



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Keystone Heights Junior/Senior High
Staff Requesting:	Shannon Southam, Coach shannon.jacksonsoutham@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Before/After School Club N/A
Destination:	MULTIPLE SITES
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/1/2026 0:00:00 Ends: 6/30/2027 0:00:00
Overnight:	☒ Yes
Out-Of-State:	☒ Yes
Type of Transportation:	District Vehicle, Commercial Airline, Car rental
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Shannon Southam
Anticipated # of Students:	1-15
Cost Per Student and What it Covers:	depends on tournament 0
Anticipated # of Chaperones:	3-6
Cost Per Chaperone and What it Covers:	depends on tournament 0
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	debate 4040
Blanket Request:	Yes
Schedule for Blanket Requests:	https://drive.google.com/open?id=1MXo6_YPMwRUbYRftYeVR4FEF8o

(if applicable)	gw8B5-
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Shannon Southam</i> 8/17/2026 16:55:01
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>[Signature]</i> 8/18/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>[Signature]</i> for MG 8.19.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>[Signature]</i> 8/24/26

*District Use Only	
☐	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) _____
☒	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) <u>9.3.26</u> . Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) <u>10.1.26</u> .
☐	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

2026-27 KHHS SD Tournaments *****Subject to Change!!!

Date	Event	Where	Offered	Grades
Sept. 12, 2026	SACFL # 1	Gainesville High School	CON, LD, PF, ,DEC,DP,DUO,EXT, EXTD, IMP,INF,OO,POI, CX, OI, JT	5-12 th
Sept. 19, 2026	FCDI STATEWIDE Online Qualifier A	ONLINE	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WT	5-12th
Sept. 26, 2026	FCDI Qualifier #1 NORTHEAST	?	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WT	5-12th
Oct. 24, 2026	Valdosta CFL	GA	DI,OI,POLICY,DEC,CON,LD,PF,EXT	
October 29- Nov. 1, 2026	Florida Blue Key	UF Gainesville	CON,PF,LD,WORLDS,POI,DI, DUO,HI,OO,EXT, INF	8 th -12th
November 7, 2026	FCDI STATEWIDE Online Qualifier B	ONLINE	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th – 12th
Dec. 12, 2026	FCDI Qualifier #1 NORTHEAST	?	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th – 12th
Jan. 9, 2027	FCDI Qualifier #3 NORTHEAST	KHHS	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5 th -12th
Jan. 15-18, 2027	FCDI National Civics and Debate Champlonship	Orlando	EXTD. LEG, IMP	5th – 12th
Feb. 6, 2027	SACFL	Eastside, Gainesville	CON, LD, PF, ,DEC,DP,DUO,EXT, EXTD, IMP,INF,OO,POI, CX, OI, JT	5th – 12th
Feb. 6, 2027	FCDI STATEWIDE Online Qualifier C	ONLINE	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th – 12th
Feb. 20, 2027	FCDI Qualifier #4	?	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th – 12th
Feb 27, 2027	CFL Grand Finals	Gainesville High School	CON, LD, PF, ,DEC,DP,DUO,EXT, EXTD, IMP,INF,OO,POI, CX, OI,	5th-12th
March 5-7, 2027	FFL Varsity States	Orlando	CON, LD, POLICY, PF, WORLDS, INF,IMP,EXT, DUO,DI,HI,ADS,POI	9 th -12th
Mar. 6, 2027	FCDI STATEWIDE Online Qualifier D	Online	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th – 12th
March 27-28, 2027	Florida Panther District Qualifier for the 2027 National Tournament	?	DI DUO HI INF IX OO POI USX BQ HSE SEN	9th-12th
April 24-25, 2027	FCDI state tournament	Sarasota, FL	LD, PF, EXD,LEG,IMP,DP,INF,OO,WTP	5th – 12th
April 23-24, 2027	NSDA Last-Chance Qualifier	Online	Policy, PF, LD, BQ, Congress: Senate and House. Speech: DI, HI, Duo, POI, OO, Info, IX, and USX.	9th-12th
May 22-31, 2027	NCFL Grand National Tournament	Minneapolis, MN	CON, LD, PF,DEC,DP,DUO,EXT, OO,POI, CX, OI	9 th -12th
June 12-19, 2027	National Speech and Debate Tournament	Phoenix, AZ	DI DUO HI INF IX OO POI USX BQ HSE SEN	5th – 12th
Every Thursday Starting Sept 24, 2026	NSDA Springboard Scrimmage	ONLINE	· Congress, Policy, Lincoln-Douglas, Public Forum, Big Questions, and World Schools Dramatic Interp, Humorous Interp, Program Oral Interp, Original Oratory, Informative Speaking, Prose, Poetry, Original Spoken Word Poetry, Pro Con Challenge, Storytelling, Declamation, and Duo Interp	5-12 th



Clay County District Schools

Field Trip Request Form

School Requesting:	*HS* Keystone Heights Junior/Senior High
Staff Requesting:	Laura Leach, Teacher laura.leach@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	UCF Rosen College of Hospitality Management 9907 Universal Blvd, Orlando, Florida 32819
Educational Value	Students will be submitting an entry (menu, recipe and costing) for the Universal Orlando EPIC Competition – STARTER Edition (stage one) on October 16, 2026. Overnight Trip - Stage 2 Top 10 selected teams to Orlando on December 1, 2026. Overnight Trip - Stage 3 Top 3 selected teams cook and present STARTER in Orlando on February 2, 2027.
FLDOE Standards/Benchmarks	14.06 Explore competitions and scholarship opportunities available to the culinary student. 47.01 Create a menu (may be gourmet or thematic) using original recipes or references must be cited. Manual must be printed and presented professionally. 47.06 Create a meal and present it to a panel
Field Trip Details: Start/End Date/Time	Starts: 11/30/2026 14:00:00 Ends: 12/1/2026 19:00:00
Overnight:	☒ Yes
Out-Of-State:	☐ No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Laura Medrano Leach
Anticipated # of Students:	5
Cost Per Student and What it Covers:	50 Food
Anticipated # of Chaperones:	1

Cost Per Chaperone and What it Covers:	100 Food
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	3180 CTE Culinary
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Laura Medrano Leach</i> 8/12/2026 14:38:09
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>Benny Hernandez</i> 8/18/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>[Signature]</i> 8-19-26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>D. [Signature]</i> 8/24/26

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☐	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



