



To: Dr. Mike Riggle

From: Dr. Lauren Fagel

Re: GBS Baseball Team Trip to Louisville, KY

Date: November 27, 2017

Attached is the formal request from Steve Stanicek, Head Baseball Coach, to take the GBS Varsity Baseball Team to Louisville, Kentucky, on Friday, April 6 and Saturday, April 7, 2018. They students will play three baseball games in the Super Prep Invitational Tournament, and they also will tour area colleges and universities.

This is a Student Trip covered under Board Policy 7230. This Trip is conducted by the district, and partially funded by the district, and as it is to an adjacent state, it only requires approval from the principal and superintendent.

I support this request and believe it will be a valuable team-building experience for the boys on our Varsity Baseball Team.



Field Trip Request Form

Revised: December 2016

** Please attach 2 copies of students involved, including their ID numbers **

Trip Description

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

School: Glenbrook North Glenbrook South District Administration

Faculty Sponsor(s): Steve Stanicek Extension: 4590

Activity / Class Name: GBS Baseball Team

Description of Trip: The baseball team is going down to Louisville KY on April 6 and April 7 to play in the Super Prep Baseball Tournament.

Date(s) of Trip: April 6 and April 7.

Number of Chaperones: 3 Number of Students: 25

Transportation Information

Departing from: GBS at: 7:00 AM PM

Traveling to (complete address): Louisville KY

Returning from (complete address): Louisville KY at: TBD AM PM

Arriving to: GBS at: TBD AM PM

Students released from class (indicate time or blocks): All day on April 6

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

Cars(s): _____ Bus(es): _____ D225 Van(s): 2 Other: _____

Financial Information

Does this trip require money to be collected from students? * Yes No
* If this trip does not require a collection, please skip the remainder of this section.

If there are multiple trip dates, should multiple rosters be setup? Yes No

Begin Collection on: _____ End Collection on: _____

	Cost per Student	Vendor to be Paid	Payment Method	
			Check	PCard
Admission/Ticket:	\$ _____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meal:	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Non-School Bus Transportation:	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Total Cost:	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>

The bookstore team will work with the department to process any check requests that are needed for instructional/course field trips. The bookstore team will also complete a reconciliation process for all instructional/course field trips, and will communicate with the department regarding total expenses for each trip.

Financial Information (Continued)

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

[x] #830100
Please write account number above.

For Business Services Department Use

Bank Cash Account: [] Cash Receipts [] Student Activities

Eligible for Board-Paid Financial Aid?* [] Yes [] No Board-Paid Financial Aid Account: GBN: [] 10E200 1130 3915 00 001001
GBS: [] 10E300 1130 3915 00 001001

Eligible for School-Paid Financial Aid? [] Yes [] No School-Paid Financial Aid Account:
Please write account number above.

* Board Policy 8230 outlines the financial assistance program. As part of the policy, course fees and student trip fees for instructional field trips and extended classroom opportunities within the State of Illinois, not requiring an overnight stay, will be supported through a District expense account.

Approval

Requestor: Steve Stanicek Date: 11-16-17
Instructional Supervisor or Assistant Principal*: S. R. Roll Date: 11-16-17
Associate Principal: Lauren [Signature] Date: 11-30-17

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

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 3 of 7

November 15, 2017

Dear Board of Education:

I am requesting permission to take the Varsity Baseball Team at Glenbrook South to Louisville KY from Friday April 6th to Saturday April 7th 2018. We would play three (3) Varsity games in the Super Prep Invitational Tournament hosted by Ballard High School. We would also take the boys to see area colleges and universities.

As coaches we always leave feeling that the work and time were so worth it for the team. They learn so much being focused on being together and getting better with every game. We would fundraise for the trip so that it was affordable to all and would not leave anybody behind due to cost. The GBS baseball team will use two district mini vans for the trip. We will eat all meals together and give the boys very little downtime. Thank you for your consideration of this trip.

Sincerely,

Steve Stanicek
Head Baseball Coach

GLENBROOK SOUTH HIGH SCHOOL BASEBALL PROGRAM

SPRING TRIP 2018

SUBMITTED BY	Steve Stanicek (Head Varsity Baseball Coach)
ATHLETIC TEAM Team	Glenbrook South High School Varsity Baseball
DESTINATION	Louisville, KY
TOURNAMENT High School)	2018 Super Prep Classic (hosted by Ballard
DEPARTURE DATE	Friday, April 6, 2018
RETURN DATE	Saturday, April 7, 2018
TRANSPORTATION	(2) Glenbrook South Mini Vans
HOTEL ACCOMMODATIONS 502-327-8880	Hampton Inn Northeast (Louisville KY)
INCLUDED MEALS	Breakfast / Lunch / Dinner
CHARTER BUS	\$0
HOTEL	\$1,400
FOOD	\$1,000
REGISTRATION	\$600
TOTAL EXPENSES	\$3,000
COST PER PLAYER (28)	\$0

PURPOSE OF REQUEST TO TRAVEL OUT OF STATE

The purpose of this trip is to provide the Glenbrook South High School Varsity Baseball 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 learn to grow as a team. Having the opportunity to travel together, eat meals with one another, practice on a daily basis, and compete in a tournament will accelerate the process of coming together.
- 2. Compete in the Super Prep Classic Baseball Tournament.** This tournament features a field of teams that includes many of the top high school baseball programs from the area and the state of Kentucky. Our team was invited to play in this tournament based on our play last year in the area.

VARSITY GAME SCHEDULE

April 6 – 5:30pm Varsity vs.
April 7 – 10:00am Varsity vs.
April 7 – 12:30pm Varsity vs.

JV GAME SCHEDULE

NO GAMES

SUPERVISION

The Head Varsity Baseball Coach (Steve Stanicek) and the Assistant Varsity Baseball Coaches (Travis Myers and Josh Stanton) will serve as the primary chaperones for the Glenbrook South Varsity Baseball Team and its members. The baseball coaches, in conjunction with Glenbrook South Athletic Director Steve Rockrohr, will enforce the expectations for appropriate behavior and conduct. The policies of Glenbrook South 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 South High School Baseball 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 Baseball Coach (Steve Stanicek). The loss of privileges or punishments may include, but are not limited to:

- reduced curfew time
- reduction in playing time

GROSS VIOLATIONS

A gross violation of school policy, including the Code of Conduct, may result in having the player sent home at the expense of his parents. Examples of gross violations include, but are not limited to:

- use or possession of tobacco
- use or possession of illegal drugs
- consumption or possession of alcohol
- breaking the law (local, state, or federal)

CONCLUSION

This weekend trip will help the members of the Glenbrook South Varsity Baseball 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 they are and the team they 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.