

## SCHOOL DISTRICT OF CLAY COUNTY

## FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED  
Received too late for Nov. & Dec, 2017  
Board Meeting

Received for Information: January 4, 2018

1. School Requesting: CLAY HIGH SCHOOL
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other X \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes X No \_\_\_\_\_ Trip(s) Out-of-State: Yes X No \_\_\_\_\_
4. Dates of Field Trip\*: 1-2 DEC 2017 Destination\*: CAIRO, GA.
5. Group Taking Trip: CLAY HIGH MTROTC UNIT
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. USING RENTAL VEHICLE FROM ENTERPRISE
7. Educational Value of Field Trip: TO COMPETE IN AN AGER-12 MTROTC TRIATHLON HOSTED BY CAIRO H.S. MTROTC UNIT. TRIATHLON IS FOR MARKSMANSHIP / ATHLETICS / ACADEMICS
8. Supporting Florida Standards Benchmark(s) with Narrative(s): \_\_\_\_\_
9. Number of Students\*: 6 Number of Chaperones\*: 1
10. Cost Per Student: 5.00 Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 12:00pm (12/1/17) Returning Time\*: 7:00pm (12/2/17)

\*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

Teacher, Team Leader, Department Head, Etc.

Principal

Assistant Superintendent

Superintendent

SEC-1-2723; E. 2/13/2019

Date

Date

Date

Date

SCHOOL DISTRICT OF CLAY CC  
**FIELD TRIP REQUEST**

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
January 4, 2018

1. School Requesting: Clay High
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) ☒ Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes ☒ No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No ☒
4. Dates of Field Trip\*: 1/10/18 - 1/13/18 Destination\*: Tampa FL
5. Group Taking Trip: Band
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. \_\_\_\_\_
7. Educational Value of Field Trip: High School Honor Band All State
8. Supporting Florida Standards Benchmark(s) with Narrative(s): \_\_\_\_\_
9. Number of Students\*: 1 Number of Chaperones\*: 1
10. Cost Per Student: \_\_\_\_\_ Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 2:30 PM 1/10/18 Returning Time\*: 11:00 PM 1/13/18

\*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): \_\_\_\_\_

Teacher, Team Leader, Department Head, Etc. \_\_\_\_\_

Principal \_\_\_\_\_

Assistant Superintendent \_\_\_\_\_

Superintendent \_\_\_\_\_

SEC-1-2723; E. 2/13/2019

Date 11/15/18

Date 11-15-18

Date 11-20-17

Date 11/27/17

SCHOOL DISTRICT OF CLAY (C)  
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
January 4, 2018

1. School Requesting: KHHS
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier ☒ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes ☒ No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No ☒ District Conference
4. Dates of Field Trip\*: 4/5/18 - 4/8/18 Destination\*: ~~4/8/18~~ Rosen Shingle Creek - Orlando, FL
5. Group Taking Trip: KHHS Key Club
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. N/A
7. Educational Value of Field Trip:  
See attached page
8. Supporting Florida Standards Benchmark(s) with Narrative(s):  
attached page
9. Number of Students\*: 20 Number of Chaperones\*: 2
10. Cost Per Student: \$100.00 Budget Code or Source to be charged: KHHS Key Club  
(Example: Internal Accounts, 5100.0331, Athletic Departments)  
Cost provided by: \_\_\_\_\_  
(Example: Parents, Extracurricular, School, and/or District)
11. Departure Time\*: 10:30 a.m. Returning Time\*: 3:00 p.m.  
\*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

N/A  
Michelle D. Wacha  
Teacher, Team Leader, Department Head, Etc.  
Brian G. [Signature]  
Principal  
[Signature]  
Assistant Superintendent  
[Signature]  
Superintendent

Date

Date

Date

Date

11/3/17

11/13/17

11/28/17

11/28/17

[Signature]

## **Field Trip Request Addendum**

### **7. Educational Value of Field Trip:**

Students will attend the District Education and Leadership Conference to engage with other Key Club members in planning service events on a state and local level. Students will attend educational workshops in which they learn about collaborating with others, leadership skills, communication skills, public speaking, etc. Key Club members will also receive scholarship awards as well as club awards based on service hours and accomplishments throughout the school year. These rewards are earned on the state level and attendance is required in most cases in order for rewards to be received. Additionally, students are introduced to and experience the election process as district board officers are elected during the convention. Students are an integral part of this process and have direct input in the selection of officers as they experience caucusing prior to the election.

