



SY 26-27

0000118

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

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 07/01/2026	Type of Trip: Overnight
Dates of Trip	Leave 08/27/2026	Return 08/29/2026
Number of School Days Missed by Students	0	

TRIP INFORMATION

Requester's Name	Logan Pawloski
Requester's Building	Novi High School
Group/Class Traveling	Varsity Football
Title of Field Trip	Novi Football - Traverse City Trip
Primary Destination	Traverse City
Expected Chaperone Numbers	NCSD Staff Chaperones 5 Non-Staff Chaperones 5

Summary of Trip:

Our Week 1 Traverse City trip combines final game-week preparation and team-building activities for Novi Varsity Football. On Thursday, August 27, Varsity departs Novi with a lunch and practice stop at Northwood University in Midland, then a team dinner and team-building event at Incredible Mo's in Traverse City. Friday is game day: Varsity walk-through and lunch at Traverse City West Senior High, then to Thirlby Field, where all three levels (Freshman/JV/Varsity) compete against Traverse City Central. Freshman and JV arrive/return same-day; Varsity overnights. On Friday, Varsity returns to Novi.

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?

No

If yes, when:

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

N/A

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?

Zach Hauk

HOTEL ACCOMMODATIONS

Hotel Name
If applicable

Quality Inn Traverse City

Address 1492 US 31 N., Traverse City,
MI, 49686, US

Contact Name

Phone # (231) 668-7294

Link to Hotel: https://www.choicehotels.com/michigan/traverse-city/quality-inn-hotels/mi731?appl_group=EMCHGGI&pi=v9IQBUX4162WHuOnmTEACBb5B8kgEIJd-1g4VpvlNhS&source=EMCHG&tp=i-16EB-lu-zg-fyX21p-1o-8t8BY-1c-Zmlp-ICmnL0MZ1l-RJMqM

***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	01/27/2026
	Transportation Provider If charter bus, confirm on MDOT approved list	Blue Lakes Charters & Tours USDOT# 476933
	Contact Person	Alexis Bell
	Contact Phone Number	800-282-4287
	Email Address	Alexis@bluelakes.com
Does the bus need to stay?		Yes
Lift Bus Required?		
Special Equipment Required:		
Number of Students Attending		50-60

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi High School 24062 Taft Rd, Novi, MI 48375	Departure Date & Time	08/27/2026 8:00 AM
Destination Location Building Name & Address	Quality Inn Traverse City 1492 US 31 N., Traverse City, MI, 49686, US	Arrival Time	4:00 PM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Quality Inn Traverse City 1492 US 31 N., Traverse City, MI, 49686, US	Departure Date & Time	08/29/2026 8:30 AM
Destination Location Building Name & Address	Novi High School 24062 Taft Rd, Novi, MI 48375	Arrival Time	12:30 PM

Notes:

8/27/2026:

10AM - Practice at Hants Stadium, Northwood University
4000 Whiting Drive, Midland, MI 48640

6PM - Dinner at Incredible Moe's

1355 Silver Lake Crossings Blvd, Grawn, MI 49637

8/28/2026:

10AM - Walk-through practice at Traverse City West Senior High
5376 N. Long Lake Rd, Traverse City, MI 49685

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	N/A
Supplied by Students During the Trip	0.00	N/A
Covered By Other Funding Sources*	0.00	N/A
*List other funding sources (grant names etc.)	Covered by football program	

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	N/A	N/A	61-296-7920-022-810-0000	N/A

Notes:

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
0.00	0.00	\$ 0.00
Account Name Where Funds will be Deposited		Account Number
N/A		60-179-0000-022-810-0000
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
N/A		N/A

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 - LP	Required for • <u>All</u> field trips. Completed, unsigned version required to process this request.	1. Choose a form option 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 LP	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) LP	Required for: • <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 LP	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. LP
Student & Chaperone Rules and Responsibilities LP	Required for: • 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.

