



Excursions and Trips Request Form

Code 603.3-E

Date Request Received by CFO/COO: _____

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer **NOT LESS THAN FOUR WEEKS PRIOR TO THE PROPOSED EXCURSION/TRIP AND PRIOR TO ANY TRAVEL ARRANGEMENTS BEING FINALIZED.**

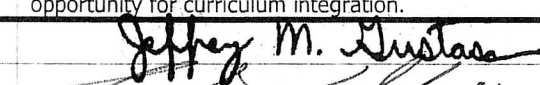

Overnight excursions/trips require prior approval of the building administrator, the superintendent [or designee], and the school board. In authorizing excursions/trips, the building principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored excursions/trips unless the event is sanctioned by the state athletic associations.

THE REQUEST WILL INCLUDE:

- a. Rationale for the excursion/trip including the purpose and objectives
 - b. Clarification if request is dependent upon pre-qualifying for event
 - c. Detailed plans for student supervision
 - d. Proposed itinerary
 - e. Cost and source of funding
 - f. Number of student participants
 - g. Copy of required participation paperwork
- Within three weeks of the completion of the excursion/trip the sponsor will submit a written summary of the event to the building principal.
 - The building will be responsible for obtaining a substitute teacher if one is needed.
 - Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

EXCURSION/TRIP CRITERIA: The following checklist ***MUST BE*** signed and submitted to the Chief Financial/Operating Officer with required documentation ***NOT LESS THAN 4 WEEKS PRIOR TO*** the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: Varsity Volleyball Submitted by: Nicole Rowland
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." <i>Reference Board Policy 603.3.</i>	✓
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. <i>(Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)</i>	✓
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. <i>Reference Board Policy 603.3.</i>	✓
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>1/22/24</u>
Chief Financial/Operating Officer Approval			Date <u>1/22/24</u>
Board of Directors Approval			Date

To whom it may concern:

The varsity Girls Volleyball team has an opportunity to attend an elite level training camp at the University of Nebraska. This will take place on the University of Nebraska Campus in Lincoln, NE July 17-19. This camp's balance between competition and team training will give our team and coaches a great opportunity to prepare for the upcoming season. Fundamental skill training and ample amounts of team situations and scrimmages will fill each day. Nebraska will provide a top coach, to train and coach our team, and help our coaching staff gain a deeper understanding of the game throughout the duration of the camp. We will then participate in a tournament on the final day of camp. Players and coaches will stay on the campus and all meals and dorms will be covered with the registration fees.

Supervision:

We will have a minimum of two coaches attend this camp with the players.

- Head Coach – Nicole Rowland
- Assistant Coaches – Greg Lynch, Gail Willman, and Jordan Lippert (At least one of them will attend and possibly all)
- Players will also be supervised on the Nebraska campus by Dorm staff as well as University coaches, players, and other university athletic staff.

Itinerary:

- **July 17th** – Leave LM early AM and stop for team meal (covered by VB program) halfway. Check in to camp and prepare for first day of training. Afternoon and evening meals and lodging covered by camp fees.
- **July 18th** – All meals and lodging covered by camp fees. Full day of training and learning.
- **July 19th** – Meals covered by camp fees. Competitive tournament against elite competition. Leave for home. Stop for team meal (covered by VB program).

Cost:

We will be paying for transportation, two team meals and the cost of each athlete and coach's registration for the camp.

- 14 Athletes - \$485 each (covers all training/competition, meals while on campus, and lodging)
- Head Coach - \$300 (covers team registration and coach instruction, meals, and lodging)
- Assistant Coach - \$190 (covers coach instruction, meals, and lodging)

Purpose of the Trip:

To provide exposure and development opportunities for our athletes, coaches, and program. Create lifelong memories and team bonding opportunities for our athletes and coaches.