



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, July 25, 2022

**Re:** Overnight Student Trip for the Glenbrook South Varsity Soccer Team to Attend a Tournament in Indianapolis

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South varsity soccer team to attend a tournament from Friday, September 23, 2022 through Saturday, September 24, 2022 in Indianapolis, Indiana.

**Background**

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

As Mr. Reggie Lara shared in his memo, this trip plays an important role in team-building with a bonding experience, preparing our team for playoffs with challenging opponents we don't normally face in our area, and providing the players/parents with a memorable, unique experience. The Zionsville Classic is known as the most competitive soccer tournament in Indiana, with multiple state-ranked opponents participating. In addition, our Friday-night game versus Noblesville will also be an excellent opportunity for our program to compete against the former 3A state champion of Indiana and last year's #5-ranked team in the entire country.

A detailed overview of the trip is provided in the attached materials. Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

**Table 1**  
**Summary of Trip Conditions and Parameters**

Condition or Parameter	Summary
Number of Staff	4
Number of Students (estimate)	24
Trip Category	Other Trip: All other overnight trips less than 400 miles from the school district (e.g., sports tournament that is not IHSA sponsored)
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Not Required
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	All Other Overnight Trips Over 400 Miles from the School District: The Board of Education will cover 100% of transportation expenses.  Students will cover 100% of all remaining expenses, including those of staff members attending the trip.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$145.83
Remaining Trip Costs Paid by District	\$480.00

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South varsity soccer team to attend a tournament from Friday, September 23, 2022 through Saturday, September 24, 2022 in Indianapolis, Indiana. If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Georges or me.



May 20, 2022

Dear Glenbrook Administration and District 225 Board of Education,

Below is a proposal for the GBS Boys Varsity Soccer Trip to Indianapolis, IN for a game versus Noblesville HS and a Tournament hosted by Zionsville HS. This trip plays an important role in team-building with a bonding experience, preparing our team for playoffs with challenging opponents we don't normally face in our area, and providing the players/parents with a memorable, unique experience. We last participated in this tournament in the 2019 season, and it was mentioned by several soccer players as being their favorite experience during their GBS soccer career.

The Zionsville Classic is known as the most competitive soccer tournament in Indiana, with multiple state-ranked opponents participating. In addition, our Friday-night game versus Noblesville will also be an excellent opportunity for our program to compete against the former 3A state champion of Indiana and last year's #5-ranked team in the entire country. This is an important experience for our soccer program to continue to excel and grow.

We are happy to adjust the trip to meet the standards set by the board. The students-athletes and I greatly appreciate your consideration for this overnight trip.

Sincerely,  
Reggie Lara  
GBS Varsity Boys Soccer Head Coach

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**GBS Varsity Boys Soccer Trip to Indianapolis, IN for Zionsville Classic and game vs. Noblesville HS.**

Reggie Lara - Head Coach

DJ Franson (assistant Varsity Coach), Mark Daniels (assistant coach), Alex Remeniuk (assistant coach)

September 23-24, 2022

**Students:**

24 students (Varsity Boys Soccer Team)

We receive no money from the school to finance this trip. This is 100% paid by students or covered in program fundraising efforts.

**Transportation:**

Students will take two D225 mini buses to Noblesville HS (Noblesville, IN) on September 23rd and a bus home from Zionsville HS (Zionsville, IN) on September 24th.

**Hotel Accommodations:**

Students/Coaches will stay at the Holiday Inn Express & Suites (6064 S Main St, Whitestown, IN 46075) for 1 night.

The price is as follows:

Price per hotel room: \$170

2 players to a room: \$85 per player

We will follow the policy of the Board of Education policy that specifies one student per bed.

**Parents will pay Glenbrook South HS through the bookstore. Glenbrook South will collect money that will be submitted to the Boys Soccer Account.** Staff travel will be paid through fundraising dollars in our Student Activities Account. The \$500 includes staff meals and hotel overnight for the 4 coaches supervising the trip which is included in the per student cost.

We anticipate being able to offset a large portion of the amount owed by each student through the soccer program's fundraising efforts. I estimate that students will owe closer to \$60 rather than \$145.83 as calculated in the attached cost allocation worksheet.

**Safety Measures:**

If there is an issue with a student getting sick, parents will be required to pick up their child and take them home.

Parents will be required to sign travel waivers from D225.

[Waiver](#)

Cost Allocation Worksheet:

[Cost Allocation Worksheet](#)

Field Trip Request:

[Field Trip Request 2022](#)



# Field Trip Request for Overnight Trips

Revised: January 2022

## Trip Description

Type of Field Trip:  Instructional  Student Activity / Co-Curricular

School:  Glenbrook North  Glenbrook South  Other: \_\_\_\_\_

Sponsor(s): Reggie Lara Extension: 4645

Activity / Class Name: Varsity Boys Soccer (Glenbrook South)

Description: Zionsville Classic Tournament (Indiana) and Game vs. Noblesville, IN

Date(s) of Trip: 9/23/22-9/24/22

Number of Chaperones: 4 Number of Students: 24

Names of Chaperones: Reggie Lara, DJ Franson, Mark Daniels, Alex Remeniuk

## Transportation Information

Departing from: Glenbrook South HS date: 9/23/22 at: 10:00  AM  PM

Traveling to (complete address): Noblesville High School (18111 Cumberland Rd, Noblesville, IN 46060)