### **8. Supporting Florida Standards Benchmarks with Narratives:**

**SS.912.S.8.2** – Describe how collective behavior (working in groups) can influence and change society.

**SS.912.S.8.4** – Define a social issue to be analyzed.

**SS.912.S.8.9** – Identify a community social problem and discuss appropriate actions to address the problem.

**SP.PK12.US.9** – Special Skills – Community Participation

SCHOOL DISTRICT OF C  
**FIELD TRIP REC**

ADMINISTRATIVELY APPROVED  
Received too late for December 7, 2017  
Board Meeting  
Received for Information: January 4, 2018

1. School Requesting: MHS
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other School Van  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes ☒ No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No ☒
4. Dates of Field Trip\*: 12-27-17-12-30-17 Destination\*: Orlando
5. Group Taking Trip: Girls Basketball
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. \_\_\_\_\_
7. Educational Value of Field Trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Supporting Florida Standards Benchmark(s) with Narrative(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Number of Students\*: 15 Number of Chaperones\*: 3
10. Cost Per Student: \_\_\_\_\_ Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 2:00 pm Returning Time\*: 2:00 pm

\*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): \_\_\_\_\_

Vickie Floyd  
Teacher, Team Leader, Department Head, Etc.  
[Signature]  
Principal  
[Signature]  
Assistant Superintendent  
[Signature]  
Superintendent  
SEC-1-2723; E. 2/13/2019

11-3-17  
Date  
11-9-17  
Date  
11-20-17  
Date  
11/27/17  
Date

## FIELD TRIP REQUEST

January 4, 2018

1. School Requesting: Middleburg High Sch
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) X Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes X No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No X
4. Dates of Field Trip\*: Mar. 1-3 Destination\*: Kissimmee / State tournament
5. Group Taking Trip: Wrestling
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. Richard Dusingberre, Tristan Tollison
7. Educational Value of Field Trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Supporting Florida Standards Benchmark(s) with Narrative(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Number of Students\*: 14 Number of Chaperones\*: 4-8
10. Cost Per Student: \_\_\_\_\_ Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: Mar. 1 2:00 pm Returning Time\*: Mar. 3 11:00 pm

\*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): \_\_\_\_\_

R. Dine  
Teacher, Team Leader, Department Head, Etc.

[Signature]  
Principal

[Signature]  
Assistant Superintendent

[Signature]  
Superintendent

SEC-1-2723; E. 2/13/2019

11/6/17  
Date

11-9-17  
Date

11-20-17  
Date

11/27/17  
Date

## SCHOOL DISTRICT OF CLAY

## FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL

January 4, 2018

1. School Requesting: Middleburg High Sch
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) X Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes X No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No X
4. Dates of Field Trip\*: Feb. 22 - 24 Destination\*: Tallahassee Chiles High
5. Group Taking Trip: Wrestling
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. Richard Dusingerre, Tristan Tollisen
7. Educational Value of Field Trip: \_\_\_\_\_
8. Supporting Florida Standards Benchmark(s) with Narrative(s): \_\_\_\_\_
9. Number of Students\*: 14 Number of Chaperones\*: 4-8
10. Cost Per Student: \_\_\_\_\_ Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: Feb. 22 2:00 pm Returning Time\*: Feb. 24 11:00 pm

\*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): \_\_\_\_\_

R. Duse  
Teacher, Team Leader, Department Head, Etc.

[Signature]  
Principal

[Signature]  
Assistant Superintendent

[Signature]  
Superintendent

SEC-1-2723; E. 2/13/2019

11/6/17  
Date 11-9-17  
Date 11-20-17  
Date 11/27/17  
Date [Signature]

## FIELD TRIP REQ

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL

January 4, 2018

1. School Requesting: Middleburg High Sch
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) X Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes X No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No X
4. Dates of Field Trip\*: Jan. 12 + 13 Destination\*: Tallahassee Lincoln High
5. Group Taking Trip: Wrestling
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. Richard Duginberre, Tristan Tellison
7. Educational Value of Field Trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Supporting Florida Standards Benchmark(s) with Narrative(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Number of Students\*: 14 Number of Chaperones\*: 4-8
10. Cost Per Student: \_\_\_\_\_ Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: Jan. 12 2:00 pm Returning Time\*: Jan. 13 11:00 pm

