

Brecksville-Broadview Heights City Schools

Application to the Board of Education

Proposal for Overnight/Out of State Trip

Please submit an application to the building Principal/Athletic Director for initial approval before submission to the Board of Education.

Please provide all of the following information:

Group or Organization: Brecksville Broadview Heights Girls Basketball

Staff Member in Charge/Position: Joe Zenir

Name of Event: Overnight scrimmage

Destination: **Columbus, Ohio**

Departure/Arrival Information:

Leave School Date: 11/20/26 Time: 4 pm

Return to School Date: 11/21/26 Time: 3 pm

Date by which response is needed: 10/31/26

Trip Expenses:

1. Transportation:

Mode of Transportation:

X School Bus Number of Buses: 1

School Van Number of Vans: _____

Other Transportation -

a. Name of Company: _____

b. Does the carrier have liability insurance? ____ Yes ____ No

c. What kind of liability insurance? _____

d. Are turnpike fees included? ☐ Yes ☐ No

Total Cost of Transportation: ____ To be determined by transportation office ____

2. Lodging Information:

a. Name: Marriot Columbus Northwest

b. Address: **5605 Blazer Pkwy, Dublin OH, 43017**

c. Lodging Contact Name(s): **Jessica Cowger**

d. Lodging Phone Number(s): **614-791-1000**

Total Cost of Lodging: \$1,500

3. Meals (List all meals included in the trip. Please note how many meals will be participants' responsibility).

Once the trip is approved, I will have our leaders choose a nearby restaurant, the program will cover the cost of team dinner for the night.

Total Cost of Meals: _____ **1,000** _____

4. Are there any supplementary activities? Are entry fees required? NO

NONE

Total Cost of Activities: _____ **N/A** _____

Calculation of Event Expenses:

1. Transportation: _____ **TBD** _____

2. Lodging: _____ **\$1,500** _____

3. Food: _____ **1,000** _____

4. Event Fees: _____ **\$0** _____

5. Other: _____ **\$0** _____

Total: _____ **\$2500 plus Transportation through school** _____

5. What Arrangements have been made for administering necessary medications to students while on this trip?
Yes, conversations have been completed with the school nurse.

6. What arrangements have been made for dealing with emergency situations? Who will be responsible for all medical information sheets? How will the forms be stored and transported?

All pertinent medical information is listed within final forms that is accessed by coaches. The team will travel with a med kit. Athletic trainers will be on site during scrimmage.

7. If tour guides are involved, what liability insurance do they carry?
N/A

8. How is the trip related to the educational program of the District?

Trip is an extracurricular activity that is not part of any educational program with the school.

9. In what ways will the students benefit? How will the District benefit?

N/A for athletic Trip

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

N/A for athletic Trip

11. How many students in total? Are any students experiencing academic problems? What previous experience has the staff member had in conducting overnight or extended field trips? What other staff members will be going?

25 Coaches/students will be traveling to Columbus. As a head coach I have been in charge of previous overnight trips.

Staff Attending:

Joe Zenir

Bob Podges

Steve Borgis

Theresa Parr

All staff members have completed their coaches tool chest, BCI and fingerprinting. Staff also has all been board approved to coach for the winter season.

12. How many chaperones, in addition to staff members, will be going? What are their names and affiliations with the students?

None. All chaperones will be staff listed above.

13. Will any school days be missed? If so, how many? How will teachers be advised in advance that the students will be out of school? How will missed work be made up? What special assistance will be provided to students with academic problems?

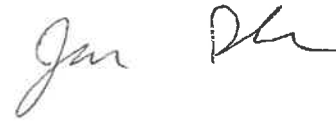
N/A - No School will be missed

14. Estimated cost to the organization and how is this trip funded? How are the funds collected and safeguarded? How will any shortfall be made up or excess funds used?

The trip will cost approximately \$2500. All funds are located with our Basketball team account through the athletic department. Any excess costs will be covered through the team account.

Date of Submission to Principal/Athletic Director: October 12, 2026

Signature of Principal/Athletic Director indicating endorsement:

Two handwritten signatures in cursive script, one appearing to be 'Jan' and the other 'Dh'.

Approved by Superintendent Date

Date Approved by Board of Education