Clay County District Schools

Field Trip Request Form

School Requesting:	*JR* Oakleaf Junior High
Staff Requesting:	Rachel Brown, Teacher rachel.brown@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE NA
Destination:	Okefenokee Swamp Park, 5700 Okefenokee Swamp Park Road in Waycross, Georgia
Educational Value	Field trips to Okefenokee Swamp Park offer students a unique opportunity to experience one of North America's most pristine wetlands up close. Guided by knowledgeable naturalists, these immersive adventures combine education with exploration as students discover wildlife, observe diverse ecosystems, and learn about the swamp's rich cultural and natural history. Whether navigating through cypress-lined waterways by boat, walking along scenic boardwalks, or exploring interactive exhibits, each trip provides hands-on learning aligned with educational standards. Okefenokee Swamp Park transforms nature into an unforgettable classroom, sparking curiosity, fostering environmental stewardship, and making science come alive.
FLDOE Standards/Benchmarks	8106810: 3.6 Research Best Management Practices that sustain the natural environment. 3.7 Examine how land use decisions (development, conservation, agricultural production, etc.) impact the environment. 3.8 Explore employment and entrepreneurship opportunities and identify potential paths to careers in natural resources.
Field Trip Details: Start/End Date/Time	Starts: 3/3/2027 7:30:00 Ends: 3/3/2027 16:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Annett
Legal Name of Approved Drivers (if applicable)	NA
Anticipated # of Students:	50
Cost Per Student and	50



Clay County District Schools

Field Trip Request Form

School Requesting:	*JR* Lakeside Junior High
Staff Requesting:	Walter Boyer, Teacher walter.boyer@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts N/A
Destination:	Wild Adventures, 3766 Old Clyattville Rd, Valdosta, GA 31601
Educational Value	The LJH Band and Chorus will be performing in the Wild Adventures Classic Music Festival. Our student musicians will be adjudicated and receive feedback on their performance.
FLDOE Standards/Benchmarks	MU.68: C1,C2,C3,S1,S2,S3,01,02,03,H3,F2
Field Trip Details: Start/End Date/Time	Starts: 5/1/2027 8:00:00 Ends: 5/1/2027 22:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	A Candies Coachworks, INC
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	90
Cost Per Student and What it Covers:	120 Festival fees (adjudicators, trophies), park ticket, tshirt, lunch, bus transportation
Anticipated # of Chaperones:	9
Cost Per Chaperone and What it Covers:	0 Bus transportation, park ticket
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Internal Accounts

2

Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Walter Scott Boyer</i> 8/12/2026 16:22:05
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>[Signature]</i> 8/17/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>[Signature]</i> 8/17/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>D. Phil</i> 8/24/26

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☒	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 9-15-26 10-1-26
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Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Aimee Stutz, Athletic Director aimee.stutz@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Bowling Districts
Destination:	Capital Lanes 820 Captial Cir NE Tallahassee FL 32301
Educational Value	n/a
FLDOE Standards/Benchmarks	n/a
Field Trip Details: Start/End Date/Time	Starts: 10/18/2026 7:00:00 Ends: 10/19/2026 21:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Parent Providing Transportation/ Enterprise Rental if needed
Charter Bus Company (if applicable):	n/a
Legal Name of Approved Drivers (if applicable)	n/a
Anticipated # of Students:	14
Cost Per Student and What it Covers:	0 districts
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	0 districts
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Internal Account
Blanket Request:	No
Schedule for Blanket Requests:	

(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Aimee Stutz</i> 8/14/2026 8:57:07
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>[Signature]</i> 8/17/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>[Signature]</i> 8-19-26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>[Signature]</i> 8/24/26

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☐	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



Clay County District Schools Field Trip Request Form

School Requesting:	*JR* Wilkinson Junior High
Staff Requesting:	Tanner Rosenbaum, Teacher tanner.rosenbaum@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	Chapter Presidents Conference, Orlando, FL
Educational Value	Students will participate in leadership training. They will develop themselves as public speakers. They will collaborate with other students to create common goals.
FLDOE Standards/Benchmarks	09.01 Identify and describe leadership characteristics. CRP.09.01.01.a 09.02 Identify opportunities to apply acquired leadership skills. CRP.09.01.02.a 09.03 Identify and demonstrate ways to be an active citizen. CRP.01.03.02.c 09.04 Participate in community based learning activities. CRP.01.03.01.a 09.05 Demonstrate the ability to work cooperatively. CRP.09.03.01.a 09.06 Conduct formal and informal meetings using correct parliamentary procedure skills. 09.07 Identify the opportunities for leadership development available through the National FFA Organization and/or professional organizations.
Field Trip Details: Start/End Date/Time	Starts: 9/1/2026 8:00:00 Ends: 9/2/2026 17:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Tanner Rosenbaum
Anticipated # of Students:	2
Cost Per Student and	N/A

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Clay County District Schools

Field Trip Request Form



School Requesting:	*JR* Wilkinson Junior High
Staff Requesting:	Tanner Rosenbaum, Teacher tanner.rosenbaum@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	Florida FFA State Convention, Orlando, Florida
Educational Value	Students will apply what they have learned in the classroom in a competitive setting. They will assess their knowledge of skills in public speaking.
FLDOE Standards/Benchmarks	09.01 Identify and describe leadership characteristics. CRP.09.01.01.a 09.02 Identify opportunities to apply acquired leadership skills. CRP.09.01.02.a 09.03 Identify and demonstrate ways to be an active citizen. CRP.01.03.02.c 09.04 Participate in community based learning activities. CRP.01.03.01.a 09.05 Demonstrate the ability to work cooperatively. CRP.09.03.01.a 09.06 Conduct formal and informal meetings using correct parliamentary procedure skills. 09.07 Identify the opportunities for leadership development available through the National FFA Organization and/or professional organizations.
Field Trip Details: Start/End Date/Time	Starts: 6/14/2027 8:00:00 Ends: 6/18/2027 17:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Tanner Rosenbaum April Baxley
Anticipated # of Students:	8
Cost Per Student and	500\$



