

**GLENBROOK  
SOUTH  
HIGH SCHOOL**

*Northfield Township High School District 225*

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GLENVIEW, IL 60026  
Web: [gbs.glenbrook.k12.il.us](http://gbs.glenbrook.k12.il.us)  
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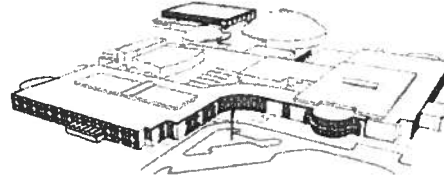
*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Brian K. Wegley *BN*

**Re:** Girl's Softball Tour

**Date:** November 8, 2010



Attached is a travel request to Cocoa Beach, Florida, for the GBS Girl's Varsity Softball Team, which is coached by Kay Sopocy. This is an Educational Tour as defined by Board Policy 7230 (attached), has been supported in the past and has been a positive experience for our softball team.

Students will leave on Sunday, March 27<sup>th</sup> and will return on Friday, April 1<sup>st</sup> over spring break. As a tour out of Illinois or an adjacent state it requires your approval.

I support this tour and believe it will be a valuable experience for our girls.

Please let me know if you need any additional information.

# GLENBROOK HIGH SCHOOLS

## Travel Requests Requiring Board of Education Approval

I. School    GBN \_\_\_\_\_ GBS     GBE \_\_\_\_\_    GBOC \_\_\_\_\_    District \_\_\_\_\_  
 II. Initiator    KAY L. SOPOCY    Phone (847) 486-4426  
 Position    HEAD SOFTBALL COACH  
               ASST. ATHLETIC DIRECTOR    Date of Submission 9/8/10

III. Dates and Times of Leave/Return  
 Total Number of School Days Missed per Person    0  
 Departure Date/Time    SUNDAY, MARCH 27    Return Date/Time    FRIDAY, APRIL 1

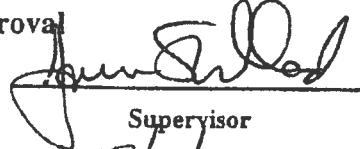
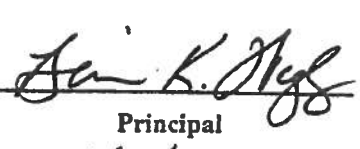
IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
TBA  
 Teachers and Staff    KAY SOPOCY  
 Students \_\_\_\_\_

V. Description, Destination, and Reason for Trip  
SPRING SOFTBALL TRAINING AT COCOA BEACH, FLORIDA.  
WE WILL PRACTICE AND PLAY 4-5 GAMES ON COCOA BEACH  
FIELDS VS OTHER TEAMS IN THE COUNTRY. WE WILL IMPROVE  
OUR SKILLS AND TEAM BUILD PRIOR TO OUR SCHOOL SEASON.

VI. Cost of Trip  
 Was this trip included in your    Dept. \_\_\_\_\_    Bldg. \_\_\_\_\_    District \_\_\_\_\_    Budget? \_\_\_\_\_

*See attached*

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	\$ 314.75	_____
Meals (Advance)	_____	\$ 150.00	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	\$ 365.00	_____
Bus/Car	_____	\$ 50.00	_____
District Total	_____	N/A	N/A
Cost to Student	_____	\$ 879.75	N/A

VII. Approval  
        \_\_\_\_\_  
 Supervisor    Principal    Superintendent  
10/6/10    10/8/2010    \_\_\_\_\_  
 Date    Date    Date

Reminder: No purchases or expenses prior to Board of Education approval.

Form approved by Board of Education 12/15/97.

To: Glenbrook Board of Education

**Proposal for Varsity Softball Trip**

Rationale: During spring break, I am requesting approval for "Spring Training" at Cocoa Beach, Florida for the Girls' Varsity Softball Team. There will be about 14 athletes that will be determined after March tryouts. Among them are 10 returning Seniors on the team who have committed themselves to softball, most of them since they were in 4<sup>th</sup> grade. This year, I would like the girls to have the opportunity to have a spring training experience. At the Cocoa Beach facility, we will practice on some quality fields, and play 4-5 games against other teams from around the country.

**Schedule:**

Depending on the flight availability and expense, the following is a schedule of what our week would look like. The schedule might vary by a day.

Sunday, March 27 – Arrive at Cocoa Beach

Monday, March 28 – Practice in a.m., game in the p.m.

Tuesday, March 29 – Doubleheader

Wednesday, March 30 – Activity day at Universal or Cape Canaveral

Thursday, March 31 – Doubleheader

Friday, April 1 – Return to Glenview

Upon approval, I have a very supportive softball parent base that will help with anything that I ask them to do. This year is the best year for us to go, based upon the make-up of the team. I have also spoken to other coaches who have done the trip and they have reported that it is a great experience.

Thank you for your consideration.

