

OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Varsity Softball Trip

Date: February 25, 2019

Attached is a request from John Catalano, Athletic Director at GBN, for the GBN Varsity Softball Team to participate in a series of games in Gulf Shores, Alabama, March 25 through March 27, 2019. Included documents are Mr. Catalano's trip rationale and routine district travel request forms.

I fully support this tournament.

JF:rp

enc.



# Field Trip Request for Overnight Trips

Revised: December 2017

## Trip Description

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

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

Sponsor(s): \_\_\_\_\_ Extension: \_\_\_\_\_

Activity / Class Name: \_\_\_\_\_

Description: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Names of Chaperones: \_\_\_\_\_

## Transportation Information

Departing from: \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Traveling to (complete address): \_\_\_\_\_

Returning from (complete address): \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Returning to: \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Students released from class (indicate time or blocks): \_\_\_\_\_

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

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

## Financial Information

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

Begin Collection on: \_\_\_\_\_ End Collection on: \_\_\_\_\_

### Cost Per Student

Cost per Student\*: \$ \_\_\_\_\_

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

### Accounting Details

Instructional / Course Field Trip      Student Activity / Co-Curricular Field Trip

Account Number: GBN:  10L200 4850 0000 00 000000       \_\_\_\_\_

GBS:  10L300 4850 0000 00 000000      Please write account number above.

### For Business Services Department Use

Bank Cash Account:  Cash Receipts  Agency Fund

## Approval

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Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructional Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
or Assistant Principal\*: \_\_\_\_\_  
Associate Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\* 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 \*

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Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

\* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

### *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  
 Notice to Bookstore  Notice to Faculty Sponsor and Department Assistant

To: Dr. Finan  
From: John Catalano  
Re: Spring Trip 2019 – **Varsity Softball**  
Date: 2-15-19

The Glenbrook North Varsity Softball Team has been invited to play in series of games in Gulf Shores, AL. The team will be competing in the Gulf Coast Classic Tournament. They will be playing from Monday, March 25, through Wednesday March 27, 2019. Five Varsity games and practice times have been scheduled.

To give families the option to save on expenses, the athletes will be traveling to the Gulf Shore Resort either with their family or as part of the team. At this time all 13 athletes are planning to travel with family members. All athletes will be expected to be onsite at 3:00 pm on Sunday March 24<sup>th</sup> for orientation. Following orientation, the athletes will be under the supervision of the coaches for the remainder of the week.

The first games will be played on Monday morning. The final game of the week will be completed by 6:00 pm on Wednesday, March 27<sup>th</sup>, all team members will be able to depart after 6:00 pm that day. Coaches, Bridget Matsunaga, Michael Nisi and Kristi Rymer will be coaching and chaperoning the trip.

The athletes will pay \$705.00 covering the cost of hotels, food, tournament fees, ground transportation and the remainder of the expenses have been donated. I am requesting your approval for this trip and asking that you forward this for any additional approval. Thanks.

cc: Bridget Matsunaga



# Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

## Trip Information

Trip Description: Girls Softball Tournament

## Staff Expenses

Number of Staff: 3

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ <u>75.00</u>	Meals:	\$ <u>225.00</u>
Transportation:		Transportation:	
Air	\$ <u>          </u>	Air	\$ <u>0.00</u>
Bus / Car	\$ <u>300.00</u>	Bus / Car	\$ <u>900.00</u>
Lodging:	\$ <u>340.00</u>	Lodging:	\$ <u>1020.00</u>
<b>Total Cost:</b>	<b>\$ <u>715.00</u></b>	<b>Total Cost:</b>	<b>\$ <u>2145.00</u></b>

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast	\$ 4.00
Lunch	\$ 8.00
Dinner	\$ 20.00
<b>Per Day</b>	<b>\$ <u>32.00</u></b>

## Student Expenses

Number of Students: 13

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ <u>75.00</u>	Meals:	\$ <u>975.00</u>
Transportation:		Transportation:	
Air	\$ <u>          </u>	Air	\$ <u>0.00</u>
Bus / Car	\$ <u>80.00</u>	Bus / Car	\$ <u>1040.00</u>
Lodging:	\$ <u>360.00</u>	Lodging:	\$ <u>4680.00</u>
<b>Total Cost:</b>	<b>\$ <u>515.00</u></b>	<b>Total Cost:</b>	<b>\$ <u>6695.00</u></b>