Clay County District Schools Field Trip Request Form

School Requesting:	*JR* Wilkinson Junior High
Staff Requesting:	Tanner Rosenbaum, Teacher tanner.rosenbaum@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	National FFA Convention, Indianapolis, Indiana
Educational Value	Students will apply what they have learned in the classroom in a competitive setting. They will assess their knowledge of skills in public speaking.
FLDOE Standards/Benchmarks	09.01 Identify and describe leadership characteristics. CRP.09.01.01.a 09.02 Identify opportunities to apply acquired leadership skills. CRP.09.01.02.a 09.03 Identify and demonstrate ways to be an active citizen. CRP.01.03.02.c 09.04 Participate in community based learning activities. CRP.01.03.01.a 09.05 Demonstrate the ability to work cooperatively. CRP.09.03.01.a 09.06 Conduct formal and informal meetings using correct parliamentary procedure skills. 09.07 Identify the opportunities for leadership development available through the National FFA Organization and/or professional organizations.
Field Trip Details: Start/End Date/Time	Starts: 10/19/2026 5:00:00 Ends: 10/23/2026 19:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Commercial Airline, Rental Vehicle once in Indiana
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Tanner Rosenbaum
Anticipated # of Students:	4
Cost Per Student and	500\$



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Timothy McAllister, Teacher timothy.mcallister@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	283 Blvd. de France, Parris Island, SC 29905
Educational Value	USMC Graduation, career building, military ceremony and STEM in Action
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 10/8/2026 17:00:00 Ends: 10/9/2026 17:00:00 <i>10.7.26 to 10.9.26 per NJROTC</i> (8)
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Rental vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Timothy McAllister
Anticipated # of Students:	6
Cost Per Student and What it Covers:	All fees, transportation and meals covered by NJROTC funds transportation, meals and lodging
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	All fees, transportation and meals covered by NJROTC funds transportation, meals and lodging
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	#3167 Orange Park NJROTC
Blanket Request:	No



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Timothy McAllister, Teacher timothy.mcallister@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC Orienteering
Destination:	Blythe Island Regional Park, Brunswick GA
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 10/10/2026 6:00:00 Ends: 10/10/2026 16:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Rental vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Timothy McAllister
Anticipated # of Students:	6
Cost Per Student and What it Covers:	All fees paid for by NJROTC Funds fees, transportation and meals
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	All fees paid for by NJROTC Funds fees, transportation and meals
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	#3167 Orange Park NJROTC
Blanket Request:	No
Schedule for Blanket Requests:	

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Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Timothy McAllister, Teacher timothy.mcallister@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	283 Blvd. de France, Parris Island, SC 29905
Educational Value	Military graduation, career building and ceremonial
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 10/14/2026 8:00:00 10-15-26 to PM Ends: 10/16/2026 18:00:00 10-16-26 NJROTC
Overnight:	☒ Yes
Out-Of-State:	☒ Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Robbins Charter
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	40
Cost Per Student and What it Covers:	All fees paid for by NJROTC Funds transportation, meals and lodging
Anticipated # of Chaperones:	4
Cost Per Chaperone and What it Covers:	All fees paid by OP NJROTC Funds transportation, meals and lodging
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	#3167 Orange Park NJROTC
Blanket Request:	No
Schedule for Blanket Requests:	



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Timothy McAllister, Teacher timothy.mcallister@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	283 Blvd. de France, Parris Island, SC 29905
Educational Value	military graduation, career building
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 11/12/2026 17:00:00 Ends: 11/13/2026 17:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Rental Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Timothy McAllister
Anticipated # of Students:	6
Cost Per Student and What it Covers:	all fees paid for by NJROTC Funds fees, transportation and meals
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	all fees paid for by NJROTC Funds fees, transportation and meals
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	#3167 Orange Park NJROTC
Blanket Request:	No
Schedule for Blanket Requests:	



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Aaron Samples, Teacher aaron.samples@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	Sunbelt AG. Expo. 290-G Harper Blvd, Moultrie, GA 31788
Educational Value	Students will engage with industry professionals and colleges, getting hands-on with equipment, livestock, and technology used in the AG. Industry.
FLDOE Standards/Benchmarks	25.05 Research new and emerging technologies and their impact on the economy. 26.01 Evaluate and explore the agribusiness career opportunities in agriculture.
Field Trip Details: Start/End Date/Time	Starts: 10/21/2026 7:00:00 Ends: 10/21/2026 17:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Annett Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	50
Cost Per Student and What it Covers:	40 Admission
Anticipated # of Chaperones:	5
Cost Per Chaperone and What it Covers:	40 Admission
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.

Budget Code/Course to Be Charged:	FFA, 4031
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Aaron Lane Samples</i> 8/20/2026 13:37:24
Principal Signature and Date	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here 8/20/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here 8/25/26
Superintendent Signature and Date	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here 8/26/26

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Clay County District Schools

Field Trip Request Form

School Requesting:	*EL* Ridgeview-Elementary High School
Staff Requesting:	Amy Lapierre, Teacher amy.lapierre@myoneclay.net
Grade Level and Subject/Program:	Twelfth CTE NA
Destination:	ProStart Culinary Competition, Rosen Plaza Hotel 9700 International Drive, Orland FL 32819
Educational Value	Students will compete with other students from across the state. We will compete in Culinary, Waiter Relay, Editable centerpiece, and Management.
FLDOE Standards/Benchmarks	11.0 Present food and beverage items to meet creativity aspects as well as quality standards. 18.0 Identify and exhibit management skills.
Field Trip Details: Start/End Date/Time	Starts: 3/5/2027 14:00:00 Ends: 3/8/2027 13:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Amy LaPierre, Andrea Stevens
Anticipated # of Students:	11
Cost Per Student and What it Covers:	\$30 Help cover cost of hotel
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	0 NA
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	301800 Culinary 2



Clay County District Schools

Field Trip Request Form

School Requesting:	*HS* Middleburg High
Staff Requesting:	Coll Robertson, Coach coll.robertson@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Wrestling, Boys
Destination:	See attached schedule
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 11/20/2026 17:00:00 Ends: 3/6/2027 21:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Coll Robertson, Victor Espana
Anticipated # of Students:	10-14
Cost Per Student and What it Covers:	N/A N/A
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	N/A N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Wrestling 1126
Blanket Request:	Yes
Schedule for Blanket Requests:	https://drive.google.com/open?id=16mjGMIVIA7eeF5OFk3q1Xz6h_xt-



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Middleburg High
Staff Requesting:	Coll Robertson, Coach coll.robertson@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Wrestling, Girls
Destination:	See attached Schedule
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 11/23/2026 8:00:00 Ends: 3/6/2027 21:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Tim Dames, Linsey Dames, Jamie Harrison
Anticipated # of Students:	7-10
Cost Per Student and What it Covers:	N/A N/A
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	N/A N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Girls Wrestling 1125
Blanket Request:	Yes
Schedule for Blanket Requests:	https://drive.google.com/open?id=1jjq21P7GbXQbXBBdJpJ78QjuMn6F



