

# FORM 1

## Overnight Trip Information

The Overnight Trip Information (Form 1) needs to be completed 90 days before the trip so the school board can approve the information.

(Any exceptions to the 90-day procedure are at the discretion of the Superintendent)

Team/Group: GHS Softball Level: Entire Program

Destination: Gulf Shores, Alabama Coach/Sponsor: Patrick Mitchell

Departure Date: March 18, 2016 Departure Time: 8:00 PM

Return Date: March 25, 2016 Return Time: 8:00 AM

Reason for Overnight Trip: Varsity and Junior Varsity softball games in the Gulf Shores Classic II

Total Mileage: approx: 2200 miles # of Chaperones: 7+

List Chaperone's Names: Pat Mitchell, Bob Pettit, Mike Kernan, Styphanie Palmer, Jenna Harshbarger, Tom Rusk  
(Trainer: Kasey Zibton, Equipment Manager: Jesse Dobbels)

Name of Hotel: Summerhouse on Romar Beach

Hotel Address: 25020 Perdido Beach Boulevard

Hotel Phone #: 800-726-3783

Orange Beach, Alabama 36561

Check In Date: March 19, 2016 Check Out Date: March 24, 2016

**A complete itinerary needs to be attached to Form 1 when it is turned in for approval.**

The itinerary needs to include:

- Timeline (the timeline needs to be specific and include departure & return dates and times)
- Activities planned during the trip
- Approximate times you will be at the hotel for contact purposes
- A complete list of students, coaches, sponsors, chaperones, etc. that will be on the trip

Form 1 and your itinerary needs to be turned in to Mr. Mackey (Athletics) or Mr. O'Dell (Fine Arts). This is step 4 on the Overnight Trip Checklist (Form 2).

Board President \_\_\_\_\_ Date \_\_\_\_\_

## Geneseo High School Softball Spring Trip – 2015 (1<sup>st</sup> draft)

### Friday March 27<sup>th</sup>

Departure      8:00 PM from Geneseo High School  
Charter Bus (Wiersma)

### Saturday March 28<sup>th</sup>

Food Stop      8:00 AM   TBD

Arrive          3:00 PM at Gulf Shores, AL  
Summerhouse on Romar Beach  
25020 Perdido Beach Boulevard  
Orange Beach, AL 36561

3:30 PM  
Batting Practice at a diamond TBD. Ground balls  
and fly balls on the beach

6:30 PM  
Dinner in the rooms. Pizza?

9:00 PM  
Team Meeting

### Sunday March 29<sup>th</sup>

8:00 AM  
Breakfast TBD

10:00 AM  
Practice at local diamonds

12:30 PM  
Lunch at TBD

6:00 PM  
Dinner TBD

9:00 PM  
Team Meeting

**Monday March 30<sup>th</sup>**

6:00 AM      Breakfast in hotel

9:00 AM – 3:00 Gulf Coast Classic  
Games

7:00 PM  
Dinner TBD

9:00 PM  
Team Meeting

**Tuesday March 31<sup>st</sup>**

6:00 AM      Breakfast in hotel

9:00 AM – 3:00 Gulf Coast Classic  
Games

7:00 PM  
Dinner TBD

9:00 PM  
Team Meeting

**Wednesday April 1<sup>st</sup>**

6:00 AM      Breakfast in hotel

9:00 AM – 7:00 TBD

7:00 PM  
Dinner TBD

9:00 PM  
Team Meeting

**Thursday April 2<sup>nd</sup>**

	6:00 AM	Breakfast in hotel
Depart	9:00 AM	Alabama
Shop Stop	10:00 AM	TBD
Food Stop	6:00 PM	TBD

**Friday April 3<sup>rd</sup>**

Arrive	8:00 AM @ Geneseo High School
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**FORM 2****Overnight Trip Checklist**

The Overnight Trip Checklist (Form 2) needs to be completed and turned in to Mr. Mackey (Athletics) or Mr. O'Dell (Other Activities) 2 weeks prior to departure. On the lines after the number, please list the date that the step was completed. The appropriate person will sign on the line after the step if a signature is required.

