



**To:** Dr. Mike Riggle

**From:** Dr. Lauren Fagel

**Re:** GBS Baseball Team Trip to Murfreesboro, TN

**Date:** December 20, 2017

Attached is the formal request from Steve Stanicek, Head Baseball Coach, to take the GBS Varsity Baseball Team to Murfreesboro, Tennessee, from Tuesday, March 27 to Saturday, March 31, 2018, over Spring Break. The students will play five varsity games in the Warrior Spring Classic Baseball Tournament and three junior varsity games. The students also will tour area colleges and universities.

This is a Student Trip covered under Board Policy 7230 (attached). This Trip is conducted by the district, and partially funded by the district, and requires approval from the principal, superintendent, and Board.

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 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): Steve Stanicek Extension: 4590

Activity / Class Name: GBS Baseball Team

Description: The GBS Baseball team will travel down to Murfreesboro Tn to play in the  
Warrior Spring Baseball Classic.

Date(s) of Trip: March 27-March 31

Number of Chaperones: 3 Number of Students: 28

Names of Chaperones: Steve Stanicek, Travis Myers, Josh Stanton

## Transportation Information

Departing from: GBS High School date: March 27, 2018 at: 8:00  AM  PM

Traveling to (complete address): 325 N Thompson Murfreesboro TN

Returning from (complete address): 325 N Thompson Murfreesboro TN date: March 31, 2018 at: 1:00  AM  PM

Returning to: GBS High School date: March 31, 2018 at: 10:00  AM  PM

Students released from class (indicate time or blocks): None

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

Car(s): \_\_\_\_\_ Bus(es): 1 D225 Van(s): \_\_\_\_\_ Other: Olson Transportation Charter

## Financial Information

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

Begin Collection on: March 5, 2018 End Collection on: March 16, 2018

**Cost Per Student**

Cost per Student\*: \$ 565.00

\* 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  830100  
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: Steve Stanicek Date: December 20, 2018  
Instructional Supervisor  
or Assistant Principal\*: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Principal: St R. L. Date: 12/20/17

\* 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: Lauren Tafel Date: 12/20/17  
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:  gbnfeessetup@glenbrook225.org Date: \_\_\_\_\_  
GBS:  gbsfeessetup@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

### Trip Information

Trip Description: The GBS Baseball Team is traveling down to Murfreesboro TN to play in the Warrior Classic Baseball Tournament

### Staff Expenses

Number of Staff: 3

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ <u>150.00</u>	Meals:	\$ <u>450.00</u>
Transportation:		Transportation:	
Air	\$ <u>          </u>	Air	\$ <u>0.00</u>
Bus / Car	\$ <u>          </u>	Bus / Car	\$ <u>0.00</u>
Lodging:	\$ <u>200.00</u>	Lodging:	\$ <u>600.00</u>
<b>Total Cost:</b>	<b>\$ <u>350.00</u></b>	<b>Total Cost:</b>	<b>\$ <u>1050.00</u></b>

#### Meal Per Diem Maximum Reimbursement Rates

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

### Student Expenses

Number of Students: 28

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ <u>150.00</u>	Meals:	\$ <u>4200.00</u>
Transportation:		Transportation:	
Air	\$ <u>          </u>	Air	\$ <u>0.00</u>
Bus / Car	\$ <u>191.00</u>	Bus / Car	\$ <u>5348.00</u>
Lodging:	\$ <u>195.00</u>	Lodging:	\$ <u>5460.00</u>
<b>Total Cost:</b>	<b>\$ <u>536.00</u></b>	<b>Total Cost:</b>	<b>\$ <u>15008.00</u></b>

### Other Expenses

Registration:	\$ <u>600.00</u>
Judging:	\$ <u>          </u>
Officiating:	\$ <u>          </u>
<b>Total Cost:</b>	<b>\$ <u>600.00</u></b>

### Total Trip Expenses

Staff Expenses:	\$ <u>1050.00</u>
Student Expenses:	\$ <u>15008.00</u>
Other Expenses	\$ <u>600.00</u>
<b>Total Cost:</b>	<b>\$ <u>16658.00</u></b>

### Payment Responsibility

Paid by Students:	\$ <u>15820.00</u>	Per Student Cost:	\$ <u>565.00</u>
Paid by District:	\$ <u>838.00</u>		

#### Description of Expenses Paid by Students

\*Balance cost will be paid by GBS Baseball account #830100.

Student cost includes staff expenses.

# GLENBROOK SOUTH HIGH SCHOOL BASEBALL PROGRAM

## SPRING TRIP 2018

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<b>SUBMITTED BY</b>	Steve Stanicek (Head Varsity Baseball Coach)
<b>ATHLETIC TEAM</b>	Glenbrook South High School Varsity Baseball Team
<b>DESTINATION</b>	Murfreesboro, TN
<b>TOURNAMENT</b>	2018 Warrior Spring Classic (hosted by Riverdale High School)
<b>DEPARTURE DATE</b>	Tuesday, March 27, 2018
<b>RETURN DATE</b>	Saturday, March 31, 2018
<b>TRANSPORTATION</b>	Olson Transportation Charter (847-336-0720)
<b>HOTEL ACCOMMODATIONS</b>	Hampton Inn and Suites (Murfreesboro, TN) 615-890-2424
<b>INCLUDED MEALS</b>	Breakfast / Lunch / Dinner

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<b>CHARTER BUS</b>	\$5,350
<b>HOTEL</b>	\$6,000
<b>FOOD</b>	\$4,600
<b>REGISTRATION</b>	\$600
<b>TOTAL EXPENSES</b>	\$16,550
<b>COST PER PLAYER (28)</b>	\$565.00 * Balance picked up by GBS Baseball

### 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 Warrior Spring Classic Baseball Tournament.** This tournament features a field of teams that includes many of the top high school baseball programs from the state of Tennessee. Our team will have the chance to play in this tournament as well as additional junior varsity games during this trip.

**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 performance level. The average daily temperature in Nashville, TN is 15 to 16 degrees greater when compared to daily average temperatures in Glenview, IL for the respective dates of travel.

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Date	Glenview, IL	Murfreesboro, TN	Difference
March 27	49° F	65° F	+ 16° F
March 28	50° F	66° F	+ 16° F
March 29	50° F	66° F	+ 16° F
March 30	50° F	66° F	+ 16° F
March 31	51° F	67° F	+ 16° F

## Varsity Game Schedule

March 28 – Varsity vs. Watkins Memorial (OH) at 2:30 P.M. (at Summit)  
 March 29 – Varsity vs. Page (TN) at 5:00 P.M. (at Stewart Creek)  
 March 30 – Varsity vs. Lake Park (IL) at 11:00 A.M. (at Shelbyville)  
 March 30 – Varsity vs. Shelbyville (TN) at 1:30 P.M. (at Shelbyville)  
 March 31 - Varsity vs. Tullahoma (TN) at 10:00 A.M. (at Wilson Central)

## JV Game Schedule

March 29 – JV vs. Neuqua Valley at 2:30 P.M. (at Barfield)  
 March 30 – JV vs. Warren County (TN) at 11:00 A.M. (at Barfield)  
 March 30 – JV vs. Riverdale (TN) at 4:00 P.M. (at Barfield)

## 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 spring 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.

December 20, 2017

Dear Board of Education:

I am requesting permission to take the Varsity Baseball Team at Glenbrook South to Murfreesboro, TN over spring break from Tuesday March 27 to Saturday March 31, 2018. We would play five Varsity games and three JV games on our trip. 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 rent a charter bus 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 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.

**BOARD POLICY: STUDENT TRIPS**

**7230**

Page 3 of 3 pages

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