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Clay High
Staff Requesting:	John Dalton, Department Head john.dalton@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Dunedin High School, 1651 Pinehurst Rd, Dunedin, FL 34698
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/25/2026 10:00:00 Ends: 9/26/2026 19:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Enterprise Rental
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	12
Cost Per Student and What it Covers:	150 Transportation, Hotel, Meals, Fees
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	100 Transportation, Hotel, Meals, Fees
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	NJROTC 3167
Blanket Request:	No
Schedule for Blanket Requests:	



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Clay High
Staff Requesting:	John Dalton, Department Head john.dalton@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Central HS, 14075 Ken Austin Pkwy, Brooksville, FL 34613
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/25/2026 10:00:00 Ends: 9/26/2026 19:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Enterprise Rental
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	12
Cost Per Student and What it Covers:	150 Transportation, Hotel, Meals, Fees
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	100 Transportation, Hotel, Meals,
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	NJROTC 3167
Blanket Request:	No
Schedule for Blanket Requests:	



Clay County District Schools

Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Jamie Willis, Department Head jamie.willis@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	South Effingham High School 1220 Noel C. Conway Rd Guyton, Ga 31312
Educational Value	Team Work, Team Building.
FLDOE Standards/Benchmarks	Identify, analyze and evaluate movement concepts, mechanical principles, safety considerations and strategies/tactics regarding movement performance in a variety of physical activities.
Field Trip Details: Start/End Date/Time	Starts: 10/10/2026 4:00:00 Ends: 10/10/2026 18:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Robbins Charter
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	40
Cost Per Student and What it Covers:	7 Meals
Anticipated # of Chaperones:	4
Cost Per Chaperone and What It Covers:	0 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	3167

Blanket Request:	No
Schedule for Blanket Requests: (If applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Jamilee Willis</i> 8/12/2026 6:59:47
Principal Signature and Date	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here 8/13/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here 8-28-26
Superintendent Signature and Date	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here 8/28/26

District Use Only	
☒	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>10-1-26</u>
☐	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

From: **South Effingham NJROTC**

To: **2026-2027 Drill Participants**

Subject: **LETTER OF INSTRUCTION FOR THE SOUTH EFFINGHAM SANCTIONED DRILL MEET**

- Encl: (1) Registration & Meals
(2) Academic
(3) Personnel Inspection
(4) PT Events
(5) Helpful Notes & Penalties
(6) Schedule
(7) Scoresheets

General- The South Effingham NJROTC Sanctioned Drill Meet will be held at South Effingham High School 1220 Noel C Conaway Rd, Guyton, GA 31312 on October 10th, 2026.

- 1.) **Purpose-** A Sanctioned drill meet for the Area championships. This LOI is designed to set forth rules and regulations that will govern the conduct of participating units, officials, and cadets and to establish guidelines for judging both individual and team competition. JROTC instructors will ensure participants are enrolled JROTC cadets in their respective programs and are familiar with contents of the LOI
- 2.) **Administration**
 - A. **Parking-** parking for all buses and team trailers will be in the gravel area in front of the stadium. Cars will be parked in the student parking lot. Cadets will be in the student lot to direct traffic.
 - B. **Meals-** Meals with a hamburger or two hot dogs, chips, cookies and a drink will be available for purchase prior to the competition at \$7 each. There will be a hospitality room with food and drinks for judges, instructors, and bus drivers. Please no parents.
 - C. **Registration & Meals-** The registration fee is \$250. Please Include Meal payment (\$7.00 each) with Registration. Payment must be made 30 Days in advance. No refunds will be made for cancellations within 30 days.
 - D. **Injury and Damage-** South Effingham High School NJROTC Unit and the Effingham County Board of Education will not be responsible for any personal injury or for any damage that may occur at the drill meet
 - E. **Personal Property-** Security of each unit's gear is the responsibility of the individual JROTC unit instructor(s).
 - F. **Escorts-** A SEHS NJROTC cadet will be provided as liaison to each participating unit throughout the drill meet. Each liaison will be knowledgeable of the drill meet facilities, parking area and meal facilities.
 - G. **Trophies/Medals-** The awards ceremony will be held upon completion of all scheduled events as soon as the scores are recorded, and instructor meeting is completed.
 - H. **Medical-** Medical emergencies will be handled by local EMT located near the school using 911.
 - I. **Foul Weather-** In the event of inclement weather, the running in armed exhibition events will be cancelled and a new matrix will be distributed that delineates when and where all events will be taking place indoors. NOTE: Sneakers may be required for these events to protect the floors or surfaces.
4. **Operations**
 - A. **Drill Area Size-** Drill area size will be 85 feet by 70 feet (85' x 70') for all platoon events.
 - B. **Color Guard Competition-** The competition will also be conducted in a 75' x 75' area.
 - C. **Platoon Size:**
 - Regulation Drill Competitions- minimum 12 personnel plus the Platoon Commander and Guidon
 - Exhibition Drill Competitions- minimum 12 personnel plus the Commander.
 - D. **Drill Sequence-** The sequence must be committed to memory by the Platoon Commander, and Color Guard Commander.
 - E. **Drill Movements-** Basic drill movements will be in accordance with the Cadet Field Manual.
 - F. **Drill Conduct-** The Head Judge will signal for the Platoon/Color Guard Commander to enter the area. The unit leader will enter the area alone to speak with and get final instructions from the head Judge. The unit leader will then return to their unit, move the unit to their starting position, and report in as follows: he/she should state: "(school name) NJROTC Unit from (city, state) reporting in for (event)". After permission has been granted, direct them through the drill sequence.
 - G. **Cadence-** The entire routine will be executed at 112 to 120 counts per minute.
 - H. **Time Limits-** There is a 10-minute time limit for Basic Platoon and Unarmed drill routines. Exhibition Armed and Unarmed Platoon competitions will be between six (6) and nine (9) minutes. Teams must leave the field after the assigned time limit.

5. **Scoring: ALL EVENTS WILL COUNT TOWARDS THE OVERALL SCORES.**

6. **Drill cards are attached and published on the Area Six/Seven website.**

A meeting of unit representatives will take place prior to the presentation of trophies to check for scoring accuracy.

