



**To:** Dr. Mike Riggle  
**From:** Dr. Lauren Fagel *L. Fagel*  
**Re:** GBS Girls Lacrosse Trip to San Diego, CA  
**Date:** September 27, 2017

Attached is the formal request from Annie Lesch, Varsity Girls Lacrosse Coach, to take students to San Diego, California. The trip is scheduled to take place from March 24, 2018 – March 28, 2018.

This is a Student Trip covered under Board Policy 7230. This Trip is conducted by the District, but not funded by the District, and it requires approval from the principal, superintendent, and Board.

I support this request and believe this type of experience will enhance the athletic experience of our students.



# 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): Annie Lesch Extension: 4544

Activity / Class Name: Varsity Girls Lacrosse

Description of Trip: Spring Break Trip to San Diego, California

Date(s) of Trip: 3/24/18-3/28/18

Number of Chaperones: 3 Number of Students: 24-26

## Transportation Information

Departing from: Midway International Airport on 3/24/18 at: TBD  AM  PM

Traveling to (complete address): San Diego International Airport

Returning from (complete address): San Diego International Airport at: TBD  AM  PM

Arriving to: Midway International Airport on 3/28/18 at: TBD  AM  PM

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

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

Cars(s): \_\_\_\_\_ Bus(es): \_\_\_\_\_ D225 Van(s): \_\_\_\_\_ 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: March 1, 2018 End Collection on: March 22, 2018

	Cost per Student	Vendor to be Paid	Payment Method	
			Check	PCard
Admission/Ticket:	\$ 51.00	Best Western Hotel Premier Del Mar	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Meal:	\$ 146.25	Various Vendors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-School Bus Transportation:	\$ 385.43, \$50.00	Southwest Airlines, EZ Rent-A-Van San Diego	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total Cost:</b>	<b>\$ 582.70</b>	<b>\$450 estimate of cost to student based on fundrais<sup>+</sup></b>	<input type="checkbox"/>	<input type="checkbox"/>

The book-store team will work with the department to process any check requests that are needed for instructional course field trips. The book-store 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 830621
GBS: [ ] 10L300 4850 0000 00 000000 [x]
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: Anne C. Leach Date: 9/20/17
Instructional Supervisor or Assistant Principal\*: St. Rahm Date: 9/25/17
Associate Principal: Cameron R. Alf Date: 9/29/17

\* 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

September 18, 2017

Dear Board of Education:

I am writing to request permission to take the Varsity Girls Lacrosse Team to San Diego, California over spring break to play lacrosse games vs. San Diego teams. We have been fortunate to go for 3 years now and each year the team finds this to be the most memorable experience of the season.

We do team building activities and team bonding activities such as running/hiking and yoga in Torrey Pines State Park, college visits, a campfire, sight-seeing and team meals. The team learns a lot about each other and about lacrosse being focused on just the team for about 5 days. As coaches we always leave the trip thinking the time and effort were worth it because of how close the team is after and how much they learn in that week.

We would love the opportunity to go again this year. I have attached our itinerary from last year which we would work off of as we plan this coming year's trip. We fundraise for the trip to make it affordable for all student-athletes on the team.

Thank you for your consideration of this trip.

Sincerely,

Annie Lesch  
Varsity Girls Lacrosse Coach

San Diego Spring Break Itinerary:

**Saturday 3/25/17**

7:30am Group Check-in at **Midway Airport**  
9:30am Southwest Flight #279 to Albuquerque  
12:55pm Southwest Flight #4815 to San Diego, CA  
1:50pm Arrive in San Diego, CA  
**6:00pm Game vs. Cathedral Catholic, CA**  
Dinner with Cathedral Team

**Sunday 3/26/17**

7:30am Breakfast  
Meet and Greet with SDSU Coach Kylee White.  
Tour SDSU  
12:00pm Watch Alumni: Sarah McDonagh play for SDSU vs. Cal Berkeley  
Afternoon: Coronado Island  
Dinner  
Campfire

**Monday 3/27/17**

8:00am Breakfast  
Morning: Torrey Pines State Park Hike  
**7:00pm Game vs. Poway High School**  
Dinner and Dance off with Poway Team

**Tuesday 3/28/17**

8:00am Breakfast  
Morning: Relax and Walk into town  
**1:00pm Game vs. Shaker High School, Ohio, San Diego State University, Club Practice Field.**  
*(right next to Varsity field.)*  
Fowler Athletics Center  
5302 55th St. San Diego, CA 92182  
Beach Afternoon/Team Bonding  
Team and Parent Dinner

**Wednesday 3/29/17**

Breakfast  
Depart for Home  
11:35am Southwest Flight #1760 to Chicago, IL  
5:25pm Arrival in Chicago, Midway Airport

