



Glenbrook North High School

2300 Shermer Road, Northbrook, IL. 60062-6700

Principal's Office

Phone: (847) 509-2400

Email: jfinan@glenbrook225.org

Web: <http://www.glenbrook225.org>

To: Dr. Charles Johns

From: Dr. John Finan

Re: GBN Softball Trip – Spring Break 2020

Date: October 7, 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 23 through March 26, 2020. Included documents are Mr. Catalano's trip rationale, routine district travel request forms, and Board Policy 7230, Student Trips.

I fully support the team's participation in this tournament as it presents an opportunity to build team camaraderie and community. Further, spring high school softball is constantly challenged with less than optimal weather in March. This tournament provides a warm weather climate and an opportunity to compete with teams from around the United States.

JF:rp

enc.



Glenbrook North High School Athletics

Home of the Spartans

To: Dr. Finan
From: John Catalano
Re: Spring Trip 2020 – **Varsity Softball**
Date: 10-4-2019

The Glenbrook North Varsity Softball Team has been invited to play in a 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 23, through Thursday March 26, 2020. 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 22nd 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 1:00 pm on Thursday, March 26th, all team members will be able to depart after 1:00 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



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

Requestor: _____ Date: _____
Instructional Supervisor or Assistant Principal*: _____ Date: _____
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 *

Principal: John Finan Date: 10/7/19
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

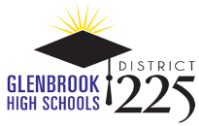
* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois 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



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:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ _____	Air	\$ 0.00
Bus / Car	\$ 0.00	Bus / Car	\$ 0.00
Lodging:	\$ 0.00	Lodging:	\$ 0.00
Total Cost:	\$ 0.00	Total Cost:	\$ 0.00

Meal Per Diem Maximum Reimbursement Rates

Breakfast	\$ 4.00
Lunch	\$ 8.00
Dinner	\$ 20.00
<i>Per Day</i>	<u>\$ 32.00</u>

Student Expenses

Number of Students: 13

	<u>Per Student</u>		<u>Total Student Expenses</u>
Meals:	\$ 125.00	Meals:	\$ 1625.00
Transportation:		Transportation:	
Air	\$ _____	Air	\$ 0.00
Bus / Car	\$ 125.00	Bus / Car	\$ 1625.00
Lodging:	\$ 425.00	Lodging:	\$ 5525.00
Total Cost:	\$ 675.00	Total Cost:	\$ 8775.00

Other Expenses

Registration:	\$ 350.00
Judging:	\$ _____
Officiating:	\$ _____
Total Cost:	\$ 350.00

Total Trip Expenses

Staff Expenses:	\$ 0.00
Student Expenses:	\$ 8775.00
Other Expenses	\$ 350.00
Total Cost:	\$ 9125.00

Payment Responsibility

Paid by Students:	\$ 9125.00	Per Student Cost:	\$ 701.92
Paid by District:	\$ 0.00		

Description of Expenses Paid by Students

**GLENBROOK NORTH HIGH
SCHOOL SOFTBALL PROGRAM**



SPRING TRIP PROPOSAL

2020

BASIC INFORMATION

SUBMITTED BY	Bridget Matsunaga (Head Softball Coach)
TEAM	Glenbrook North High School Varsity Softball Team
DESTINATION	Gulf Shores, AL
TOURNAMENT	Gulf Coast Classic II Softball Tournament
START DATE	Monday, March 23
END DATE	Thursday, March 26

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

TRANSPORTATION

Illinois → Alabama = On Your Own
Travel Day = Sunday, March 22
Alabama → Illinois = On Your Own
Travel Days = Thursday, March 26

HOTEL ACCOMODATIONS

Holiday Inn Express

MEALS

Included in the total cost per player (approx. \$125 each)

COST PER PLAYER

\$705.00

TENTATIVE GAME SCHEDULE

Monday, March 23

2 Varsity Games

Tuesday, March 24

2 Varsity Game

Wednesday, March 25

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.

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

7230

Page 1 of 3 pages

Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for Glenbrook students exist within and outside the boundaries of District #225. The Board also realizes that additional responsibilities arise whenever students are taken from the school premises. Staff, parents, and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must always be paramount in our considerations. It shall be the policy of this Board of Education to maintain insurance for the liability of the district, its board members, its employees, and authorized volunteers as a result of student injury, property loss and general liability coverage on student trips. It shall also be the Board's policy to encourage the maintenance of adequate personal automobile liability and medical insurance by our staff members.

Section B - Definition of Student Trips

A student trip shall be considered to be a school-sponsored activity away from the school premises usually falling within two major areas.

1. Instructional Field Trips and Extended Classroom:

Instructional field trips provide experiences out of the classroom that are normally carried on during regular class hours and are related to the planned curriculum. In some instances pre- and post-school hours may be utilized.

- a. A field trip implements and/or augments group classroom instruction. Transportation for field trips is restricted by The School Code to Illinois or adjacent states.
- b. An "extended classroom" allows individual students to pursue their studies in various work-related, volunteer, or observation activities outside the classroom.

2. Student Activity Trips:

Student activity trips are connected with regularly sponsored in school or post-school programs and may include but not be limited to the following:

- a. An activity trip as part of an extracurricular activity
- b. A contest (or practice for a contest) between students representing Glenbrook and another secondary school, or between participants in intramural sports (contestants, cheerleaders, marching band, etc.)
- c. A performance or exhibition displaying special talent by an individual or group of students (e.g., band, chorus, etc.)
- d. A convention or workshop in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop)

Section C – General Parameters

1. All student trips must be approved by and will be subject to the procedures set forth by the school principal or the designated representative.
2. Recommendation of the principal and approval of the superintendent shall be required for all overnight student trips. Recommendation of the principal and the superintendent and approval of the Board shall be required for all student trips conducted outside the State of Illinois or adjacent states.
3. Funding for student trips shall be in accordance with the guidelines adopted by the Board.
4. No student shall be penalized for non-participation in a class field trip. No student shall be penalized for participation in a class field trip or student activity trip.
5. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips. Staff members shall accompany all field trips except “extended classroom” trips.
6. All Board and school policies, procedures and regulations regarding student conduct apply for students on student trips.

7. Transportation on all student trips should be by district-owned vehicles or by commercial vehicles, whenever practical. Occasionally, because of a limited number of participating students, private transportation is permissible when approved by the principal or the designated representative. In these instances, travel may be by private automobile, if the driver is a Glenbrook staff member, parent, or student.
8. Students participating in student trips must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception for good cause is made by the trip's sponsor for the student to be transported by the student, his/her parent or guardian.
9. The Parental Permission Slip and Field Trip Request Application, as specified in the procedures to this policy, shall be used in complying with this policy.

Source: School Code; Section 10-20.19
10-22.22,
10-22.29b
29-3.1

Revised: February 6, 1978
Revised: September 10, 1984
Revised: October 28, 1996
Revised: May 29, 2001
Revised: July 10, 2006