7. If you have any questions, please contact AZ1 Ross Johnson, rjohnson@effingham.k12.ga.us or johnson.ross.nsi@navyjrotc.org cell (912) 856-4822



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Brett Pikuritz, Teacher brett.pikuritz@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts N/A
Destination:	The Villages Charter School, 2210 Dr. Randy McDaniel Way, Middleton, FL 34762; Busch Gardens Tampa Bay, 10165 N. McKinley Dr., Tampa 33612
Educational Value	Marching Band students will perform at FFCC Outdoor State Championships as their last performance of the competitive marching band season. They will receive feedback from a panel of highly qualified adjudicators (prelims & finals).
FLDOE Standards/Benchmarks	MU.912.S.1 - The arts are inherently experiential and actively engage learners in the process of creating, interpreting, and responding to art; MU.912.S.2 - Development of skills, techniques, and processes in the arts strengthens our ability remember, focus on, process, and sequence information
Field Trip Details: Start/End Date/Time	Starts: 11/13/2026 10:00:00 Ends: 11/15/2026 23:30:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus, District School Bus(es) - Must Utilize the Transportation Request Form, Charter Buses or School Buses (TBD)
Charter Bus Company (if applicable):	Annett Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	115
Cost Per Student and What it Covers:	Band Fees Transportation, Hotel Lodging, Competition Registration, Busch Gardens tickets
Anticipated # of Chaperones:	20
Cost Per Chaperone and	\$200

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Clay County District Schools

Field Trip Request Form

School Requesting:	*JR* Oakleaf Junior High
Staff Requesting:	Amy Frier, Team Leader amy.frier@myoneclay.net
Grade Level and Subject/Program:	Sixth 6th grade field trip N/A
Destination:	Wild Adventures 3766 Old Clyattville Rd, Valdosta, GA 31601
Educational Value	Wild Adventures is home to over 55 different species and more than 40 rides that can bring your classroom to life! Your students will become an active participant in learning about animal habitats, behaviors, life cycles, conservation, physics, and more.
FLDOE Standards/Benchmarks	SC.5.P.10.2 Investigate and explain that energy has the ability to cause motion or create change. SC.6.P.11.1 Explore the Law of Conservation of Energy by differentiating between potential and kinetic energy. Identify situations where kinetic energy is transformed into potential energy and vice versa. SC.7.P.11.2 Investigate and describe the transformation of energy from one form to another
Field Trip Details: Start/End Date/Time	Starts: 4/1/2027 7:30:00 Ends: 4/1/2027 17:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Annett Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	525
Cost Per Student and What it Covers:	\$85 Transportation, entrance fee, lunch buffet

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Clay County District Schools

Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Catharine Bowles, Sponsor catharine.bowles@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Future Business Leaders of America N/A
Destination:	Radisson Resort, 870 Astronaut Boulevard, Cape Canaveral, FL 32920
Educational Value	OPHS
FLDOE Standards/Benchmarks	02.0 Discuss Entrepreneurship as a career choice, 14.0 Identify the principles of management, 40.0 Demonstrate uses of marketing-related software.
Field Trip Details: Start/End Date/Time	Starts: 11/13/2026 8:00:00 Ends: 11/15/2026 16:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Catharine R. Bowles
Anticipated # of Students:	6
Cost Per Student and What it Covers:	\$50-\$175 Food, conference application, hotel expenses,& souvenirs.
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	\$50-\$175 Food, conference application, hotel expenses,& souvenirs
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Internal Account
Blanket Request:	No

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*Florida FBLA Association, Inc.
P. O. Box 1106
Zephyrhills, FL 33539-1106
813-279-1942*

DATE: August 17, 2026
TO: Florida FBLA Chapter Advisers
FROM: Jody A. Jones
Florida FBLA State Adviser
SUBJECT: 2026 Florida FBLA Fall Leadership Conference

Attached is the registration packet for the 2026 FBLA Fall Leadership Conference. This conference will be held **November 13-15**. Members and advisers will be staying at the **Radisson Resort at the Port**, 8701 Astronaut Boulevard, Cape Canaveral, FL 32920. Please read all sections of this packet carefully. All registration materials and payment must be **received** by October 13, 2026.

The conference officially begins at 2:30 p.m. on **Friday, November 13**, with registration. The first session will begin at 4:00 p.m. The conference will offer motivational speakers, a variety of workshops, a battle of the districts, tour, exhibits, lunch with an astronaut guest speaker at the Kennedy Space Center, and much more.

If you have any questions, please feel free to email flfblapbl@gmail.com or call our office at 813-279-1942. We look forward to seeing many of you in November.

Attachments



FLORIDA FBLA IMPORTANT DATES

2026

July 16-17	New Advisers' Training, Lutz
July 17-18	District Director Summit, Lutz
July 18-19	Board of Directors Meeting, Lutz
August 19	Florida MS/HS Fall Conference Registration opens
August 26	Zoom with the State Adviser, Link TBA
September 24	Zoom with the State Adviser, Link TBA
September 30	Receipt deadline for articles for the fall issue of <u>Florida Communicator</u>
October 6	Florida MS/HS Fall Conference Registration closes and last day for payment for hotel
October 20	State and national initial dues deadline , to be eligible for Gold Seal Award
October 21	Zoom with the State Adviser, Link TBA
November 13-15	MS/HS State Fall Conference, Cape Canaveral
November 15	American Enterprise Day
November 19	Zoom with the State Adviser, Link TBA



The trip was previously approved on summer school board - Location change.

Clay County District Schools

Field Trip Request Form

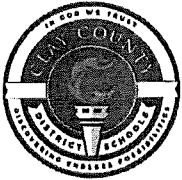
School Requesting:	*HS* Ridgeview High
Staff Requesting:	Elizabeth Johnston, Adviser and Teacher elizabeth.johnston@myoneclay.net
Grade Level and Subject/Program:	Eleventh CTE NA
Destination:	 Radisson Resort at the Port, 8701 Astronaut Boulevard, Cape Canaveral, FL 32920
Educational Value	Attending the Florida FBLA Fall Leadership Conference will allow this student to fulfill a mandatory state officer requirement while participating in specialized training on governance, strategic planning, and public speaking. Through expert-led workshops and networking with state leaders, the student will gain critical business leadership skills and industry insights that directly support their academic development and state-level responsibilities.
FLDOE Standards/Benchmarks	Common CTE Standards
Field Trip Details: Start/End Date/Time	Starts: 11/13/2026 8:00:00 Ends: 11/15/2026 18:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	CTE Van
Charter Bus Company (if applicable):	NA
Legal Name of Approved Drivers (if applicable)	NA
Anticipated # of Students:	6
Cost Per Student and What it Covers:	\$250 Registration fee, hotel fee and breakfast for Saturday and Sunday
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	\$550 Two nights at a hotel and the special event fee
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.