Returning from (complete address): Zionsville High School (1000 Mulberry S date: 9/24/22 at: 2  AM  PM

Returning to: Glenbrook South HS date: 9/24/22 at: 7  AM  PM

Students released from class (indicate time or blocks): Release after block 1

Permission Slip Needed?  Yes  No Should the bus remain with the trip?  Yes  No

Car(s): 0 Bus(es): 0 D225 Van(s): 2 Other: \_\_\_\_\_

## Financial Information

Does this trip require money to be collected from students?  Yes  No

Begin Collection on: 8/29/2022 End Collection on: 9/9/2022

Cost Per Student

Cost per Student\*: \$ 145.83 Can the Student Pay in Installments?  Yes  No

\* See attached cost allocation worksheet for additional expense detail.

### Accounting Details

	<u>Instructional / Course Field Trip</u>	<u>Student Activity / Co-Curricular Field Trip</u>
Account Number:	GBN: <input type="checkbox"/> 10L200 4922 0000 20 000000	<input checked="" type="checkbox"/> AS955245 (Boys Soccer)
	GBS: <input type="checkbox"/> 10L300 4922 0000 30 000000	<small>Please write account number above.</small>

## Approval

Requestor: Reggie Lara Date: 5/20/2022  
Instructional Supervisor or Assistant Principal\*: *Tom Hut* Date: 7/26/22  
Associate Principal: *Cory P. Wright* Date: 7/26/22

\* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

## Superintendent and Board of Education Approval

Principal: *Burlingame Seeger* Date: 7/26/22  
Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

### For School Office Use

Date Request Received: \_\_\_\_\_  
Date Trip Approved: \_\_\_\_\_  
Date Bus Ordered: \_\_\_\_\_  
Date D225 Van Reserved: \_\_\_\_\_  
Cost of Transportation: \_\_\_\_\_  
Request Sent to Business Services Department: GBN:  gbnfeesetup@glenbrook225.org Date: \_\_\_\_\_  
GBS:  gbsfeesetup@glenbrook225.org

### For Business Services Department Use

Fee Setup Activities:  Master Fee Roster  PowerSchool  e~Funds for Schools  F/R Setup  
 Notice to Bookstore, Faculty Sponsor, and Administrative Assistant

### Trip Information

Trip Description: GBS Varsity Boys Soccer Trip to Indianapolis, IN 2022

### General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:		% Covered by District		Proportionally paid by students: <span style="float: right;">\$500.00</span>
Judging:				The district will pay: <span style="float: right;">\$480.00</span>
Officiating:				<b>Total Cost:</b> <span style="float: right;"><u><u>\$980.00</u></u></span>
Bus/Car Expense:	\$480.00	100%	Bus/Car Rental: <span style="float: right;">\$480.00</span>	
Other*:	\$500.00	0%	Other*: <span style="float: right;">\$500.00</span>	
<b>Total Cost:</b>	<u><u>\$980.00</u></u>		<b>Total Cost:</b> <span style="float: right;"><u><u>\$980.00</u></u></span>	

\* Other Description: Other expenses include staff expenses (Meals @ \$40 and Lodging @ \$85 / person).

### Staff Expenses

Number of Staff:	<span style="background-color: #fff9c4; padding: 2px;">4</span>			
<u>Per Staff Member</u>	<u>% Covered by District</u>	<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>	
Registration:		\$0.00	Each staff member will pay:	\$0.00
Meals:		\$0.00	The district will pay:	\$0.00
Air Fare:		\$0.00	<b>Total Cost:</b>	<u><u>\$0.00</u></u>
Lodging:		\$0.00		
Trip Insurance:		\$0.00		
<b>Total Cost:</b>	<u><u>\$0.00</u></u>	<b>Total Cost:</b> <span style="float: right;"><u><u>\$0.00</u></u></span>		

### Student Expenses

Number of Students:	<span style="background-color: #fff9c4; padding: 2px;">24</span>			
<u>Per Student</u>	<u>% Covered by District</u>	<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>	
General Expenses:	n/a	\$500.00	Each student will pay:	\$145.83
Registration:		\$0.00	The district will pay:	\$0.00
Meals:	0%	\$960.00	<b>Total Cost:</b>	<u><u>\$145.83</u></u>
Air Fare:		\$0.00		
Lodging:	0%	\$2,040.00		
Trip Insurance:	0%	\$0.00		
<b>Total Cost:</b>	<u><u>\$145.83</u></u>	<b>Total Cost:</b> <span style="float: right;"><u><u>\$3,500.00</u></u></span>		

### Total Trip Expenses

General Expenses:	\$980.00
Staff Expenses	\$0.00
Student Expenses	\$3,500.00
<b>Total Cost:</b>	<u><u>\$4,480.00</u></u>

### Payment Responsibility Summary

Paid by Staff:	\$0.00
Paid by Students:	\$3,500.00
Paid by District:	\$480.00
<b>Total Cost:</b>	<u><u>\$3,980.00</u></u>

Account Number(s):

AS955245 (Boys Soccer)

The account number(s) listed above will be charged for all "Paid by District" expenses.