

## 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: Cocoa Beach, Florida

Coach/Sponsor: Bob Pettit

Departure Date: March 19, 2022

Departure Time: 6:00 a.m.

Return Date: March 25, 2022

Return Time: 8:00 AM

Reason for Overnight Trip: Varsity and Junior Varsity softball games in the Space Coast Spring Training

Total Mileage: approx.: 2500 miles # of Chaperones: 8+

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

Name of Hotel: Best Western

Hotel Address: 5600 N Atlantic Avenue

Hotel Phone #: 321-783-7621

Cocoa Beach, FL 32931

Check In Date: March 20, 2022

Check Out Date: March 24, 2022

**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

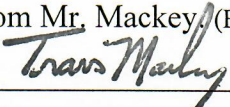
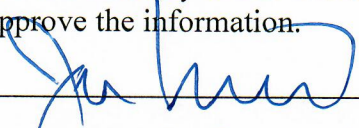
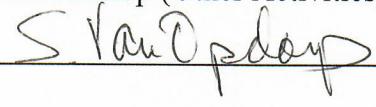
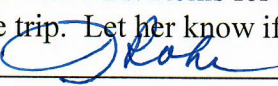
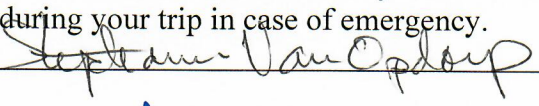
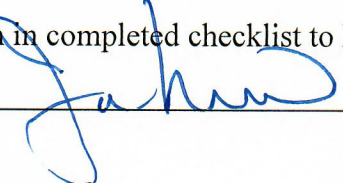
Form 1 and your itinerary needs to be turned in to Mr. Nichols (Athletics). This is step 4 on the Overnight Trip Checklist (Form 2).

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

**FORM 2****Overnight Trip Checklist**

The Overnight Trip Checklist (Form 2) needs to be completed and turned in to Mr. Mackey (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. December 2021 Decide on a date, destination, and details of your trip.
2. January, 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).
3. 1/25/22 Approval of trip from Mr. Mackey. (Bring Form 1 and itinerary)  
  
 \_\_\_\_\_ Signature of Mr. Mackey
4. 1/25/22 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. Nichols
5. 1/25/22 Secure transportation for your trip with Stephanie VanOpdorp (Athletics) or Tamara DeBisschop (Other Activities)  
  
 \_\_\_\_\_ Signature of Mrs. VanOpdorp
6. NA If you are a District 228 employee and will be missing school, complete and submit a Request for Professional Leave to Mr. Mackey.  
N/A  
 \_\_\_\_\_ Signature of Mr. Mackey
7. NA 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.  
N/A  
 \_\_\_\_\_ Signature of Mrs. Cherry
8. NA 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](mailto: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.  
N/A  
 \_\_\_\_\_ Signature of Mrs. Dichiser
9. 1/25/22 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. 1/25/22 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. VanOpdorp
11. 1/25/22 Turn in completed checklist to Mr. Nichols (Athletics).  
  
 \_\_\_\_\_ Signature of Mr. Nichols

# Geneseo High School Softball Spring Trip – 2022 (1st Draft)

## Saturday March 19<sup>th</sup>

Departure 7:00 AM from Geneseo High School  
Charter Bus (Wiersma)

Food Stop Lunch TBD

Food Stop Dinner TBD

## Sunday March 20<sup>th</sup>

Food Stop Breakfast TBD

Food Stop Lunch TBD

Arrive 3:00 PM at Cocoa Beach, FL  
Best Western  
5600 N Atlantic Avenue,  
Cocoa Beach, FL 32931  
(321)783-7621

3:30 PM  
Batting practice, ground balls  
and fly balls on the beach

6:30 PM  
Dinner in the rooms. Pizza?

9:00 PM  
Team Meeting

**Monday March 21<sup>st</sup>**

9:00 AM

Breakfast in the rooms

10:00 AM

Depart for Chain of Lakes Park and Sports Complex  
2215 E Jay Jay Road, Titusville, FL

12:00PM

Game

2:00PM

Game

7:00 PM

Dinner TBD

9:00 PM

Team Meeting

**Tuesday March 22<sup>nd</sup>**

5:30 AM

Breakfast in the rooms

6:15 AM

Depart for Chain of Lakes Park and Sports Complex  
2215 E Jay Jay Road, Titusville, FL

8:00 AM

Game

10:00 AM

Game

12:00 PM

Game

7:00 PM

Dinner TBD

8:30 PM

TBA

**Wednesday March 23<sup>rd</sup>**

5:30 AM

Breakfast in the rooms

6:15 AM

Depart for Chain of Lakes Park and Sports Complex  
2215 E Jay Jay Road, Titusville, FL

8:00 AM

Game

10:00 AM

Game

5:00 PM

Dinner TBA

**Thursday March 24<sup>th</sup>**

7:30 AM

Breakfast in the rooms

Depart

9:00 AM

Florida

Shop Stop

10:00 AM

TBD

Food Stop

6:00 PM

TBD

**Friday March 25<sup>th</sup>**

Arrive

8:00 AM @ Geneseo High School