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Clay County District Schools Field Trip Request Form

School Requesting:	*JR* Lake Asbury Junior High
Staff Requesting:	Brenda Kirkland, Sponsor brenda.kirkland@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE, FBLA (Future Business Leaders of America) N/A
Destination:	Radisson Resort at the Port, 8701 Astronaut Boulevard, Cape Canaveral, FL 32920
Educational Value	Students will participate in leadership training, hear from a Keynote Speaker, work with and learn from their State Officers, attend workshops, have fun, and handle state business. They will also gain information about the state goals and community service information to bring back to their local chapters for implementation. They will participate in tours and exhibits and connect with state members from across Florida.
FLDOE Standards/Benchmarks	07.0 Develop and utilize business-related skills; providing leadership training and reinforcing specific career and technical skills 10.0 Describe and use communication features of information technology
Field Trip Details: Start/End Date/Time	Starts: 11/13/2026 7:00:00 Ends: 11/15/2026 0:00:00
Overnight:	☒ Yes
Out-Of-State:	☐ No
Type of Transportation:	Charter Bus, District Vehicle
Charter Bus Company (if applicable):	Echo East Coast
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	20
Cost Per Student and What it Covers:	\$250.00 Registration and Hotel (sharing 4 to room)
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	\$350 (sharing 2 to room) Registration and Hotel (sharing 2 to room)



Clay County District Schools

Field Trip Request Form

School Requesting:	*HS* Clay High
Staff Requesting:	James Reape, Coach james.reape@myoneclay.net
Grade Level and Subject/Program:	Twelfth Athletics Wrestling....Boys and Girls.
Destination:	University of Northern Colorado, Greeley, CO
Educational Value	UNCO hosts a 55 team event with teams and athletes from more than half dozen states -especially the wrestling intensive Great Plains and Mountain States. This terrific competition and visit to a different region of the country will offer tremendous enrichment.
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 12/17/2026 16:00:00 Ends: 12/21/2026 20:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Commercial Airline
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	James Reape, Staci Martin, Nick Gipson, Julie Briendel-Hill. Dan Dominquez, Frank Wickes, Joe Bucci
Anticipated # of Students:	20
Cost Per Student and What it Covers:	\$100 out of pocket. The rest will be fundraised Extra Food, Purchases of merchandise, Entertainment
Anticipated # of Chaperones:	Six. Three are CCSB employees.
Cost Per Chaperone and What it Covers:	\$100 Extra Food, Purchases of merchandise, Entertainment
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Clay High Wrestling Men 0341.1126, Women 0341.1125

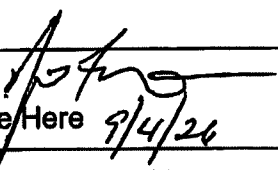
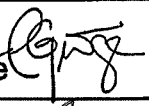
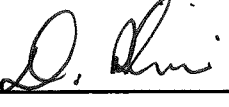
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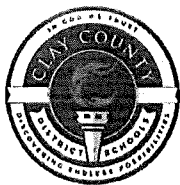
Clay County District Schools

Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Victoria Gwaltney, Teacher victoria.gwaltney@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE na
Destination:	Hilton UF Conference Center - 1714 SW 34th Street, Gainesville, FL 32607
Educational Value	Students will attend workshops about leadership.
FLDOE Standards/Benchmarks	08.05 Develop a plan for personal and professional growth in an agricultural organization by reviewing their mission statement, constitution and by-laws and program of activities. 08.01 Identify the opportunities for leadership development available through the National FFA Organization and other agricultural groups. 08.02 Explore the history of the National FFA Organization.
Field Trip Details: Start/End Date/Time	Starts: 12/9/2026 7:00:00 Ends: 12/10/2026 17:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	na
Legal Name of Approved Drivers (if applicable)	Victoria Gwaltney, Lane Samples
Anticipated # of Students:	10
Cost Per Student and What it Covers:	\$50 registration and hotel
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	na na
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.

Budget Code/Course to Be Charged:	4031
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Victoria Gwaltney 9/3/2026 11:31:04
Principal Signature and Date	Principal Signs Here  Principal Inserts Date Here 9/4/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here  Assistant Superintendent Inserts Date Here 9.9.26
Superintendent Signature and Date	Superintendent Signs Here  Superintendent Inserts Date Here 9/14/26

*District Use Only
☒ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>10-1-26</u>
☐ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



Clay County District Schools

Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Jillian Nesby, Teacher jillian.nesby@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Gaither High School, 16200 N. Dale Mabry Hwy, Tampa, FL 33618
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 10/16/2026 15:00:00 Ends: 10/17/2026 17:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	rental
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	5
Cost Per Student and What it Covers:	\$30 lunch, snacks, drinks, awards
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	0 food
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	NJROTC 3167
Blanket Request:	No
Schedule for Blanket Requests:	

(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Jillian S Nesby</i> 8/20/2026 15:44:45
Principal Signature and Date	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here <i>9/4/26</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here <i>9.9.26</i>
Superintendent Signature and Date	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here <i>9/14/26</i>

*District Use Only	
☒	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <i>10-1-26</i>
☐	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



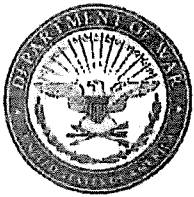
Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Jamielee Willis, Department Head jamie.willis@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC NA
Destination:	FAMU Tallahassee, Florida
Educational Value	Team work, Team spirit, Team confidence
FLDOE Standards/Benchmarks	Demonstrate competency in many, and proficiency in a few, movement forms from a variety of categories
Field Trip Details: Start/End Date/Time	Starts: 11/6/2026 6:00:00 Ends: 11/7/2026 18:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District School Bus(es) - Must Utilize the Transportation Request Form
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	40
Cost Per Student and What it Covers:	10 Entry Fee and Meals
Anticipated # of Chaperones:	6
Cost Per Chaperone and What it Covers:	0 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	3167
Blanket Request:	No

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Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Jamielee Willis</i> 9/3/2026 14:37:07
Principal Signature and Date	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here 9/3/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here 9.9.26
Superintendent Signature and Date	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here 9/14/26