\*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): \_\_\_\_\_

R. Olive  
Teacher, Team Leader, Department Head, Etc.

[Signature]  
Principal

[Signature]  
Assistant Superintendent

[Signature]  
Superintendent

SEC-1-2723; E. 2/13/2019

11/6/17  
Date

11-9-17  
Date

11-20-17  
Date

11/27/17  
Date

[Signature]



ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL

January 4, 2018

SCHOOL DISTRICT OF CLAY

FIELD TRIP REQUEST

1. School Requesting: OHS
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) ☒ Commercial Carrier \_\_\_\_\_ Other ☒  
If Commercial Carrier or Other, please state type: Rental Vans
3. Trip(s) Overnight: Yes ☒ No \_\_\_\_\_ Trip(s) Out-of-State: Yes ☒ No \_\_\_\_\_
4. Dates of Field Trip\*: Dec Jan 17-21 Destination\*: Johnson City TN
5. Group Taking Trip: Wrestling
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. \_\_\_\_\_
7. Educational Value of Field Trip: Wrestling tournament to get national & state experience
8. Supporting Florida Standards Benchmark(s) with Narrative(s):  
who is driving van
9. Number of Students\*: 17 Number of Chaperones\*: 4 who is this
10. Cost Per Student: \$60 Budget Code or Source to be charged: 1126  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 7:20 am Jan 19 Returning Time\*: 5 pm Jan 21

\*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

Teacher, Team Leader, Department Head, Etc.

Principal

Assistant Superintendent

Superintendent

SEC-1-2723; E. 2/13/2019

Date

Date

Date

Date

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL

January 4, 2018

SCHOOL DISTRICT OF CLAY (

FIELD TRIP REQUEST

1. School Requesting: Oakleaf High School
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) ☒ Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes ☒ No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No \_\_\_\_\_
4. Dates of Field Trip\*: Jan. 11-12 Destination\*: Tampa, FL
5. Group Taking Trip: Chorus student
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. Laurie Almodovar - parent driving
7. Educational Value of Field Trip: Student participating in All-State Choral conference - workshops, concerts
8. Supporting Florida Standards Benchmark(s) with Narrative(s):  
ML.912.C.2 - analyze/revise personal performance in ensembles  
ML.912.C.2.3 - transfer expressive elements & performance techniques from one piece to another
9. Number of Students\*: 1 Number of Chaperones\*: 2 - Parent - Laurie Almodovar  
teacher - V. Williams
10. Cost Per Student: \_\_\_\_\_ Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 5:00am Returning Time\*: Saturday evening

\*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

V. Williams  
Teacher, Team Leader, Department Head, Etc.  
[Signature]  
Principal  
[Signature]  
Assistant Superintendent  
[Signature]  
Superintendent  
SEC-1-2723; D. 2/13/2019

12-4-17  
Date  
12/4/17  
Date  
12/4/17  
Date  
12/6/17  
Date

**Section I Type of Leave:** Check type of leave to be taken.

**Section II Payroll Information:** To be completed by payroll secretary or person in charge of processing leave. Please provide all information requested. All leave to be keyed on the E06 as follows: paid ILOD with IL, (following receipt of prior approved ILOD request from Human Resources), TDE with TD, Professional leave with PR, Court leaves with CT, and Association leave with either AS for paid or AU for unpaid. Remember that ILOD must be submitted to Human Resources for final approval prior to keying. Association Leave must be submitted to Human Resources for final approval prior to the leave dates.

**Section III Request/Employee Information:** To be completed by the employee. Please provide all information requested.

**Section IV Approval:** To be signed by the supervisor and submitted to Human Resources.

**PLEASE FOLLOW THE DIRECTIONS BELOW FOR YOUR TYPE OF LEAVE**

**Illness-In-Line-Of-Duty Leave** - Illness contracted through performance of duties. Complete lines b., c., & d. Attach a copy of the First Report of Injury and physician's statement. Verify that the physician's statement includes a date for day of treatment, a diagnosis, and a work release date.

