

4/3/25



# Clay County District Schools Field Trip Request Form

<b>School Requesting:</b>	*JR* Lake Asbury Junior High
<b>Staff Requesting:</b>	Michelle Knoff, Teacher michelle.knoff@myoneclay.net
<b>Grade Level and Subject/Program:</b>	Eighth Social Studies NA
<b>Destination:</b>	Hamilton Broadway Experience, New York City, New York
<b>Education Value</b>	Students won the EduHam contest. They created an original piece on an event after analyzing primary sources. The prize is an all-expense paid trip to see the Hamilton play on Broadway and meet the cast.
<b>FLDOE Standards/Benchmarks</b>	TH.68.S.1.3 Describe criteria for the evaluation of dramatic texts, performances, direction, and production elements.
<b>Field Trip Details: Start/End Date/Time</b>	Starts: 5/6/2025 8:00:00 Ends: 5/8/2025 20:00:00
<b>Overnight:</b>	Yes
<b>Out-Of-State:</b>	Yes
<b>Type of Transportation:</b>	Commercial Airline
<b>Charter Bus Company (if applicable):</b>	NA
<b>Legal Name of Approved Drivers (if applicable)</b>	NA
<b>Anticipated # of Students:</b>	3
<b>Cost Per Student and What it Covers:</b>	0 flight, hotel, ground transportation, Hamilton Broadway ticket, meals
<b>Anticipated # of Chaperones:</b>	3
<b>Cost Per Chaperone and What it Covers:</b>	0 flight, hotel, ground transportation, Hamilton Broadway ticket, meals
<b>Volunteer Policy Awareness:</b>	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
<b>Budget Code/Course to Be Charged:</b>	NA

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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>Michelle Knoff</i> 2/24/2025 14:36:14
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>[Signature]</i> 2-25-25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>[Signature]</i> 2/25/25
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>[Signature]</i> 3/5/25

<b>*District Use Only</b>	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>4/3/25</u>
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) <u>4/3/25</u> . Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



Woolwine, Laurie <laurie.woolwine@myoneclay.net>

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## FT Out of State

1 message

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**Massey, Misty** <misty.massey@myoneclay.net>  
To: "Woolwine, Laurie C." <laurie.woolwine@myoneclay.net>

Tue, Feb 25, 2025 at 12:03 PM

Good afternoon Laurie!

Attached is a request for an out of State trip to NY. 3 of our students won the EduHam contest and won an all expense paid trip to Hamilton in New York City. Is it too late to get this onto the 3/6 agenda?

Thank you !

--

**Misty M. Massey**

LAJ PRINCIPAL SECRETARY

LAJ

**Clay County District Schools**

| phone 904-336-5375 | ext 65385

| web oneclay.net | email misty.massey@myoneclay.net

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 **Knoff - NY.pdf**  
351K



4/3/25 ✓

# Clay County District Schools Field Trip Request Form

<b>School Requesting:</b>	*HS* Clay High
<b>Staff Requesting:</b>	Robert Fortson, Teacher robert.fortson@myoneclay.net
<b>Grade Level and Subject/Program:</b>	Multi-Grade Before/After School Club NA
<b>Destination:</b>	Alfred Lawson Jr Multipurpose Center 1800 Wannish Way Tallahassee, FL 32310 USA
<b>Education Value</b>	FRC Robotics competition
<b>FLDOE Standards/Benchmarks</b>	NA
<b>Field Trip Details: Start/End Date/Time</b>	Starts: 3/13/2025 9:00:00 Ends: 3/16/2025 17:00:00
<b>Overnight:</b>	Yes
<b>Out-Of-State:</b>	No
<b>Type of Transportation:</b>	Private Vehicle(s)
<b>Charter Bus Company (if applicable):</b>	N/A
<b>Legal Name of Approved Drivers (if applicable)</b>	Robert Fortson, Collin Roberts
<b>Anticipated # of Students:</b>	12
<b>Cost Per Student and What it Covers:</b>	0 N/A
<b>Anticipated # of Chaperones:</b>	4
<b>Cost Per Chaperone and What it Covers:</b>	0 N/A
<b>Volunteer Policy Awareness:</b>	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
<b>Budget Code/Course to Be Charged:</b>	N/A
<b>Blanket Request:</b>	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>Robert Fortson</i> 2/10/2025 15:43:08
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>g. Hault 2/12/25</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>Sticker 2/18/25</i>
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>Dan Hui 2/21/25</i>

<b>*District Use Only</b>	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>4/3/25</u>
<input type="checkbox"/>	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) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

