

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Sectional Swim Meet

Proposed Departure Date Friday Feb 13 Return Date Saturday Feb 14th

Proposer Emily Casey Position Varsity Swim Coach

Date by which response is needed 1/30/26 Proposal Date 01/09/26

Purpose

What is the major place to be visited or event to be attended? Staying overnight in a hotel near the meet site the night prior to the sectional Swim Meet.

How is the trip related to the educational program of the District? beneficial for our trip to the sectional meet.

In what ways will the students benefit?

Will allow the athletes to sleep in rather than an early bus departure time. Allows for team bonding. While also providing the experience of staying in a hotel.

In what ways will the District benefit?

This will allow our bus trip to not be rushed, and will give our athletes to represent the district.

How will the trip be evaluated to determine the extent to which these benefits were realized?

Bus driver feedback, Athlete feedback, in the past we have received compliments on the athletes behaviors in the public.

Students and Staff

Which students, (grade, class, or organization), will be going? Swim Team

How many students in total?

18

How many students are currently experiencing academic problems? 0

Which staff member will be in charge? Emily Casey- Swim Coach

What previous experience has the staff member had in conducting overnight or extended field trips?

This will be the 3rd year I have
led this trip

What other staff members will be going?

Isabella Hall-Assistant Coach

How many chaperones, in addition to staff members, will be going?

3

What are their names and affiliations with the students?

Amy Casey, Marc Casey, Michelle Murphy
parents of swimmers

How many school days will be missed?

0

How will teachers be advised in advance that the students will be out of school?

N/A

School Work

How will missed work be made up? N/A

What special assistance will be provided students with academic problems?

N/A

Itinerary

What is the destination?

Best Western Steubenville OH

What will be the mode of transportation? What liability insurance does the carrier have?

School Bus

Where will the group be housed and fed?

Best Western plus Franciscan
square inn and suites Steubenville

What enroute or supplementary activities are planned? none, leaving the school and going straight to the hotel

What arrangements have been made for dealing with emergency situations?

EMF forms are on hand,
the nearest emergency
room is noted.

What arrangements have been made for administering necessary medications to students while on this trip?

Parents of athletes have been contacted in regards to medications many of those parents will be staying or the athlete takes them on their own. 7. If tour guides are involved, what liability insurance do they carry?

N/A

Finances

What is the estimated total cost and cost per student?

\$0 from the students

What is the source of funds? Swim Boosters

How will the funds be collected and safeguarded? Boosters

How will any shortfall be made up or excess funds used? Boosters

What provision has been made for students who are financially unable to pay any necessary costs?

N/A

Communications

How will you communicate to parents prior to, during, and after the trip? Remind app we use throughout the season, in emergencies emfs will be used to directly call guardans

List telephone numbers at destination and where group will be housed. (740)792-8050

What information will be provided to the media and the community?

N/A

1/09/26



Signature of the RequestorDate

Approved:

Principal

Date

Date

Board of Education

Date