



SY 26-27

0000117

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 06/10/2026	Type of Trip: Overnight
Dates of Trip	Leave 12/10/2026	Return 12/12/2026
Number of School Days Missed by Students	1	

TRIP INFORMATION

Requester's Name	Heather McKaig	
Requester's Building	Novi High School	
Group/Class Traveling	HS Theatre Department	
Title of Field Trip	State Thespian Festival	
Primary Destination	Lansing Center, Lansing, MI	
Expected Chaperone Numbers	NCSD Staff Chaperones ¹	Non-Staff Chaperones ²

Summary of Trip:

This annual trip is to the State Thespian Festival, hosted by Michigan Thespians. At Festival, Theatre Students have the opportunity to meet other high school students from around the state as well as receive feedback on their work from collegiate staff and theatre professionals. Students can attend shows as well as workshops in both acting and technical theatre.

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?

Yes

If yes, when:

12/12/2025

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

Courtyard by Marriott

Address 600 E. Michigan Ave.
Lansing, MI 48912

Contact Name

Phone # 517-367-6699

Link to Hotel: <https://www.marriott.com/en-us/hotels/lancl-courtyard-lansing-downtown/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0>

***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	N/A
	Contact Phone Number	000-000-0000
	Email Address	N/A
Does the bus need to stay?		No
Lift Bus Required?		No
Special Equipment Required:		No
Number of Students Attending		

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	High School 24062 Taft Road Novi	Departure Date & Time	12/10/2026 5:00 PM
Destination Location Building Name & Address	600 E. Michigan Ave. Lansing, MI 48912	Arrival Time	7:00 PM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	600 E. Michigan Ave. Lansing, MI 48912	Departure Date & Time	12/12/2026 9:00 PM
Destination Location Building Name & Address	High School 24062 Taft Road Novi	Arrival Time	11:00 PM

Notes:

Students will be driven by adult chaperones; the necessary material that must be handed in for each driver will be turned in once drivers are confirmed

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		\$ 280.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	280.00	Hotel, Festival Registration
Supplied by Students During the Trip	40.00	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
	Registration	Drama Club	61-296-7920-022-643-0000	255/280

Notes:

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
10	280	\$ 2,800.00
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		10/15/2026

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 - HM	Required for All field trips. Completed, unsigned version required to process this request.	- Choose a form option 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 HM	Required for: 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: 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 HM	Required for all students: Emergency Medical Release Form Authorization for Administering Over-The-Counter Medication Required for students bringing Medications: 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. HM
Student & Chaperone Rules and Responsibilities HM	Required for: 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.

HM **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>Heather McKaig</u> Heather McKaig [06/10/2026 5:41pm EDT]	06/10/2026	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> Michelle Eathorne [06/12/2026 8:16am EDT]	06/12/2026	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> Nicole Carter [06/15/2026 9:24am EDT]	06/15/2026	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> Mary Warra [06/16/2026 8:27am EDT]	06/16/2026	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> Michael Giromini [06/16/2026 1:30pm EDT]	06/16/2026	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> Michael Giromini [06/16/2026 1:30pm EDT]	06/16/2026	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	<u>Jennifer Bueter</u> Jennifer Bueter [07/27/2026 9:41am EDT]	07/27/2026	Expected Board Review Date 08/13/2026
Notes: This will go to the August 13, 2026 BOE meeting for approval.			
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:	

June 15, 2026

Hello Theatre Students and Parents/Guardians!

In December 2026, Novi High School will be participating in the Michigan Educational Theatre Association Thespian Festival.

The festival will take place on December 10-12, 2026 in Lansing at the Lansing Center. The festival cost is \$255.00 for initiated Thespians, \$280.00 for non-Thespians (there is a difference in registration cost that is included in these prices). This includes the mainstage shows, workshops, and adjudication in up to two Thespys (individual events), and hotel. Chaperones are \$100.00 each for Festival registration which does not include hotel if needed.

Transportation and Hotel

Participating students and adult staff will be staying at the Courtyard by Marriott on the nights of December 10 and 11. If adult chaperones would also like to stay in the hotel, I can reserve another room. Students and staff will return home the night of December 12 following awards and closing ceremonies.