LP **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>Logan Pawloski</u> Logan Pawloski [07/01/2026 6:01pm EDT]	07/01/2026	Submitted
Sponsoring Administrator of Trip	<u>Don Watchowski</u> Don Watchowski [07/01/2026 6:06pm EDT]	07/01/2026	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> Nicole Carter [07/01/2026 6:10pm EDT]	07/01/2026	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Barbara McDougall</u> Barbara McDougall [07/27/2026 7:54am EDT]	07/27/2026	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 [07/27/2026 9:12am EDT]	07/27/2026	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> Michael Giromini [07/27/2026 9:12am EDT]	07/27/2026	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 9:33am EDT]	07/27/2026	Expected Board Review Date 08/13/2026
Notes: This will go to the board for approval at the August 13th BOE 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:	

Link to Google Form:

https://docs.google.com/forms/d/e/1FAIpQLSenafZYq4asLXkqz5hjF95Zs4b_I9OeakeGBygkzy1CXegjWA/viewform?usp=publish-editor

WEEK 1 TRAVERSE CITY TRAVEL ITINERARY

THURSDAY 8/27/2026

- 7 AM : Arrive at Novi HS
 - 24062 Taft Road, Novi, Michigan 48375
 - Bag check and board bus
- 8 AM :Depart NHS for Hants Stadium Northwood University
 - 4000 Whiting Drive, Midland, MI 48640
- 10 AM: Arrive Hants Stadium Northwood University
- 10:30 AM -12:30 PM : Practice at Hants Stadium
- 12:30 PM - 1: 15 PM : Box Lunch at Northwood
- 1:15 PM :Depart for Quality Inn Traverse City
 - 1492 North Us Highway 31 N Traverse City MI.
- 4:00 PM: Arrive Quality Inn Traverse City
- 4:15PM - 5:15 PM: Check in and settle in rooms
- 5:20 PM: Assemble in lobby and board bus for Dinner
- 5:30 PM :Depart for Incredible Moe's
 - 1355 Silver Lake Crossings Blvd, Grawn, MI 49637
- 6:00 PM: Arrive at Incredible Moe's
- 9:00 PM: Depart Incredible Moe's for Quality Inn Traverse City
- 9:30 PM: Arrive at Quality Inn Traverse City
- 10:00 PM: In rooms
- 11: 00 PM: Lights out

FRIDAY 8/28/2026

- 7:30 AM: Wake Up
- 7: 30 AM - 9:00 AM: Breakfast at Hotel
- 9:20 AM: Assemble in lobby and board bus
- 9:30 AM: Depart for TC West HS
 - 5376 N. Long Lake Road Traverse City, MI 49685
- 10:00 AM: Arrive TC West HS
- 10:30 AM - 12:00 PM: Walkthrough
- 12:15 PM: Depart for Quality Inn Traverse City
- 12:45 PM: Arrive Quality Inn Traverse City
- 1:00 PM - 2:00 PM: Lunch in TC near Hotel
- 2:30 PM - 3:30 PM: Group/Position Meetings
- 3:30 PM - 4:30 PM: Supervised time in TC
- 4:30 PM - 5:00 PM
 - Nutrition dispersed
 - Training room open
 - In rooms
- 5:00 PM: Depart for Thirby Field
 - 410 West Thirteenth Street, Traverse City, MI 49684
- 5:15 PM: Arrive at Thirby Field
- 5:20- 5:45 PM: Taping at locker room
- 5:50 PM: Specials Out
- 6:00 PM: Total Team Out
- 7:00 PM: Kickoff
- Appx 10:00 PM: Depart for Quality Inn
- 11:00 PM: In your room and Lights out/ Pizza provided

SATURDAY 1/29/2026

- 7:00 AM: Wake Up
- 7:00 AM - 8:00 AM: Breakfast at Hotel
- 8:20 AM: Assemble in lobby and board bus
- 8:30 AM: Depart for Novi HS
- 12:30 PM: Arrive at Novi HS