

5/7/26



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Kevin Mathews, Teacher kevin.mathews@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Riverside Preparatory Academy (NJROTC Leadership Academy) 2001 Riverside Dr. Gainesville, GA 30501
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 6/7/2026 6:00:00 Ends: 6/13/2026 18:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Transportation Arrangements have not finalized yet. However last year we used Annett Bus Lines .I am sure it will be the same this year.
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	6
Cost Per Student and What it Covers:	Total Cost 400.00 per student / ROTC will cover half the cost. cost to student is \$200.00 Cost will cover food, lodging and gear while at Leadership Academy.
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	\$250.00 Unit and Navy will cover this cost. Food, Lodging and Travel Expenses.
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:	0551
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	Chief PO Kevin Mathews 3/23/2026 9:02:51
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>Art M...</i> 3/24/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>STURCH</i> 3/24/20
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>D. D...</i> 3/30/26

***District Use Only**

ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 3/17/26

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) _____.

5/1/26]



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:	Dr. Phillips HS, 6500 Turkey Lake RD, Orlando, FL 32819
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 12/28/2026 9:00:00 Ends: 12/30/2026 0:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Rental Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Michael A. Hayward/ Molly Ragle
Anticipated # of Students:	15
Cost Per Student and What it Covers:	50 Meals
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:	1107
Blanket Request:	No
Schedule for Blanket Requests:	

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(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	Michael A. Hayward 3/24/2026 7:14:56
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here Mel Nduy 3/25/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here K. H. 4/1/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Liu 4/6/26

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>3/17/26</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) _____.

5/7/26



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:	Dr. Phillips HS, 6500 Turkey Lake Rd, Orlando, FL 32819
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 11/27/2026 9:00:00 Ends: 11/28/2026 0:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Rental Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Michael A Hayward/ Molly Ragle
Anticipated # of Students:	15
Cost Per Student and What it Covers:	50 Meals
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:	1107
Blanket Request:	No
Schedule for Blanket Requests:	

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(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	Michael A. Hayward 3/24/2026 7:04:07
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here Michael A. Hayward 3/25/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here D. P. Smith 4/1/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. P. Smith 4/10/26

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>3/27/26</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) _____.

5/7/26 ✓



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:	Winter Haven HS, 600 6th St SE, Winter Haven, FL 33880
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 1/22/2027 10:00:00 Ends: 1/23/2027 0:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Rental Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Michael A. Hayward/ Molly Ragle
Anticipated # of Students:	15
Cost Per Student and What it Covers:	50 Meals
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	2 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:	1107
Blanket Request:	No
Schedule for Blanket Requests:	

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(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	Michael A. Hayward 3/24/2026 7:23:08
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here Michael A. Hayward 3/25/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here [Signature] 4/1/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Kim 4/6/26

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>3/7/26</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) _____.

5/7/26 ✓



Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Keystone Heights Junior/Senior High
Staff Requesting:	Richard Hall, JROTC Senior Army Instructor richard.hall@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Selected JROTC Cadet Leaders N/A
Destination:	JROTC Cadet Leadership Camp (JCLC), Camp Shands, 1453 Baden Powell Road, Hawthorne, FL 32640
Educational Value	Learn new leadership skills in challenging environments. Physical fitness and confidence building as well as teamwork.
FLDOE Standards/Benchmarks	PE.912.M.1 : Demonstrate competency in many, and proficiency in a few, movement forms from a variety of categories. PE.912.M.1.1 Demonstrate critical elements of basic skills relating to aquatics. PE.912.M.1.5 Apply strategies for self improvement based on individual strengths and needs.
Field Trip Details: Start/End Date/Time	Starts: 6/8/2026 8:00:00 Ends: 6/12/2026 11:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle, School Vans (Two)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Richard Hall and Todd Blatchford
Anticipated # of Students:	12
Cost Per Student and What it Covers:	+/- \$30 Incidental snacks
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	\$30 Incidental snacks
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:	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 D. Hall 3/27/2026 10:57:48 <i>Richard D. Hall Mar 27, 2026</i>
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>Ben J. Lullwood 3/27/26</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>[Signature] 4/1/26</i>
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>D. Kim 4/6/26</i>

*District Use Only	
<input checked="" type="checkbox"/>	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) <u>3/17/26</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) _____.

5/7/20

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Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Heather Han, Coach heather.han@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Softball
Destination:	Kissimmee Klassic, 2500 Fortune Road, Kissimmee, FL 34744
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 4/2/2026 9:00:00 Ends: 4/4/2026 22:00:00
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)	Amanda Ogle, Heather Han
Anticipated # of Students:	14
Cost Per Student and What it Covers:	\$500 hotel, food
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	\$500 hotel, food, gas
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:	Softball
Blanket Request:	No
Schedule for Blanket Requests:	

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(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>Heather Han</i> 3/24/2026 8:13:53
Principal Signature and Date	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here <i>3/24/26</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here <i>3/24/26</i>
Superintendent Signature and Date	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here <i>3/30/26</i>

***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) *4/2/26*. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) *5/9/26*.

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