Yours truly,

Kay Sopocy

Varsity Softball Coach, Assistant Athletic Director (Glenbrook South)

25th Annual Cocoa Expo Sports  
HIGH SCHOOL SOFTBALL SPRING TRAINING  
**February 14 - April 24, 2010**

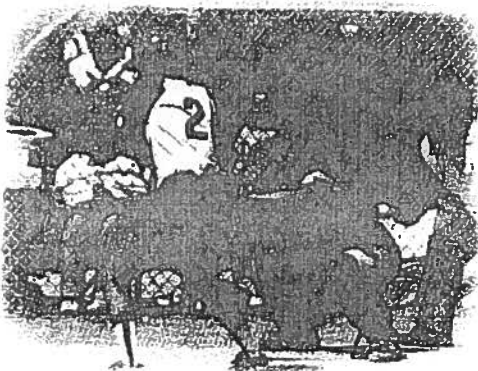
*Chain of Lakes Softball Complex:*

**The New Home of Cocoa Expo Softball Spring Training**

Cocoa Expo is pleased to announce that our inaugural High School Softball Spring Training at Chain Lakes Park was a tremendous success. Our teams loved the new venue and we are looking to build on that success in 2010.

Chain of Lakes Park offers seven immaculate, lighted fields all in one beautiful new location.

Cocoa Expo High School Softball Spring Training is the perfect way to kick off your season. At Cocoa Expo we put together the complete softball spring training package for you: unlimited practice time, play games or scrimmage other teams from around the country at one of Florida's top new softball venues, enjoy outstanding mainland or beach accommodations, game balls and umpires all in one affordable package. At Cocoa Expo there is no team entry fee to pay and no spectator admission charge.



**Cocoa Expo High School Softball Spring Training Includes:**

- Outstanding new venue - Chain of Lakes Softball Complex.
- Practice and game schedule based on coaches request
- Outstanding accommodations at a mainland or beach hotel
- Qualified umpires
- Fields lined, dragged prior to games & game balls

**LOCATED JUST MINUTES FROM BEAUTIFUL COCOA BEACH AND  
40 MINUTES FROM ORLANDO INTERNATIONAL AIRPORT**

At the end of a hard day of training and play, teams can relax and unwind by visiting the Space Coast's finest sites. Cocoa Expo Sports Spring Training is located on Florida's Space Coast just minutes from beautiful Cocoa Beach. The space coast is a vacationer's paradise. There is sun bathing, surfing or sail boarding on miles of white sandy beaches or airboats and jet skis on the Indian River. During off time, our teams visit world famous attractions such as the Cocoa Beach Pier, Kennedy Space Center and Ron Jon Surf Shop. The Space Coast is also the spring training home of Major League Baseball's Washington Nationals so teams can take in a game just minutes from our center at Space Coast Stadium.



*Eat • Sleep  
Practice • Play*

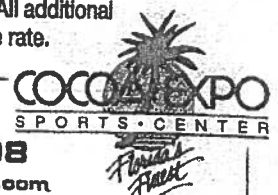
\*One coach free for every 16 players, one room - double occupancy, must stay a minimum of 5 nights. All additional coaches will be charged at the player package rate.



**500 Friday Road, Cocoa, FL 32926**

**PHN: 321-639-3976 • FAX: 321-639-0598**

website: [www.cocoaexpo.com](http://www.cocoaexpo.com) • email: [athleticdirector@cocoaexpo.com](mailto:athleticdirector@cocoaexpo.com)



**Request for Tour**

**Cost for Staff**

**Total Number of Staff**

1

	Per Person	Total (Cost times # of staff)
Registration	\$0.00	\$0.00
Food	\$150.00	\$150.00
Transportation		
Air	\$365.00	\$365.00
Bus/Car		\$0.00
Lodging (for 5 nights)	\$314.75	\$314.75
Substitute	\$0.00	\$0.00
<b>Total</b>		<b>\$829.75</b>

**Cost for Students**

Total Number of Students

14

	Per Student	Total
Transportation		
Air	\$365.00	\$5,110.00
Bus/Car	\$50.00	\$700.00
Lodging (for 5 nights)	\$314.75	\$4,406.50
Food (estimate for 5 days)	\$150.00	\$2,100.00
<b>Total</b>		<b>\$12,316.50</b>

**Cost of Registrations, etc.**

	Per Student	Total (Cost times # of students)
Registration	\$0.00	\$0.00

**As Per October 6, 2009 GBS Memo**

Students	Per Student	Total
Total Student Cost		\$12,316.50
Student Activities Contribution		
<b>Total Cost to Student</b>	<b>\$879.75</b>	<b>\$12,316.50</b>

**Summary of Costs**

Total Cost of Trip for Students and Staff	\$13,146.25
Total Cost Funded by Students	\$12,316.50

## Glenbrook High School District #225

### BOARD POLICY: STUDENT TRIPS

7230

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#### 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.

## **BOARD POLICY: STUDENT TRIPS**

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### 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.

**BOARD POLICY: STUDENT TRIPS**

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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