Transportation will need to be provided by adults and that cannot include directors per Board of Education policy; also, students are not allowed to drive one another. Once we know how many students will be attending, directors will work to coordinate drivers. Adults who drive do NOT need to be Chaperones in the 'Michigan Thespian' definition (the \$100 Festival registration); that is for adults who want to spend the two days at Festival.

Thespys/Individual Events

All students who are interested in attending the festival must be competing in at least one category, unless every category is filled in which the student might be eligible. Students are allowed to compete in a maximum of two categories. They will be adjudicated by a panel of three judges and given a written feedback sheet as well as a ranking of Superior, Excellent, or Good.

Novi High School will be limited to two participants in each category. Specific Event Rules and more information about Thespys are available at <https://docs.google.com/document/d/1wYq5hdyorQRkALqbIJ70FF6HzpgHcjbdsIKPOmWDSIO/edit>. The events are:

Solo Musical Theatre Dance	Costume Construction
Duet Musical Theatre Dance	Theatre Marketing
Group Musical Theatre Dance	Short Film
Solo Acting	Scenic Design
Duet Acting	Lighting Design
Group Acting	Sound Design
Solo Musical Theatre Performance	Makeup Design
Duet Musical Theatre Performance	Playwriting
Group Musical Theatre Performance	Stage Management
Costume Design	

College Scholarships

The Michigan Educational Theatre Association holds its annual College Scholarship Competition for graduating seniors who plan to major in some area of theatre arts. These scholarships are for both performance and technical students. If a senior is interested in the Scholarship Competition, contact Ms. McKaig for more information.

Thespian Scholarship

Directors can nominate up to two students to compete for a Thespian Scholarship. More information regarding those scholarships can be found from Ms. McKaig. If a senior is interested in being considered for a Thespian Scholarship, they should reach out to Ms. McKaig; once directors know who is interested, we will make a decision regarding who will compete. Do NOT attempt to register on your own.

Registration and Deadlines

Ms. McKaig will register everyone who is attending at one time. Hotel reservations will be made by Ms. McKaig once we know how many rooms are needed. **Registration information** for the Festival and **all forms** MUST be received by Ms. McKaig by **September 25**; a **deposit of \$100.00** is due when all paperwork is due on **September 25**. If families would like to split the payment in two parts, the **second payment of \$155.00/\$180.00** will be due on **October 23**. The total amount can of course be paid on September 29.

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. This is just in case more than two people/groups want to take part in the same category: [here](#)

The 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 Educational Theatre Association consent form, which must also be turned in with all of the many Novi forms:

https://docs.google.com/document/d/1t6SrHlvjtdLB8t2PbbRIPMb3yTOsE_A6Uaki7Gdlg3A/edit

Some of the links on the META website are still in need of updating and may change.

Sincerely,
Heather McKaig

Tentative Schedule

Thursday, December 10

5:00 Depart Novi
7:00 Check into Hotel/Get dinner at Lansing Shuffle

Friday, December 11

7:30 - 9:00 Registration
9:00 - 10:00 Opening Ceremonies
10:15 - 11:15 Workshop 1
10:30 - 6:00 Thespy's (Individual Events)
11:30 - 12:30 Workshop 2
12:30 - 1:15 Lunch
1:15 - 2:30 One Act Presentations/Special Events
2:45 - 3:45 Workshop 3
4:00 - 5:00 Workshop 4
5:15 - 6:15 Improv Olympics
6:15 - 8:00 Dinner
8:00 - 10:00 Mainstage Show

Saturday, December 12

9:30 - 10:30 Workshop 5
9:30 - 10:30 Scholarship Callbacks
10:45 - 12:45 Mainstage Show
12:45 - 1:30 Lunch
1:30 - 2:30 Workshop 6
1:30 - 2:30 Scholarship Callback
2:45 - 4:15 Exhibitors Scavenger Hunt
4:15 - 6:00 Dinner
6:00 - 7:00 Student Showcase
7:15 - 8:30 Awards and Closing Ceremony

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 - N/A _____

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