Hotel Information:

Best Western Hotel Premier Del Mar  
720 Camino Del Mar,  
Del Mar, CA 92014  
Phone:(858) 755-9765  
Coach Annie Lesch's Cell  
847-715-6706  
Coach Devin McCue's Cell  
773-936-5938  
Coach Jayne Jablonski's Cell  
847-912-6505

Section A - General Regulations

1. Activities that can be attended after school or on weekends should be attended at that time.
2. Field trips may not be taken during the first two weeks and the last two weeks of each semester. They cannot be taken on the day prior to any vacation period , and they cannot be taken during the last week of each quarter. Exceptions must be approved by the principal or the designated representative.
3. Transportation will be provided by the district whenever possible.
4. Whenever practical, field trips should not necessitate eating lunch away from school. If it is required that lunch be obtained away from school, the students will remain in a group with the sponsor, staff member or parent chaperone.
5. Student attendance on trips is not required. Students who elect not to participate in the trip will be informed by the trip sponsor as to where they should report during their normal class period.
6. Certified staff members shall accompany all field trips. It is recommended that for groups of less than twenty-five students, one certified staff member is required. It is recommended for groups of twenty-five or more, one certified staff member and one additional adult are required for each bus.
7. Students shall be under the immediate supervision of staff members during the entire trip.
8. When it is anticipated that the trip will return to the school after normal school hours, the trip sponsor shall make arrangements to assure that access to the building will be available. When trips return to the building after normal school hours, staff members shall remain with the students until the students have departed the school.

9. All normal school rules and regulations are to be observed while on the trip. For overnight trips, the sponsor shall have in his/her possession emergency medical and contact information on all trips. If an unusual incident occurs while on the trip, such as the malfunctioning of one of the buses, an accident, an injury, or if one of the students becomes separated from the group, the sponsor shall take those actions on the scene which an ordinary, reasonable, and prudent person would take. In all cases, the sponsor will telephone the assistant/associate principal in charge of curriculum, or if not available, the principal or designee to report the incident and receive further instructions. If the incident occurs after normal school hours and involves a student, the sponsor will attempt to contact the student's parent/guardian, and if it is impossible to contact the parent/guardian, to contact the local police department.
10. Questions pertaining to field trips are to be directed to the assistant/associate principal in charge of curriculum.
11. Requests for exceptions to these procedures are to be submitted in writing to the assistant/associate principal in charge of field trips.
12. The approval of the principal and the superintendent are required for all overnight trips.

Section B - Responsibilities of the Supervising Staff Member

1. Complete the Field Trip Request Form and attach to it an alphabetical list of participants including student I.D. numbers. This form must be approved by the instructional supervisor at least one week prior to the trip
2. Obtain approval for the trip from the assistant/associate principal in charge of curriculum.
3. Make the necessary arrangements with the personnel at the trip site. If the trip is an overnight trip, coordinate lodging and meal arrangements.
4. Obtain from the assistant/associate principal in charge of curriculum a sufficient number of Parental Permission Slips.
5. Issue the Parental Permission Slips to the students. Instruct them to obtain their parent's signature. This shall be completed prior to the trip.

6. Collect completed Parental Permission Slips and maintain them for reference during the trip.
7. If the students are to be assessed a fee for the trip, make appropriate arrangements with the bookstore for the collection of the fees.
  - a. Provide a list of names of the students to the bookstore. This list shall include the name of the trip's sponsor and the name, date, and cost of the trip.
  - b. Instruct the students to pay their trip fee at the bookstore. The bookstore shall issue a receipt for each payment.
  - c. The deadline for the payments shall be established by the assistant/associate principal in charge of curriculum and the bookstore manager in cooperation with the Business Office allowing for the necessary time to issue checks for the field trips(s).
8. For overnight trips, obtain emergency contact and medical information for all participating students.
9. Coordinate the scheduling of substitutes when necessary with the instructional supervisor and prepare appropriate lesson plans.
10. Arrange for additional adults to serve as chaperons, as required.
11. Immediately before leaving for the trip, turn in an accurate trip attendance report at the Attendance Office.

Section C – Administrative Responsibilities

1. For all field trips, the assistant/associate principal in charge of curriculum shall:
  - a. approve the trip.
  - b. arrange for transportation.



2. The instructional supervisor shall:
  - a. approve the trip.
  - b. determine the number of classroom substitutes required and arrange for these substitutes.
  - c. arrange for additional certified staff to serve as trip chaperons, if required.

Section D – Records

The assistant/associate principal in charge of curriculum shall maintain a record of all field trips, including their date(s), purpose and destination, sponsors, staff, parent chaperones, duration, and the list of participants.