4/3/25



# Clay County District Schools Field Trip Request Form

<b>School Requesting:</b>	*HS* Keystone Heights Junior/Senior High
<b>Staff Requesting:</b>	Richard Hall, JROTC Senior Army Instructor richard.hall@myoneclay.net
<b>Grade Level and Subject/Program:</b>	Multi-Grade ROTC, Selected Cadets N/A
<b>Destination:</b>	Shands Boy Scout Camp, 1453 Baden Powell Road, Hawthorne, FL 32640
<b>Education Value</b>	Attend United States Army Cadet Command directed JROTC Cadet Leadership Camp (JCLC) to learn enhanced leadership skills as well as life skills which add self-confidence and self-discipline.
<b>FLDOE Standards/Benchmarks</b>	Standard 1 HE.912.R.1 : Character; Standard 2 HE.912.R.2 : Personal Responsibility; Standard 1 PE.912.M.1 : Demonstrate competency in many, and proficiency in a few, movement forms from a variety of categories.; Standard 5 PE.912.R.5 : Exhibit responsible personal and social behavior that respects self and others in physical-activity settings.
<b>Field Trip Details: Start/End Date/Time</b>	Starts: 6/9/2025 7:00:00 Ends: 6/13/2025 13:00:00
<b>Overnight:</b>	Yes
<b>Out-Of-State:</b>	No
<b>Type of Transportation:</b>	School Vans
<b>Charter Bus Company (if applicable):</b>	N/A
<b>Legal Name of Approved Drivers (if applicable)</b>	N/A
<b>Anticipated # of Students:</b>	12
<b>Cost Per Student and What it Covers:</b>	N/A N/A
<b>Anticipated # of Chaperones:</b>	2
<b>Cost Per Chaperone and What it Covers:</b>	N/A N/A
<b>Volunteer Policy Awareness:</b>	I am aware of this School Board Policy and will verify that all

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	chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	N/A
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	Richard Hall <i>Richard Hall</i> 2/28/2025 11:27:01 28 Feb 2025
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>Ben Woodard 2/28/25</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>Richard 3/6/25</i>
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>D. Bini 3/7/25</i>

<b>*District Use Only</b>	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>3/1/25</u>
<input type="checkbox"/>	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) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



4/3/25

# Clay County District Schools Field Trip Request Form

<b>School Requesting:</b>	*HS* Oakleaf High
<b>Staff Requesting:</b>	Cameron Renfrow, Teacher cameron.renfrow@myoneclay.net
<b>Grade Level and Subject/Program:</b>	Multi-Grade Fine Arts
<b>Destination:</b>	Thesby States Competition- Tampa Convention Center
<b>Education Value</b>	For students who passed through from districts to perform at the state level for a panel of judges.
<b>FLDOE Standards/Benchmarks</b>	MA.K12.MTR.1.1 Actively participate in effortful learning both individually and collectively. TH.912.F.3.3 Exhibit independence, discipline, and commitment to the theatre process when working on assigned projects and productions. TH.912.S.2.8 Strengthen acting skills by engaging in theatre games and improvisations. TH.912.S.3.2 Exercise artistic discipline and collaboration to achieve ensemble in rehearsal and performance.
<b>Field Trip Details: Start/End Date/Time</b>	Starts: 3/20/2025 6:00:00 Ends: 3/22/2025 23:00:00
<b>Overnight:</b>	Yes
<b>Out-Of-State:</b>	No
<b>Type of Transportation:</b>	District Vehicle
<b>Charter Bus Company (if applicable):</b>	na
<b>Legal Name of Approved Drivers (if applicable)</b>	Cameron Renfrow
<b>Anticipated # of Students:</b>	8
<b>Cost Per Student and What it Covers:</b>	350 Registration to event, lodging, and transportation
<b>Anticipated # of Chaperones:</b>	1
<b>Cost Per Chaperone and What it Covers:</b>	0 na
<b>Volunteer Policy Awareness:</b>	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.

*Goalkeeper*



<b>Budget Code/Course to Be Charged:</b>	4004-Drama
<b>Blanket Request:</b>	undefined
<b>Schedule for Blanket Requests: (if applicable)</b>	undefined
<b>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.</b>	Yes
<b>Teacher Signature and Date</b>	<i>Cameron Renfrow</i> 8/20/2024 11:12:49
<b>Principal Signature and Date</b>	Principal Types Name Here <i>A. [Signature]</i> Principal Inserts Date Here <i>2/12/25</i>
<b>Assistant Superintendent Signature and Date</b>	Assistant Superintendent Types Name Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here <i>2/24/25</i>
<b>Superintendent Signature and Date</b>	Superintendent Types Name Here <i>D. [Signature]</i> Superintendent Inserts Date Here <i>2/24/25</i>

<b>*District Use Only</b>	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>4/3/25</u>
<input type="checkbox"/>	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) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