**Reminder:** ILOD is keyed using the actual dates of injury.

**TDE (Out-of-County)** - Leave to conduct school business out of Clay County. Complete lines a. & b. (Extension of your job). Attach documentation to form. (NOTE: No leave form exists for in-county TDE. Administrator's letter is used.)

**Professional Leave** - Leave to improve professional performance. Complete lines a. & b. (Must relate to professional improvement). Attach documentation to form.

**Court Leave** - Leave for jury duty or when subpoenaed as a witness or a notice to appear in court is received. Complete line a. and attach subpoena, court order or summons for jury duty. Leave can only be granted for the time necessary to comply with approved request.

**Association Leave** - Leave without pay. Leave must be authorized by the union president and approved by the Supervisor. Attach letter of approval from the union president. Complete lines a. & b. See union president regarding required attachment if union is paying salary.

**Bereavement Leave** - Employees with a zero leave balance shall be granted one (1) day of bereavement leave per year due to the death of an immediate family member. Leave form is submitted directly to the Assistant Superintendent for Human Resources for Superintendent/Designee approval. Attach copy of obituary or death certificate to form. After approval, leave form will be returned to school/department for keying.

Student Leadership Workshop (<http://lmea.flmusiced.org/programs/student-leadership-workshop/>)

All-State Concerts (</media/1592/2018-all-state-ensemble-concert-groupings.pdf>)

Pre-Conference (</conference/pre-conference/>)

Exhibitors (</conference/exhibitors/>)

Exhibitor Information (</conference/exhibitor-information/>)

Sponsorships (</conference/sponsorships/>)

College Night (</conference/college-night/>)

Student Experience (</conference/student-experience/>)

Call for Research Posters (</conference/call-for-research-posters/>)

Policies (</conference/policies/>)

All-State Ticket Policy (</conference/all-state-ticket-policy/>)

Parking & Downtown Tampa Info (</conference/parking-downtown-tampa-info/>)

Hotel SCAM Notices (</conference/hotel-scam-notices/>)

Mobile App (</conference/mobile-app/>)

Clinician Information (</conference/clinician-information/>)

Coordinators (</conference/coordinators/>)

Archives (</conference/archives/>)

#### Future Conference Dates:

January 9-12, 2019

January 8-11, 2020

January 12-16, 2021

January 11-15, 2022

January 10-14, 2023

January 9-13, 2024

January 7-11, 2025

The FMEA Professional Development Conference is one of the largest music education professional development events in the United States. In addition to approximately 250 clinic sessions and concerts, it is host to 22 All-State Ensembles featuring Florida's top Band, Orchestra, Chorus, Guitar, and Elementary Orff students conducted by world-class conductors and teachers. It is attended by more than 10,000 people, including secondary music directors, elementary music teachers, music supervisors, college students, college music teachers, school administrators, K-12 students performing in the All-State ensembles, students and professional musicians performing with invited performing ensembles, exhibitors, and parents of performing students.

#### Hotel Information

Hotels begin taking reservations at 9:00 a.m. on Saturday, September 23. In order to keep registration fees low it is important to stay only at an official FMEA hotel. This allows the hotels to provide us greatly reduced prices for the ballrooms we use for all-state rehearsals. If your preferred hotel is full, please try again in November when the all-state audition results are released and directors cancel room reservations they will no longer need.

The Westin Harbour Island Hotel has been renamed to the *Westin Tampa Waterside*.

If a school is paying for your rooms, a Purchase Order must be submitted to the hotel no later than October 31.

