

Walker-Hackensack-Akeley ISD #113
Student Overnight Trip Preapproval Form

All overnight trips must be preapproved by the School Board and Superintendent. Head coaches must submit an itinerary, expense request, and plan for supervision to the Activities Director at least one month in advance of the trip for regular season events or as soon as possible after section championships for teams reaching the state tournament/contest.

For overnight trips during the regular season, the district will cover normal bus transportation expenses. Additional costs including lodging, meals, coach bus upgrades, etc. will be the responsibility of the individual program's fundraising and/or booster club budgets.

When WHA teams qualify for the MSHSL state tournament, the district will cover normal school bus transportation, lodging, and meal expenses. All other expenses will be paid for by the individual program and/or its booster club.

Program Name: Girls Basketball

Head Coach/Advisor Name: Pat Richter

Head Coach/Advisor Cell Number (in case contact is needed): 218-536-0150

Reason for Trip: Play in Granite City Classic

Location of Trip (City, State): St. Cloud, MN

Dates of Trip: 12/27/24 - 12/28/24

Day and Time of Departure: 12/27/24 8:30am. Day and Estimated Time of Return: 12/28/24 5:30pm

Transportation Needed (check one):

School Van (2) School Bus Charter Bus (upgrade paid by program)

Lodging Location and Phone Number: (320) 345-5276 Comfort Inn and Suites West St. Cloud

Expenses paid by program for regular season events. At no time should students charge expenses to their room.

Description of plan for supervision of students throughout the trip: _____

Coaches will do a roster check @ 10:00pm.

Coach Lien, Coach Benjamin, Coach Richter

Please attach the following documentation to this form prior to submission to your department supervisor:



Event Itinerary



Transportation Request Form



Expense Request Forms (if necessary—see prior information on first page)

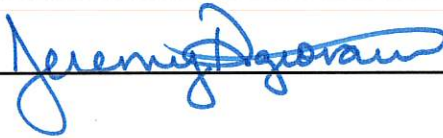
Advisor/Head Coach Signature



Date

9/23/24

Department Supervisor Signature



Date

9-23-24

Superintendent Signature

Date

Date of School Board Approval

Overnight Itinerary

St. Cloud

Granite City Breakdown

December 27th:

8:30 am Load and leave for St. Cloud
10:00 am Team Meal
12:15 pm Arrive at St. Cloud Apollo HS
2:00 pm Game vs. Pierz
4:30 pm Check in at Country Inn and Suites West
5:30 pm Team Meal
7:30 pm pool, relax, own time in the hotel
10:00 pm Team meet for the night, Settle in rooms for the night.

December 28th:

7:45 am Wake up call
8:15 am Breakfast
8:30 am Load and leave hotel
8:45 am Arrive at St. Cloud Tech HS
10:00 am Game vs. BBE
1:00 pm Team Meal
2:30 pm Leave for Walker
5:00 pm Arrive at WHA