

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. Nichols (Athletics) or Mrs. Emmerson (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. Nichols (Athletics) or Mrs. Emmerson (Activities) 2 weeks prior to departure.

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: Pigeon Forge, TN

Coach/Sponsor: Bob Pettit

Departure Date: Sunday, March 19, 2023

Departure Time: 5:00 AM

Return Date: Friday, March 24, 2023

Return Time: 5:00 PM

Reason for Overnight Trip: Varsity and Junior Varsity softball games in Pigeon Forge, TN

Total Mileage: approx. 1400 miles # of Chaperones: 6+

List Chaperone's Names: Bob Pettit, Mike Kernan, Brad Cotty, Styphanie Palmer, Maddie Shoemaker, Carly Rusk, Jennifer Johnson and Jesse Dobbels (Equipment Manager).

Name of Hotel: TBD – looking to rent entire cabin for coaches/players, will provide updated information when rented.

Hotel Address: TBD
Pigeon Forge, TN

Hotel Phone #: TBD

Check In Date: March 19, 2023

Check Out Date: March 24, 2023

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. Nichols (Athletics). This is step 4 on the Overnight Trip Checklist (Form 2).

Board President _____ Date _____

FORM 2

Overnight Trip Checklist

The Overnight Trip Checklist (Form 2) needs to be completed and turned in to Mr. Ryerson (Athletics) or Mrs. Emmerson (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. September 2022 Decide on a date, destination, and details of your trip.

Signature of Mr. Ryerson
2. September 2022 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).

Signature of Mr. Nichols
3. _____ Approval of trip from Mr. Ryerson. (Bring Form 1 and itinerary)

Signature of Mrs. VanOpdorp
4. _____ Check with Mr. Nichols (Athletics) for calendar conflicts and trip approval. Turn in Form 1 and itinerary to Mr. Nichols at least 90 days before the trip so the school board can approve the information.

Signature of Mr. Ryerson
5. N/A Secure transportation for your trip with Stephanie VanOpdorp (Athletics) or Brooke Emmerson (Other Activities)

Signature of Mrs. Cherry
6. N/A If you are a District 228 employee and will be missing school, complete and submit a Request for Professional Leave to Mr. Ryerson.

Signature of Mrs. Dichiser
7. N/A 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. Richmond
8. N/A If students will be missing school, get a complete list of the students going on the trip to all staff. Email hs.staff@geneseoschools.org and Cheryl Dichiser 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. VanOpdorp
9. _____ Check with Mrs. Richmond 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 Mr. Nichols
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 Mr. Nichols
11. _____ Turn in completed checklist to Mr. Nichols (Athletics).

Signature of Mr. Nichols

Geneseo High School Softball Spring Break Trip – 2023 (1ST DRAFT)

Sunday, March 19, 2023:

Departure: 5:00 am from Geneseo High School
Charter Bus by Cheeseman Coaches

Food Stop: Breakfast TBD

Food Stop: Lunch TBD

Arrival: 5:00 pm - Pigeon Forge, TN
Possible practice on cabin grounds and local park grounds

6:30 pm - Dinner TBD, will be provided by Boosters in the rental cabin

9:00 pm - Team Meeting

Monday, March 20, 2023:

7:00 am – Breakfast will be provided by Boosters in the rental cabin

8:30 am – Head to Sports Complex for batting practice, ground balls and fly balls
The Ripken Experience Pigeon Forge 405 Jake Thomas Road, Pigeon Forge, TN 37863

12:00 pm – Game TBD

2:00 pm – Game TBD

4:00 pm – Team Activities TBD

7:00 pm – Dinner TBD, will be provided by Boosters in the rental cabin

9:00 pm – Team Meeting

Tuesday, March 21, 2023:

7:00 am – Breakfast will be provided by Boosters in the rental cabin

8:30 am – Head to Sports Complex for batting practice, ground balls and fly balls
The Ripken Experience Pigeon Forge 405 Jake Thomas Road, Pigeon Forge, TN 37863

12:00 pm – Game TBD

2:00 pm – Game TBD

4:00 pm – Team Activities TBD

7:00 pm – Dinner TBD, will be provided by Boosters in the rental cabin

9:00 pm – Team Meeting

Wednesday, March 22, 2023:

7:00 am – Breakfast will be provided by Boosters in the rental cabin

8:30 am – Head to Sports Complex for batting practice, ground balls and fly balls
The Ripken Experience Pigeon Forge 405 Jake Thomas Road, Pigeon Forge, TN 37863

12:00 pm – Game TBD

2:00 pm – Game TBD

4:00 pm – Team Activities TBD

7:00 pm – Dinner TBD, will be provided by Boosters in the rental cabin

9:00 pm – Team Meeting

Thursday, March 23, 2023:

8:00 am – Breakfast will be provided by Boosters in the rental cabin

10:00 am to 5:00 pm – Team Activities TBD

6:00 pm – Dinner TBD, will be provided by Boosters in the rental cabin

8:00 pm – Team Meeting/Team Recap in rental cabin

Friday, March 24, 2023:

Departure: 5:00 am from Pigeon Forge, TN
Charter Bus by Cheeseman Coaches

Food Stop: Breakfast TBD

Food Stop: Lunch TBD

Arrival: 5:00 pm to Geneseo High School