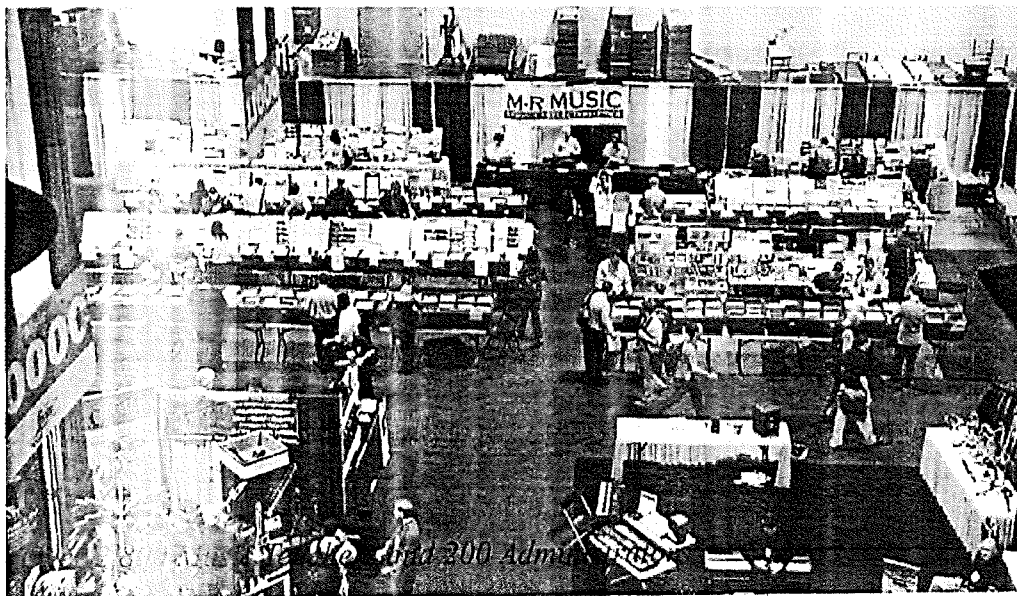
A new TMD fee of \$1.50 per room (</media/1576/tde-charge-explanation.pdf>) per night will be charged on rooms that are not paid for by your school.

#### Important Dates

(Subject to Change)

**April 30:** Deadline for Session Proposals and Performance Applications

# 2018 FMEA Professional Development Conference



Registration & Price List (<http://lmusiccd.org/lmusicapps/conference/register>)

Schedule (<http://lmusiccd.org/lmusicapps/conference/schedule>)

Administrator Support Letter (</media/1578/lmea-conference-support-letter-2018.pdf>)

Volunteer Sign-Up (<https://lmusiccd.org/lmusicapps/conference/volunteer.aspx>)

Hotel List (</media/1554/hotel-list.pdf>)

All-State Rehearsal Locations (</media/1582/all-state-rehearsal-locations.pdf>)

SCHOOL DISTRICT OF CLATSOP  
**FIELD TRIP REQUEST**

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL

January 4, 2018

1. School Requesting: Ridgeview High School
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other X Rental Van \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes \_\_\_\_\_ No X Trip(s) Out-of-State: Yes X No \_\_\_\_\_
4. Dates of Field Trip\*: January 6, 2018 <sup>SK</sup> Destination\*: South Effingham, Sgt Jasper Road, Columbia, SC
5. Group Taking Trip: Navy Junior ROTC Cadets
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. N/A
7. Educational Value of Field Trip: To attend Orienteering Competition

8. Supporting Florida Standards Benchmark(s) with Narrative(s):

AT.2.1.4.2	AT.6.1.4.2	PE.B.2.4.4	AT.2.1.4.2
PE.A.3.4.1	PE.A.3.4.2	PE.A.3.4.4	PE.A.3.4.6
HE.B.1.4.2	HE.1.4.3	HE.B.3.4.5	HE.C.2.4.4
HE.B.3.4.7	AT.6.1.4.2	LA.B.2.4.2	AT.9.1.4.2

9. Number of Students\*: 15 Number of Chaperones\*: 2  
Cost Per Student: Free Budget Code or Source to be Charges: 3T67

(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time\*: 5 am Returning Time\*: 8 pm

\*For School Buses, if more than one bus is requested, reference bus request form.

**All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.**

Bus Requisition Number(s): \_\_\_\_\_

Teacher, Team Leader, Department Head, Etc. \_\_\_\_\_

Principal \_\_\_\_\_

Assistant Superintendent \_\_\_\_\_

Superintendent \_\_\_\_\_

Nov 27, 2017

Date

11/27/17

Date

11/30/17

Date

12/6/17

Date

SK

**Sgt Jasper Park Orienteering Meet**  
**Hosted by South Effingham High School NJROTC**  
**January 6, 2018**  
**Letter of Instruction**

Encl: (1) Entry form  
(2) Pre-mishap plan  
(3) Operational Risk Management Analysis