District Use Only	
☒	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>10-1-26</u>
☐	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



DEPARTMENT OF THE NAVY
FLORIDA A&M UNIVERSITY
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
POST OFFICE BOX 6508
TALLAHASSEE, FLORIDA 32314-6508

1533
Ser 00/151
21 Aug 2026

From: Commanding Officer, Naval Reserve Officer Training Corps Unit, Florida A&M University
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR FLORIDA AGRICULTURAL AND MECHANICAL
JUNIOR RESERVE OFFICER TRAINING CORPS DRILL MEET COMPETITION 7 NOV 26

Ref: (a) OPNAVINST 5761.1
(b) OPNAVINST 3500.39D
(c) NJROTC AREA 10 DRILL MEET INSTRUCTIONS

Encl: (1) Area Layout
(2) Event Matrix
(3) Indemnity Form
(4) Operational Risk Management
(5) Paragraph E
(6) Inspection Sheets
(7) Concession List
(8) Registration Link

1. Situation

a. Purpose. This Letter of Instruction (LOI) provides guidance and direction for the planning and execution of the 2026 Naval Junior Reserve Officers Training Corps Area 10 Field Meet Competition IAW references (a), (b), and (c).

b. Background. Cadets in the Naval Junior Reserve Officer Training Corps (NJROTC) participate in field competitions sanctioned by Area 10. The competitions are organized and executed by different host activities culminating in the Area 10 drill meet. The field competitions assist NJROTC units in meeting the objectives listed in reference (a). It is also an opportunity for the Marines, Sailors, and Midshipmen of the Florida A&M Naval Reserve Officer Training Corps Unit (FAMU NROTC) to gain experience in planning and executing large-scale events.

c. General. The 2026 Drill Meet Competition will occur on 7 November 2026, at Florida A&M (FAMU) Bragg Stadium and Al Lawson Multi-Purpose Complex 1500 Wahnish Way, Tallahassee, FL 32310. The competition is open to the participants' family and friends.

2. Mission

a. On 7 November 2026 at 0730, the FAMU NROTC will host the 2026 Area 10 Drill Meet Competition in order to assist NJROTC units in meeting their primary objectives for training and to provide FAMU NROTC members the opportunity to plan and execute a large-scale event.

3. Execution

a. Commander's Intent

**Subj: LETTER OF INSTRUCTION FOR FLORIDA AGRICULTURAL AND MECHANICAL
JUNIOR RESERVE OFFICER TRAINING CORPS DRILL MEET COMPETITION 7 NOV 26**

(1) Purpose. To provide a controlled environment in which NJROTC units can compete in various military events.

(2) Method. The Area 10 Drill Meet will be organized and executed by the Rattler Battalion students of FAMU. The Marine Officer Instructor (MOI), Assistant Marine Officer Instructor (AMOI), and event Officer in Charge (OIC) will ensure that all events are supervised and conducted in a safe manner.

(3) End State. NJROTC students are afforded the opportunity to train and compete in a safe military environment IOT ensure a continuum of education and professional growth and to build esprit de corps amongst the individual units and high schools.

b. Concept of Operations

(1) Phase I: Arrival and Briefing

(a) Phase I, Part A. Will begin with the schools that arrive on the afternoon (1300-1400) of 6 November receiving a welcoming from the University's Recruiting Office. This will involve a short presentation, tour of different schools on campus, and a chance for questions and answers.

(b) Phase I, Part A. Ends with a meet and greet and pizza party hosted by the FAMU NROTC unit.

(c) Phase I, Part B. begins with the event area set up at 0500 on 7 November.

(d) Arrival. Upon arrival, units will be greeted by their designated runners/escorts that will guide them to their designated briefing and staging area.

(e) Parking. Parking areas are outlined in yellow on the map in enclosure (1). Parking is limited, and guests are encouraged to carpool, if possible.

(f) At 0700, there will be a safety brief given by the event OIC and MOI for all unit representatives at the first aid tent outlined in enclosure (1).

(g) Phase I is complete when the field competition begins at 0730, 7 November 2026.

(2) Phase II: Execution

(a) Phase II begins at 0730, 7 November 2026, with the commencement of the competition. For a general schedule of events refer to enclosure (2).

(b) Inclement Weather. Participants should be prepared for inclement weather (e.g. jackets, gloves, sweaters). In the case of inclement weather, Physical fitness events will be conducted at the Tookes Rec center, there will not be an inclement weather plan for any drill events. In accordance with reference (c), if one or more units are not able to complete an event due to inclement weather, that event will not be counted for any unit.

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(c) Conduct. As guests of Florida A&M University, we must maintain the highest level of professional conduct at all times. Please brief your students on this aspect and hold them accountable. The Senior Staff Instructor (SSI) and Staff Instructors (SI) will be the only individuals authorized to address the MOI and AMOI regarding the competition grading. Judging disputes will not be discussed with the head judge of the event to prevent delays and fair judging throughout the event. Completed evaluation sheets will remain with the score keeper and will be available for review.

(d) Drill Events. Drill events will be held on flat, grassy areas such as football or soccer fields. Notice that the 4 drill areas are the same size, 85' X 70', while the Color Guard area is 75' X 75'. Entry/Egress lengths are all 26' but vary in position according to event. Head judge placement for report in/out is designated on the two Basic Drill decks as well as Color Guard, while the Exhibition Drill Team CDRs will be asked by the Head Judge where to stand for report in/out. (Minimum 3 judges per deck, 4 or 5 preferred. Same all day.)

(e) Basic Drill. Basic Drill and Color Guard cards will be standardized national cards or close variations with Area 10 Manager approval and memorized by Drill Team Commanders (CDRs). All pauses on drill cards will be recognized, but not timed anymore. The Cadet Drill Team/Color Guard CDR will pause at designated pause positions until a verbal "UP" call is given by the judge. Not pausing or not waiting for "UP" call will incur a penalty. Basic Drill teams must consist of 3 squads of 4 cadets each (12) along with a Cadet CDR and Cadet Guidon so 14 total cadets. Exhibition teams must have a minimum of 13 cadets on deck simultaneously (one designated CDR), for 6-9 minutes on deck, marching on and off together in some type of formation, although more cadets in total are allowed. NJROTC issued or other properly weighted rifles must be used. There is a 26-point penalty for each missing cadet below the minimum amount.

