



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111

Overnight Field Trip Request

Name of Organization Varsity Softball Date Submitted 4/13/26
 Name of Advisor/Coach Mark Brown
 Destination Rosemont, IL
 Date of Trip 5/2/26-5/3/26
 Qualified for Competition _____ Annual Trip Rosemont Rumble Tourney

Purpose of Trip: (Benefit to Students)

To participate in the Rosemont Rumble Softball Tournament.

0 School days out of Class
 _____ Number of Students traveling Male _____ Female 19

Supervision:

(Staff members need professional leave form)

MCHS Staff (names): Mark Brown _____

Type 75: _____ Y Name _____
 N Reason why not necessary Not traveling out of state

Chaperones:			
Name of Chaperone	Relationship to program (Volunteer/parent or other)	District CBI on file (Background Check Y or N)	Paying for trip: (P) Program (D) District (C) Chaperone
Kelly Whitehead	Coach	Y	P
Sofia Dziuba	Coach	Y	P



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Required Documentation to be attached with request: (✓) if completed or (n/a) if does not apply

- _____ Professional Leave Form
- ✓ Blank Student Permission Form
- ✓ Copy of Driver's License
- ✓ Transportation Request Mini Bus
- ✓ List of Students
- ✓ Trip Itinerary / Agenda

District Transportation Required:

School Bus _____ Number required _____

Van _____ Number required _____

Driver 1. _____ 2. _____
 (Copy of Driver's License Necessary) (Copy of Driver's License Necessary)

Van/Bus Schedule departure time and campus: Minooka Van/Bus Other _____

Date of Departure 5/2/26 Time of Departure 9:45am South or Central

Date of Return 5/3/26 Time of Return TBA South or Central

Departure Flight Information:

Date: _____ Airport: _____ Airline: _____
 Flight number: _____ Scheduled departure: _____

Arrival Flight Information:

Date: _____ Airport: _____ Airline: _____
 Flight number: _____ Scheduled arrival: _____

Lodging Information:

Hotel/Lodging Name: Hilton Garden Inn Chicago O'Hare Airport

Address: 930 South River Road, Des Plaines, IL 60018

Phone: (847) 296-8900 Fax: _____

Confirmation Number: 3443672198

Name of Person Making Reservation: Marci Jordan



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Cost of Trip:

Itemized District Cost:

Number	Item	Unit/Cost	# of Days	Total per Item
	Lodging			
	Meal			
	Parking			
	Travel			
	Miles:			
	Driver round trip			
Total				\$0.00

Itemized Organizational Cost:

Number	Item	Unit/Cost	# of Days	Total per Item
7	Lodging	174.79	1	\$1,394.82
132	Meals	10.00	2	\$1,320.00
	Registration			
	Parking			
	Travel			
Total				\$2,714.82

Athletic Director's Recommendation *William* Approved

Not Approved _____ Date 4/13/26

Principal's Recommendation *Jamie Salinas* Approved

Not Approved _____ Date 4/14/26

Superintendent Approval *[Signature]*

Date: 4-15-26



MINOOKA COMMUNITY SCHOOL DISTRICT #111
Parent Permission Form

Parent/Guardian Information – Please keep the top portion of this form for your reference

Group: Varsity Softball

Date of Trip: 5/2/26-5/3/26

Location of Trip: Rosemont, IL

Time of Departure: 9:45am

Return Time: TBA

Students should report to the following location for departure:

Central Campus

Additional Comments: _____

CUT ON THE DOTTED LINE AND RETURN BOTTOM PORTION:

_____ has my permission to
(Print Student Name)

go with Varsity Softball on 5/2/26-5/3/26
(Group) (Date of trip)

Students on school-sponsored field trips are treated the same in regular classes as far as injuries or illness is concerned; that is, the district does not carry insurance for those cases. It is up to the parents to insure their children.

Students on any field trip are expected to comply with the rules in the student/parent handbook. I also agree to allow the assigned sponsor to administer medical attention or seek professional medical assistance if deemed appropriate.

(Parent/Guardian Signature) Emergency Phone # (Date Signed)



Minooka Community High School Athletics
Trip Itinerary

Team/Activity Club Softball
Date(s) May 2 - May 3

Day 1

Time	Description
9:45am	Depart for Rosemont
11:00am	arrive at complex : Warm up
12:00pm	Game 1 vs Crystal Lake Central
4:00pm	Game 2 vs Fremd
6:00pm	Watch Northwestern vs Minnesota Big Ten game
7:30pm	Head to Hotel for night
	* Dinner at hotel

Day 2

Time	Description
8:30am	Leave hotel and head to Rosemont Complex
10:00am	Game vs Downers Grove North
12:00pm	Head back to Minooka