


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

TO: Jim Kafer, Athletic Director, Geneva Community High School  
Cc: Tom Rogers, Principal, Geneva Community High School  
FROM: Kent D. Mutchler   
SUBJECT: Out-of-State Trip Boys Track Team  
DATE: April 24, 2013

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I have reviewed the proposal submitted by Gale Gross, Boys Track Coach, for an out-of-state trip to the University of Louisville.

This memo acknowledges receipt of and grants approval for the GHS Boys Track Team to participate in an out-of-state trip to Louisville, Kentucky April 26-27, 2013 to participate in a track meet at the University of Louisville in accordance with Board of Education Policy 2340, *Field and Other District-Sponsored Trips*. The guidelines for overnight trips are attached. Jim, you will note the guidelines for out-of-state, overnight trips require that a trip be requested six months in advance. While that might not always be possible, I would appreciate receiving requests more than three days prior to the date of the trip.

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: Board of Education  
Gale Gross, Coach, Boys Track Team

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.

*Home of the Vikings*  
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Jim Kafer, Athletic Director

Dave Carli , Asst. Athletic Director

**April 23, 2013**

**TO: Dr. Kent Mutchler**

**From: Jim Kafer**

**RE: Out of state Boys Track Trip**

Geneva High School is requesting permission for the Boys Track Team to participate in an out of state track meet in Louisville, Kentucky. The team will experience excellent competition with teams from other states and will also benefit from the team bonding opportunities.

<b>Trip Dates:</b>	<b>April 26, 2013 – April 27, 2013</b>
<b># of athletes:</b>	<b>26</b>
<b>Transportation:</b>	<b>Green River Charter Coach Bus</b>
<b>Adult Chaperone:</b>	<b>Gale Gross, Head Boys Track Meet</b>
<b>Total cost of Trip:</b>	<b>\$3700.00</b>
<b>How Trip Paid For:</b>	<b>Student funded and supplemented through Track Activity Account</b>
<b>Destination:</b>	<b>University of Louisville</b>