**I. SUMMARY:**

- o South Effingham will host an orienteering meet on Saturday January 6, 2018 at Sgt Jasper Park in Hardeeville, SC. See directions below.
- o LCDR Pheiffer from Hilton Head High School NJROTC has graciously offered to design the course and allow the use of the map he developed.
- o **Yellow, Orange, Green and Score** courses are offered.
- o An orienteering map, with control points marked, will be issued at the start point. A solid understanding of map and compass is essential.
- o Our concession stand will be open for the convenience of your cadets. Instructors eat free.
- o **Entry fee \$135** check payable to SEHS NJROTC. Please register by **8 December**.
- o **Maximum number of cadets to compete is 15, please do not put more than 5 runners per course.**
- o Please email which course each of your cadets will compete on by **13 December**.
- o Registration 0800-0900. Instructor meeting at 0830. **First run time at 0900**; cadets go out at 2 minute intervals.
- o The course will be wet. Ensure your Cadets have a complete change of cloths.
- o **Instructors are welcome to run any course for their own training and enjoyment, but please refrain from coaching your cadets while you're out there.**
- o **Questions?** [stautberg.terry.snsi@navyjrotc.us](mailto:stautberg.terry.snsi@navyjrotc.us) **W 912 728-7527 C 912 660-7882**

**II. PRELIMINARIES:**

- o Your runners must be enrolled in your JROTC program to be eligible to compete.
- o Your cadets should be familiar with the Orienteering USA Rules for Orienteering (<http://www.us.orienteering.org>), especially section 35 (Fairness), section 36 (Equipment and aids), and section 37 (Conduct during the events).
- o Each of your cadets should have a **compass**, a **watch**, a **safety whistle** and shoes/clothing suitable for safe orienteering and weather conditions.
- o Your cadets should know how to shoot a bearing, read an orienteering map, and interpret control point codes.
- o Please share the contents of this LOI with your orienteering team.

**III. RULES & PROCEDURES:**

- o I'll give you a package containing individual control cards with pre-assigned starting times. Write your cadets' names on the cards as appropriate. Your cadets get their maps at the start for each course.
- o Make sure your cadets know their start times. They should be in the call up area 3 minutes before their start time. When they hear their school and start time, they should go up to the appropriate course table and check in. They'll get their map and go to the start point, then wait until the whistle signals their start.
- o Runners must visit the control points in ascending numerical order as indicated on their map. The courses have been carefully designed so that there are no cutbacks or crossovers, so there's no advantage in taking points out of order anyway.
- o All control points are clearly labeled on the map and on the control itself. Your cadets must punch the correct block corresponding with the control. Failure to mark a control in the correct block will result in a 15 minute penalty.

cd

SCHOOL DISTRICT OF CLAY  
**FIELD TRIP REQUEST**

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
January 4, 2018

1. School Requesting: Ridgeview High School
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier ☒ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: Coach and Carriage
3. Trip(s) Overnight: Yes ☒ No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No ☒ \_\_\_\_\_
4. Dates of Field Trip\*: January 26-27, 2018 Destination\*: Florida A & M University, Tallahassee, FL
5. Group Taking Trip: Navy Junior ROTC Cadets
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. N/A
7. Educational Value of Field Trip: On Friday cadets will receive a Navy ROTC briefing from the Commanding Officer of the ROTC Unit and visit the Museum of Florida History. On Saturday they will compete at the NJROTC Area 7 Drill Meet hosted by the FAMU NROTC Unit.
8. Supporting Florida Standards Benchmark(s) with Narrative(s):
- |            |            |            |            |
|------------|------------|------------|------------|
| AT.2.1.4.2 | AT.6.1.4.2 | PE.B.2.4.4 | AT.2.1.4.2 |
| PE.A.3.4.1 | PE.A.3.4.2 | PE.A.3.4.4 | PE.A.3.4.6 |
| HE.B.1.4.2 | HE.1.4.3   | HE.B.3.4.5 | HE.C.2.4.4 |
| HE.B.3.4.7 | AT.6.1.4.2 | LA.B.2.4.2 | AT.9.1.4.2 |
9. Number of Students\*: 40 Number of Chaperones\*: 4  
Cost Per Student: \$30 Budget Code or Source to be Charges: 3167

(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time\*: 5 am Returning Time\*: 8 pm  
\*For School Buses, if more than one bus is requested, reference bus request form.

