


**GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304**  
**Office of the Superintendent**

TO: Scott McPeak, Assistant Principal  
Tom Rogers, Principal  
Geneva Community High School

FROM: Kent D. Mutchler 

SUBJECT: Geneva High School Robotics Club Out-of-State Trip

DATE: February 19, 2013

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I have reviewed the proposal submitted by Mary & Kevin Keyzer regarding a Geneva High School Robotics Club out-of-state trip to Milwaukee, WI, in March 2013.

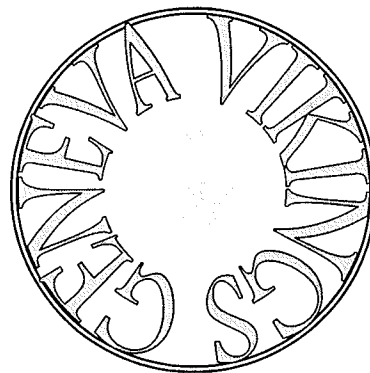
This memo acknowledges receipt of and grants approval, in accordance with Board of Education Policy 2340, *Field and Other District-Sponsored Trips*, for the GHS Robotics Club students to participate in an out-of-state field trip to the Robotics Wisconsin Regional to be held in Milwaukee, Wisconsin March 21 to March 23, 2013. The guidelines for overnight trips are attached.

As this trip is within the continental United States, it does not require Board of Education approval. I will notify the Board of this request.

KDM/pb  
Attachments

Cc: Mary Keyzer, Sponsor, GHS Robotics Club

# Memo



*Office of the Assistant Principal*

Date: February 15, 2013  
To: Dr. Kent Mutchler  
From: Scott McPeak  
Re: Out-of-state Field Trip Request

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The following information pertains to a request made by a GHS faculty member and club sponsor to attend an event outside the State of Illinois:

Event: Robotics Wisconsin Regional

Trip Destination(s)/Date(s): U.S. Cellular Arena, Milwaukee, WI. March 21-23, 2013

Length/time of trip: The trip will be a three day trip from Thursday to Saturday

Staff Members: Mary and Kevin Keyzer (sponsors)

Group: Robotics Club

# of Students: 10-12

# of Chaperones (if app.): 2

Transportation: Mini-bus (14 passenger)

Total Cost of trip: \$200 for food and lodging

How the trip will be paid for: Private Sponsorship from The Label Printers. Student fees to pay for food and lodging

Educational Benefit of trip: The Robotics Club was established to provide an opportunity for GHS students to learn about design, engineering and technology while building a robot that executes a particular game objective. Each student learns about possible careers and opportunities in the engineering world.

Cc:

Pam Burgeson

Tom Rogers

Mary Keyzer

OVERNIGHT TRIPS  
(District-Sponsored)

**Guidelines and Procedures for Extra-Curricular Field Trips Outside of the State of Illinois or Outside of the Continental United States**

- A. All field trips requiring an overnight stay outside of the State of Illinois must be approved by the Superintendent of Schools.
- B. All field trips traveling outside the continental United States must be approved by the Superintendent of Schools and the Board of Education.
- C. Field trips requiring an overnight stay outside of the State of Illinois or outside of the continental United States should be presented for approval at least six (6) months prior to departure.
- D. Students with prior disciplinary infractions or disruptive classroom behavior may be excluded from extra-curricular trips outside of Illinois or outside of the continental United States at the request of the sponsor. The building administrator or Superintendent of Schools will review such requests and make the final determination.
- E. Students and staff traveling on trips outside the continental United States are not covered by standard District insurance policies. Proof of acceptable liability coverage through the contracted tour company, or other insurance carrier must be provided prior to approval of the trip. Coverage must have a limit of liability in excess of \$1,000,000, and the District must be named as an additional insured on the policy.
- F. For all trips requiring travel outside the United States, the District will purchase foreign travel liability insurance to cover employees and chaperones. All participants in the trip, excluding sponsors and chaperones, will pay a fee to offset the cost of the foreign travel liability policy. Fees will be established on an annual basis by the District. (2003 = \$35 per participant)

- G. Parents must be notified in writing that any trip, whether local, national, or international, may be cancelled at any time by the Superintendent of Schools, Building Administrator or Board of Education if it is determined that cancellation is in the best interest of the students' safety or well being. The District will make every effort to minimize the financial loss in the event of cancellation, but will not be responsible for reimbursing students and parents for any non-refundable fees.