## Other Expenses

Registration:	\$ <u>350.00</u>
Judging:	\$ <u>          </u>
Officiating:	\$ <u>          </u>
<b>Total Cost:</b>	<b>\$ <u>350.00</u></b>

## Total Trip Expenses

Staff Expenses:	\$ <u>2145.00</u>
Student Expenses:	\$ <u>6695.00</u>
Other Expenses	\$ <u>350.00</u>
<b>Total Cost:</b>	<b>\$ <u>9190.00</u></b>

## Payment Responsibility

Paid by Students:	\$ <u>9190.00</u>	Per Student Cost:	\$ <u>706.92</u>
Paid by District:	\$ <u>0.00</u>		

<u>Description of Expenses Paid by Students</u>

**GLENBROOK NORTH HIGH  
SCHOOL SOFTBALL PROGRAM**

**SPRING TRIP PROPOSAL 2019**

**BASIC INFORMATION**

<b>SUBMITTED BY</b>	Bridget Matsunaga (Head Softball Coach)
<b>TEAM</b>	Glenbrook North High School Varsity Softball Team
<b>DESTINATION</b>	Gulf Shores, AL
<b>TOURNAMENT</b>	Gulf Coast Classic III Softball Tournament
<b>START DATE</b>	Monday, March 25 (8:00am)
<b>END DATE</b>	Wednesday, March 27 (6:30pm)

**PURPOSE OF REQUEST TO TRAVEL OUT OF STATE**

The purpose of this trip is to provide the Glenbrook North High School Varsity Softball Team with the following opportunities:

- 1. Establish and improve team camaraderie and chemistry.** One of the goals of this trip is to help our players grow as a team. Having the opportunity to travel together, eat meals with one another, practice on a daily basis, and compete in a series of games will accelerate the process of coming together. The bonds we form and strengthen on this trip will provide the foundation and springboard for future team achievement.
- 2. Compete in Gulf Coast Tournament.** This series of games features a field of teams that includes many of the top high school softball programs from throughout the country. Our team will have the chance to play in this tournament of Varsity games.
- 3. Play and practice in improved weather conditions.** The week of Spring Break provides our team and players with the chance to focus on improving their team and individual performance levels. The average daily temperature in Gulf Shores, AL is approximately 20-30 degrees greater when compared to daily average temperatures in Northbrook, IL for the respective dates of travel.

**COST**

<b>TRANSPORTATION</b>	Illinois → Alabama = On Your Own Travel Day = Sunday, March 24 Alabama → Illinois = On Your Own
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Travel Days = Wednesday, March 27 and Thursday, March 28

<b>HOTEL ACCOMODATIONS</b>	Perdido Beach Resort
<b>MEALS</b>	Included in the total cost per player (approx. \$75.00 each)
<b>ADDITIONAL FEES</b>	Check-in bag (\$60)
<b>COST PER PLAYER</b>	\$705.00

### **TENTATIVE GAME SCHEDULE**

#### **Monday, March 25**

2 Varsity Games

#### **Tuesday, March 26**

2 Varsity Game

#### **Wednesday, March 27**

1+ Varsity Game

### **SUPERVISION**

The Head Varsity Softball Coach (Bridget Matsunaga) and the Assistant Varsity Softball Coaches (Mike Nisi and Kristi Rymer) will serve as the primary chaperones for the Glenbrook North Varsity Softball Team and its members. The softball coaches, in conjunction with Glenbrook North Athletic Director John Catalano, will enforce the expectations for appropriate behavior and conduct. The policies of Glenbrook North High School, including the Code of Conduct, will be in effect at all times. All measures taken on this trip are in place to reduce risks and increase safety.

### **VIOLATION OF STANDARDS**

All Glenbrook North High School Softball players will be expected to adhere to all team standards at all times. A violation of these standards will result in a loss of privileges or punishments as deemed appropriate by the Head Varsity Softball Coach (Bridget Matsunaga). The loss of privileges or punishments may include, but are not limited to:

- reduced curfew time
- reduction in playing time

### **CONCLUSION**

This spring trip will help the members of the Glenbrook North Varsity Softball Team maximize their potential as individuals, as students, as athletes, and as a team. This trip will serve as the springboard in helping our team close the gap between the team we are and the team we are capable of being. Spending a week with one another will provide some very fun and exciting moments while creating memories that last a lifetime.