(f) Personnel Inspection (PI). To prevent delay and allow adequate time for each cadet to answer knowledge questions, two personnel inspectors will be assigned to each squad and will ask no more than two questions per cadet. PI will be five squads with Cadet CDR and Cadet Guidon, maximum of 40 total, minimum of 10 cadets, with 2 standard verbal questions to each cadet concerning Cadet Chain of Command, Orders to Sentry, USN/USMC Rates/Ranks, or Uniforms (same 5 judges all day). Conduct of the inspection will be graded and judged based on rules outlined within enclosure (5) To ensure fairness, all judges will remain at their positions throughout all personnel inspections. This guidance is subject to change due to possible updated instructions, policies, and modified processes to ensure complete fairness and time adherence.

(g) Push-ups/Crunches (PU/CU's) will be 8 male, 8 females, using NJROTC standard cadence CD, no resting with 90-degree elbow pushups and a straight back. For crunches arms will be crossed, open hands on shoulders, elbows to mid-thigh, shoulder blades must touch deck. Same team cadets hold feet, no kneeling on feet. Cadets will receive one warning for being off cadence or improper form, then will be disqualified. One counting/form judge per cadet, if possible (16 judges+ Head Judge).

(h) Shuttle Run. 16X100 Shuttle run is 8 male, 8 females, on grass/football field, no track/turf shoes, track baton, 10 yard passing areas (end zone) usually the same 16 judges as PU/CUs.

(i) Medical. All cadets competing must have current physical present, along with signed parent permission slip and liability/release form. Cadet insurance forms or team insurance will need to be

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present in case of injury or hospital ER visit. Host schools must have Corpsman/medic/nurse/EMTs present at all sanctioned drill events.

(j) Academics test will be conducted via scantron. The test will be conducted for each schools allotted testing window. Academic test (15 cadets per team) will be 50 multiple choice questions, 30 minutes max. 20 questions from NSI/CFM/CRM, 10 from NS2 book, 10 from NS3 book, and 10 current events from current school year. (Proctor must be unit SNSI or NSI only). All cadets must test at the same time. Exam results will not be posted early – see master score sheet day of the field meet.

(k) Phase II is complete once all events have been completed.

(3) Phase III: Awards Ceremony

(a) Phase III begins when the standings are announced at the awards ceremony held in the drill area. The Commanding Officer of FAMU NROTC will present trophies to award winners.

1. The categories for awards are as follows: overall champions, academics, personnel inspection, armed basic drill, armed exhibition drill, unarmed basic drill, unarmed exhibition drill, color guard, push-ups, sit-ups, 16x100 Shuttle Run, spirit award, and knock-out competition. Individual awards will also be awarded for Academics, Male Push-ups, Female Push-ups, Male Sit-ups, and Female Sit-ups

2. Trophies will be awarded for 1st – 3rd place over-all, 1st – 3rd place for each team event, and 1st – 3rd place for each individual event. The only exception to this will be the Spirit Award, which will be awarded to only one school. All trophies will be provided by the Area Coordinator.

3. An individual Knockout Competition will be held prior to the awards ceremony.

4. All units must remain in their designated areas until the completion of the awards ceremony.

5. Phase III is complete when the last trophy is awarded.

(4) Phase IV. Retrograde and Teardown. All schools will gather all belongings, clean the respective areas they occupied and load their mode of transportation for departure. It is the responsibility of the SSI/SI to ensure they have proper accountability of their students prior to departure. FAMU NROTC Midshipmen will be responsible for ensuring competition areas are neatly broken down and all spaces used by participants and guests are clean and in good condition. NJROTC cadets will also police each event area before departing.

d. Tasks

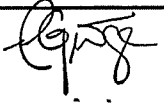
(1) FAMU Marine Officer Instructor

(a) Liaise with Area Coordinator to receive all instructions, drill cards, and grading sheets to ensure proper conduct of the drill meet.



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Jillian Nesby, Teacher jillian.nesby@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Valdosta High School, 4590 Inner Perimeter Rd, Valdosta, GA 31602
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 1/30/2027 5:30:00 Ends: 1/30/2027 17:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	rental
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	5
Cost Per Student and What it Covers:	\$33 food/awards
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	0 food
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	NJROTC 3167
Blanket Request:	No
Schedule for Blanket Requests:	

(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	JILLIAN S NESBY 8/20/2026 16:25:56
Principal Signature and Date	Principal Signs Here  Principal Inserts Date Here 9/4/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here  Assistant Superintendent Inserts Date Here 9.9.26
Superintendent Signature and Date	Superintendent Signs Here  Superintendent Inserts Date Here 9/14/26

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Clay County District Schools Field Trip Request Form

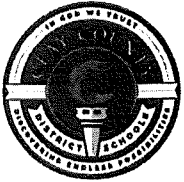
School Requesting:	*HS* Orange Park High
Staff Requesting:	Timothy McAllister, Teacher timothy.mcallister@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Blount Island Marine Terminal Jacksonville FL
Educational Value	Military life in action, ship visit
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/25/2026 17:00:00 Ends: 9/26/2026 14:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	School Wheels
Legal Name of Approved Drivers (if applicable)	Timothy McAllister
Anticipated # of Students:	40
Cost Per Student and What it Covers:	All fees paid by NJROTC Funds #3167 Transportation, Fees and Meals
Anticipated # of Chaperones:	6
Cost Per Chaperone and What it Covers:	All fees paid by NJROTC Funds #3167 All fees paid by NJROTC Funds #3167
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	#3167
Blanket Request:	No
Schedule for Blanket Requests:	

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Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Michael Hayward, Coach michael.hayward@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Girls Basketball
Destination:	West Ashley High School 4060 W Wildcat Blvd, Charleston, SC 29414 / Whale Branch High school 169 State Hwy S 7-549, Seabrook, SC 29940
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 12/11/2026 9:00:00 Ends: 12/13/2026 14:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Molly Ragle, Patrick Jenkins, Michael A. Hayward
Anticipated # of Students:	15
Cost Per Student and What it Covers:	75 food
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	150 Food an gas
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Girls Basketball #1107
Blanket Request:	No



Clay County District Schools

Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Isaiah Jackson, Coach isaiah.jackson@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Basketball, Boys
Destination:	on the Middleton campus is 2210 Dr. Randy McDaniel Way, Middleton, FL 34762
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 1/22/2027 8:00:00 Ends: 1/23/2027 20:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	N/A Not Needed
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	15
Cost Per Student and What it Covers:	0 0
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	0 0
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	N/A no cost to be charged
Blanket Request:	No

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