**Date Complete****Description**

1. \_\_\_\_\_ Decide on a date, destination, and details of your trip.
2. \_\_\_\_\_ Complete Form 1 - Overnight Trip Information and attach a complete itinerary. The form needs to be complete and the itinerary needs to be attached before the trip can be approved by GHS Administration (Steps 3 & 4).
3. \_\_\_\_\_ Approval of trip from Mr. Haugse. (Bring Form 1 and itinerary)  
\_\_\_\_\_  
Signature of Mr. Haugse
4. \_\_\_\_\_ Check with Mr. Mackey (Athletics) or Mr. O'Dell (Other Activities) for calendar conflicts and trip approval. Turn in Form 1 and itinerary to Mr. Mackey or Mr. O'Dell at least 90 days before the trip so the school board can approve the information.  
\_\_\_\_\_  
Signature of Mr. Mackey or Mr. O'Dell
5. \_\_\_\_\_ Secure transportation for your trip with Jill Harrington (Athletics) or Tamara DeBisschop (Other Activities)  
\_\_\_\_\_  
Signature of Mrs. Harrington or Mrs. DeBisschop
6. \_\_\_\_\_ If you are a District 228 employee and will be missing school, complete and submit a Request for Professional Leave to Mr. Haugse.  
\_\_\_\_\_  
Signature of Mr. Haugse
7. \_\_\_\_\_ If you are a District 228 employee and will need a sub for your absence, fill out appropriate documentation to have a sub secured for your absence.  
\_\_\_\_\_  
Signature of Mrs. Bowles
8. \_\_\_\_\_ If students will be missing school, get a complete list of the students going on the trip to all staff. Email [hs.staff@dist228.org](mailto:hs.staff@dist228.org) and Stephanie VanOpdorop for attendance. Make sure you include the dates and times the students will be absent and the release time from class if they will be leaving school early.  
\_\_\_\_\_  
Signature of Mrs. VanOpdorop
9. \_\_\_\_\_ Check with Mrs. Rokis for any particular medical needs of the students you are taking on the trip. Let her know if you need a first aid kit.  
\_\_\_\_\_  
Signature of Mrs. Rokis
10. \_\_\_\_\_ Familiarize yourself with the location of the Authorization for Medical Treatment forms on the Staff Portal and make sure you have the directions and login information with you during your trip in case of emergency.  
\_\_\_\_\_  
Signature of Mrs. Harrington
11. \_\_\_\_\_ Turn in completed checklist to Mr. Mackey (Athletics) or Mr. O'Dell (Other Activities).  
\_\_\_\_\_  
Signature of Mr. Mackey or Mr. O'Dell

## GENESEO HIGH SCHOOL OVERNIGHT TRIP

If you are planning an overnight athletic or fine arts trip for a non post-season IHSA activity, forms 1 & 2 for overnight athletic/fine arts trips need to be completed by the specified deadline.

As you are planning your trip, please be reminded of the Geneseo School District #228 core values.

Geneseo School District #228 has four core values in place for our students:

- Maximizing student achievement by setting high expectations for achievement,
- Creating a safe and caring learning environment,
- Establishing effective and efficient operations, and
- Ensuring that we are stewards of the District's finances.

The School District will pay for transportation within a 250-mile radius. Anything outside of that range will be paid for by the booster group at a rate of Pink's Bus Service.

The School District will not pay for hotel expenses or meals.

### **Form 1: Overnight Trip Information**

Form 1 needs to be completed 90 days before the trip so the Geneseo District #228 School Board can approve the information.

(Once Board has approved an overnight trip, the Athletic Director or Assistant Principal must approve any modifications)

A complete itinerary needs to be attached to form 1 when it is turned in for approval.

The itinerary needs to include:

- Timeline (the timeline needs to be specific and include departure & return dates and times)
- Activities planned during the trip
- Approximate times you will be at the hotel for contact purposes
- A complete list of students, coaches, sponsors, chaperones, etc. that will be on the trip

Form 1 and your itinerary needs to be turned in to Mr. Mackey (Athletics) or Mr. O'Dell (Other Activities). This is step 4 on the Overnight Trip Checklist (Form 2).

### **Form 2: Overnight Trip Checklist**

Form 2 needs to be completed and turned in to Mr. Mackey (Athletics) or Mr. O'Dell (Fine Arts) 2 weeks prior to departure.