Section E – Funding

Funding for student trips shall be in accordance with the guidelines adopted by the School Board.

Summary--Trips, Tours, and Travel, Matrix

Type of Trip	Requires Approval of:		
	Principal	Superintendent	Board
Student Trips	X		
Student Trips Overnight	X	X	
Student Trips Outside of Illinois or Adjacent States	X	X	X
Educational Tours	X	X	
Educational Tours Outside of Illinois or Adjacent States	X	X	X
Educational Tours Requiring one day or more of Student Absence	X	X	X
Educational Travel	X	X	

Brief Description

Student Trips: Sponsored, conducted and usually financed by District. Includes field trips, activity trips, athletic trips, etc.

Educational Tours: Conducted by District but not financed by District. Example: Band tour to Arizona

Educational Travel: Not sponsored or financed by District. Sponsor allowed to “inform” students of travel plans.

PLEASE READ THE EXCURSIONARY PROCEDURES ON THE REVERSE SIDE.

**FOR OFFICE USE ONLY**  
 Date application received \_\_\_\_\_  
 Date trip approved \_\_\_\_\_  
 Date bus ordered \_\_\_\_\_  
 Permission slip with one student list due \_\_\_\_\_  
 Substitute(s) Needed Yes \_\_\_ No \_\_\_ # \_\_\_\_\_  
 Substitute(s) Hired \_\_\_\_\_

GLENBROOK FIELD TRIP REQUEST APPLICATION

Circle: 1. Instructional Trip 2. Activity Trip

Please fill out completely.

Today's Date: \_\_\_\_\_

1. Describe the trip requested, listing the address(es) of the place(s) to be visited and the itinerary for the trip--include approximate times.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Trip Rationale: Describe the purpose of the trip as it relates to specific course objectives or sponsored activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Class or activity: \_\_\_\_\_ Number of students: \_\_\_\_\_

4. Chaperones accompanying trip: \_\_\_\_\_

\_\_\_\_\_

5. Date of trip: \_\_\_\_\_ Departure time \_\_\_\_\_ and Location: \_\_\_\_\_

6. Transportation: Car(s) \_\_\_\_\_ Bus(es) \_\_\_\_\_ Other (Specify) \_\_\_\_\_

7. Should bus remain with the trip? Circle: YES NO

8. Hours of trip: Departure from School: \_\_\_\_\_ Bus Pick-up for Return: \_\_\_\_\_ Where \_\_\_\_\_ Return to school \_\_\_\_\_

9. Estimated cost of transportation: \_\_\_\_\_ Estimated cost of substitute teacher(s): \_\_\_\_\_

\_\_\_\_\_  
Teacher Requesting Trip / Date

\_\_\_\_\_  
Instructional Supervisor's Approval / Date

\_\_\_\_\_  
Associate Principal's Approval / Date

Field Trip Permission and Waiver Form

Students have many opportunities to participate in various extra class activities as an outgrowth of classroom interests or through special interest clubs. On occasion it will be to their advantage to attend activities away from the High School on an optional basis ("field trips"). However, the Board of Education and School District 225 cannot assume responsibility for the safety and welfare of students while engaged in a field trip beyond making reasonable provision for activity chaperons.

I understand that my child must abide by all District 225 rules, regulations and chaperon instructions on the field trip identified below. I understand that District chaperons cannot prevent injuries because they cannot always control the conditions present or be present at all times.

Your signature below constitutes and is evidence of your agreement to (1) accept general liability for the participation of your child in the field trip identified below and (2) indemnify and hold harmless Northfield Township High School District 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorneys' fees and costs expended in defense thereof, incurred or resulting from your child's participation in this trip and transportation to and therefrom.

1. High School: \_\_\_\_\_ Class/Activity: \_\_\_\_\_

2. Faculty Sponsor: \_\_\_\_\_

3. Student: \_\_\_\_\_ has my permission to take part  
in a field trip to \_\_\_\_\_  
on \_\_\_\_\_.

4. Travel Arrangement: I understand my child will travel by \_\_\_\_\_  
\_\_\_\_\_, leaving at approximately \_\_\_\_\_  
and returning at approximately \_\_\_\_\_

5. Cost of this trip is \_\_\_\_\_ for chartered bus, and/or other expenses and is payable at the bookstore.

\_\_\_\_\_  
(Parent or Guardian Signature)

Phone (residence):  
(work):

( ) \_\_\_\_\_ - \_\_\_\_\_  
( ) \_\_\_\_\_ - \_\_\_\_\_

Revised: October 28, 1996  
Revised: May 29, 2001  
Revised: July 10, 2006