**All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.**

Bus Requisition Number(s): \_\_\_\_\_

Robert Petrucci  
Teacher, Team Leader, Department Head, Etc.  
[Signature]  
Principal  
[Signature]  
Assistant Superintendent  
[Signature]  
Superintendent

Nov 27, 2017  
Date  
11/27/17  
Date  
11/30/17  
Date  
12/6/17  
Date

(35)





# DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NROTC UNIT  
FLORIDA A&M UNIVERSITY  
P.O. BOX 6508  
TALLAHASSEE, FLORIDA 32314-6508

IN REPLY  
REFER TO  
NROTCUFAMU  
NOTE 5060  
Code 00  
19 Oct 17

From: COMMANDING OFFICER, NROTC UNIT, AND FLORIDA A&M UNIVERSITY  
To: FLORIDA A&M UNIVERSITY NJROTC FIELD MEET PARTICIPANTS.

Subj: LETTER OF INSTRUCTION (LOI) FOR THE AREA 7 NAVAL JUNIOR  
RESERVE OFFICER TRAINING CORPS (NJROTC) FIELD MEET TO BE  
HELD ON 27 JANUARY 2017.

Encl: (1) Field Meet Information  
(2) Hotel Information  
(3) Chow Information  
(4) Directions  
(5) Map of FAMU Campus  
(6) Map of FSU Campus

1. Purpose. To provide information and direction for the execution of the Florida A & M University (FAMU) NJROTC Field Meet to be held Saturday, 27 January 2017, on the Florida State University campus.

2. Background. The goal of this Field Meet is to foster Esprit de Corps among participating units, evaluate their performance in events sanctioned by Area 7, as well as provide the NJROTC students with information regarding the NROTC program, and more specifically, the NROTC Unit at Florida A&M University. The meet will begin at 0800 and will conclude at approximately 1700.

3. Action. All addressees are responsible for implementing and disseminating information contained in this directive.

4. Cost: \$150. Check to be made out to NJROTC Area 7 Manager and mailed NJROTC Area 7 Manager, U.S. Coast Guard Station Ponce, 2999 N Peninsular Ave., New Smyrna Beach, FL 32169.

5. Cancellation. This notice will be cancelled upon completion of the event.

E. E. BLUMENSTOCK

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NEWS AND EVENTS

EDUCATION

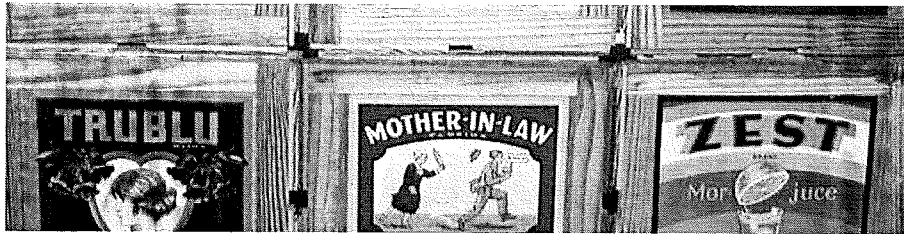
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the Museum of Florida History collects, preserves, exhibits, and interprets evidence of past and present cultures in Florida, and promotes knowledge and appreciation of this heritage.



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## The Museum of Florida History

### Highlights

#### Upcoming Events

[Fall Events and Programs at the Museum of Florida History and Knott House Museum](#)



[Explore our Knott House Museum.](#)



[Living the Dream Exhibit Now Open!](#)



[Museum of Florida History Celebrates Forty Years!](#)

### Museum of Florida History ...



#### Museum Promotional Video

The Museum is a treasure trove of Florida history with artifacts the entire family finds fascinating. Learn about some of the great things to see and do at the Museum in this short video.

### News

- [Painting of St. Augustine's Castillo de San Marcos Donated to State History Museum](#)
- [Florida History Fair is Now Florida History Day](#)
- [The 34th Annual Capital City Quilt Show Opens at the Museum of Florida History](#)
- [Secretary Detzner Announces Winners of the 2016 Florida History Fair](#)

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