Two of Competition
12:00 PM	Poetry Slam Finals
1:00	Round Three of Competition
3:00	Semi Finals of Competition
5:00	Posting of Finalists, Art Gallery
6:00	Dinner Service (Formal)
8:00	Final Rounds of Competition
10:00	Announcement of Winners, Theatre
10:30	Hang out in theatre, dance in the salon, walk the porch, etc.
Midnight	Curfew

Sunday, May 18, 2025

7:30 AM	Luggage Sweep
7:30	Breakfast
9:30	Meet in Lobby to turn in keys
TBD	Meet at Sheplers for return ferry
TBD	Approximate return to High School

Medication Instructions for

Overnight School Field Trips

If your child currently has Medication at school...

- You will NOT need to provide additional paperwork, but will need to have additional meds for the trip. We will **not** take epipens etc. from our school supply that you already have provided to the office.
- **Please follow directions on the NCSD Authorization for Administering Over the Counter Medication form by checking the box - **PLEASE DO NOT CHECK THE BOX IF YOU DO NOT HAVE A PLAN ON FILE AT SCHOOL FOR THE CURRENT SCHOOL YEAR.

If your child requires medication that is usually given at home (Not at School)...

Please complete the [Medication Self Administration Form](#)- (cannot be used for controlled substances)

If your child requires medication that is usually given at home (Not at School) and it is a controlled substance or needs to be carried/administered by the chaperone....

Please complete the [Medication Authorization Form](#)

** All forms require physician and parent/guardian signatures - forms without the proper signatures will not be accepted for the field trip

NOVI COMMUNITY SCHOOL DISTRICT
AUTHORIZATION FOR ADMINISTERING OVER-THE-COUNTER MEDICATION
Novi Community School Field Trips

It is the policy of the Novi Community School District to require a completed Medication Authorization Form when requesting the administration of medication(s) to students during regular school hours or events.

If you wish for your child to be able to receive the following over-the-counter medication for the purpose of this trip only, please indicate below which medication(s) may be administered to them.

All of the following over-the-counter medication will be held by, dispensed, and monitored by the chaperones. Chaperones will dispense OTC medication based upon instructions provided on the original container label. They will also keep a record of frequency and amount of medication dispensed. *This form will only apply for the duration of Field Trips.*

Student's Last Name:

First Name:

Student's Weight:

Birth Date:

Age as of Departure Date:

Please initial which medication(s) we may administer to your child.

ASV_ Tylenol _____ Ibuprofen

_____ Tums _____ Meclizine (generic Dramamine) Non Drowsy form

_____ Benadryl _____ Loratadine (generic Claritin)



Please check this box if you already have a medical form on file in the School's office and would like Novi Schools to copy it for the use of this trip. Please note - You must supply meds for the trip as we will not pull epipens or other meds for the use of the trip from the supply you already gave us for the school year.

*****PLEASE DO NOT CHECK THE BOX IF YOU DON'T HAVE A PLAN ON FILE AT SCHOOL FOR THE CURRENT SCHOOL YEAR.**

TO BE COMPLETED BY PARENT/GUARDIAN:

I hereby request that my child be administered any over-the-counter (OTC) medication initialed above on an as needed basis. I understand the OTC medication will be administered by school personnel as per the direction of the original container label.

Parent/Guardian Name (please print)

Cell number

Parent/Guardian Signature

Date



Novi Community School District

Emergency Medical Release

Participant's Name- _____ Birthdate - _____

Street Address- ____ City - Novi _____ State - MI__ Zip - _____

Student's Cell Phone Number - _____

EMERGENCY INFORMATION

Adult's Name _____ Home Phone _____ Work Phone (_____

Cell Phone _____

Adult'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

Signature of Parent/Guardian

Date