4/3/25

# Clay County District Schools Field Trip Request Form

<b>School Requesting:</b>	*HS* Oakleaf High
<b>Staff Requesting:</b>	Shay Mensie, Coach shanae.mensie@myoneclay.net
<b>Grade Level and Subject/Program:</b>	Multi-Grade Athletics Track and Field
<b>Destination:</b>	FSU Tallahassee, FL, UF Gainesville, FL, SEMIONALE HIGH Sandford, FL, Miramar FL
<b>Education Value</b>	N/A
<b>FLDOE Standards/Benchmarks</b>	N/A
<b>Field Trip Details: Start/End Date/Time</b>	Starts: 2/15/2025 8:00:00 Ends: 5/10/2025 22:00:00
<b>Overnight:</b>	Yes
<b>Out-Of-State:</b>	No
<b>Type of Transportation:</b>	Charter Bus, District School Bus(es) - Must Utilize the Transportation Request Form, District Vehicle, Private Vehicle(s)
<b>Charter Bus Company (if applicable):</b>	Annett Bus, School Wheels Direct
<b>Legal Name of Approved Drivers (if applicable)</b>	Shanae Mensie, Sherronda Harris, Jerard Lanoir, Juba McCray, Jazmine Welch-Davis, Jamal Autry
<b>Anticipated # of Students:</b>	60
<b>Cost Per Student and What it Covers:</b>	100 per trip Food, Gas, hotel
<b>Anticipated # of Chaperones:</b>	6
<b>Cost Per Chaperone and What it Covers:</b>	100 per trip Food, Gas, hotel
<b>Volunteer Policy Awareness:</b>	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
<b>Budget Code/Course to Be Charged:</b>	Track and Field
<b>Blanket Request:</b>	Yes

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Schedule for Blanket Requests: (if applicable)	<a href="https://drive.google.com/open?id=1_R9MWse7FyOHHxEqGW8NlyYEnXnDIIPJ">https://drive.google.com/open?id=1_R9MWse7FyOHHxEqGW8NlyYEnXnDIIPJ</a>
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>Shanae Mensie</i> 2/11/2025 7:47:00
Principal Signature and Date	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here <i>2/19/25</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here <i>2/20/25</i>
Superintendent Signature and Date	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here <i>2/24/25</i>

<b>*District Use Only</b>	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>4/3/25</u>
<input type="checkbox"/>	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) _____.
<input type="checkbox"/>	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



# Clay County District Schools Field Trip Request Form

4/13/25



School Requesting:	*HS* Oakleaf High
Staff Requesting:	Chloe Dupree, Coach chloe.dupree@myoneclay.net
Grade Level and Subject/Program:	Twelfth Before/After School Club N/A
Destination:	Loews Royal Pacific Resort at Universal Orlando, 6300 Hollywood Wy, Orlando, FL 32819
Education Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 4/24/2025 5:00:00 Ends: 4/26/2025 23:59:00
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)	Chloe Dupree, Jennifer Martin
Anticipated # of Students:	8
Cost Per Student and What it Covers:	0 0
Anticipated # of Chaperones:	2
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 appropriate volunteer clearance.
Budget Code/Course to Be Charged:	4078
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	Chloe Dupree <i>CD</i> 2/18/2025 11:13:06
Principal Signature and Date	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here 2/18/25
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here 2/18/25
Superintendent Signature and Date	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here 2/21/25

**\*District Use Only**

ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 4/3/25

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) \_\_\_\_\_.

4/3/25



# Clay County District Schools Field Trip Request Form

<b>School Requesting:</b>	*HS* Ridgeview High
<b>Staff Requesting:</b>	Saul Jimenez, Coach saul.jimenezsantiago@myoneclay.net
<b>Grade Level and Subject/Program:</b>	Twelfth Athletics Baseball
<b>Destination:</b>	La Quinta Inn & Suites by Wyndham Panama City, 1030 E. 23rd Street, Panama City, Florida 32405
<b>Education Value</b>	N/A
<b>FLDOE Standards/Benchmarks</b>	N/A
<b>Field Trip Details: Start/End Date/Time</b>	Starts: 3/17/2025 9:00:00 Ends: 3/20/2025 11:00:00
<b>Overnight:</b>	Yes
<b>Out-Of-State:</b>	No
<b>Type of Transportation:</b>	District Vehicle, The coach will be using a district vehicle, while students will be traveling in their family's private vehicles..
<b>Charter Bus Company (if applicable):</b>	N/A
<b>Legal Name of Approved Drivers (if applicable)</b>	Saul Jimenez Santiago
<b>Anticipated # of Students:</b>	20
<b>Cost Per Student and What it Covers:</b>	0 Students are play baseball.
<b>Anticipated # of Chaperones:</b>	4
<b>Cost Per Chaperone and What it Covers:</b>	0 Chaperones are coaches who are coaching baseball.
<b>Volunteer Policy Awareness:</b>	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
<b>Budget Code/Course to Be Charged:</b>	Internal
<b>Blanket Request:</b>	No

<b>Schedule for Blanket Requests: (if applicable)</b>	
<b>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.</b>	Yes
<b>Teacher Signature and Date</b>	<i>Saul Jimenez Santiago</i> 2/18/2025 11:46:29
<b>Principal Signature and Date</b>	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here 2/18/25
<b>Assistant Superintendent Signature and Date</b>	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here 2/18/25
<b>Superintendent Signature and Date</b>	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here 2/21/25

**\*District Use Only**

ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 4/3/25

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) \_\_\_\_\_.