



Proposal for OVERNIGHT or EXTENDED Student Trips

Group _____ Gull Lake Baseball _____

Proposer Position: Varsity baseball coach/teacher **Destination** _____ Spring baseball trip _____ **City:** Cocoa

Beach State: Florida **Proposed Departure Date** 3/26/27 **Return Date** 4/3/27 **Date by which response is needed**

9/21/26 **Proposal Date** 9/1/26

A. Purpose of Trip

- 1. What is the major place to be visited or event to be attended?** We attend Cocoa Beach Florida and use the Space Coast Sports Complex. We then practice and scrimmage.
- 2. How is this trip related to the educational program of the District?** As a baseball program this truly gives our program an advantage by better preparing our players for the upcoming season. It also allows for great team bonding.
- 3. In what ways will the students benefit?** The players get to practice baseball in the early spring without freezing. The thousand cuts, hundreds of flyballs/groundballs gives them a huge advantage for the upcoming season.

B. Students and Staff

- 1. How many students will be going?** Approximately 20/21
- 2. What staff member will be in charge?** Reggie Walters
- 3. What previous experience has the staff member had in conducting overnight/extended field trips?** We have been doing the spring break trip since 1997, I have been in charge of it since 2017. I also have been in charge of student senate "states."
- 4. What other staff members will be going?** Alex Yost, JV baseball coach.

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5. How many chaperones, in addition to staff members, will be going? 5

6. Chaperone names and affiliations with the students? Assistant Coaches: Jeremiah Smith, Ryan Clancy, Jack Baird, Jeff Thomasma and my wife will also be a driver Sarah Walters.

7. How many school days will be missed? None

8. How will teachers be notified in advance that students will be out of school? N/A

C. Itinerary

1. Where will the group be housed and fed? (list phone numbers for housing) Best Western - Cocoa Beach
321-783-7621

2. What will be the mode of transportation? What liability insurance does the carrier have? We will be renting transit vans and a cargo van driven by coaches. We use the school's insurance.

3. What arrangements have been made for dealing with emergency situations? We have emergency/insurance information that parents will fill out at the time of our Florida meeting in the spring.

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

D. Finances

1. What is the estimated total cost AND cost per student? Approximately \$1600 which all housing transportation and the majority of the food.

2. What is the source of funds? The players can either pay the \$1600 or they can fundraise by selling outfield signs. 4 signs last time was a free trip.

3. How will the funds be collected and safeguarded? Funds are collected on the Florida meeting night (a deposit will be collected in January) they will be deposited by Kim Ford into the baseball account
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4. How will any shortfall be made up or excess funds used? I sell a few signs in the event of a short fall.

5. What provision has been made for students who are financially unable to pay any necessary costs?
They can sell the 4/5 signs to be able to go for free. For every one they sell they reduce their cost of the trip.

E. Communications

1. How will you communicate to parents prior to, during and after the trip? I set up a remind app for the spring trip. And I have phone numbers in case as well.

Signature of the Requestor Date

_____ Trip approved _____ Trip not approved

  9/2/26
Principal Date 9/2/26

Board of Education Date



Guidelines for OVERNIGHT or EXTENDED Student Trip

General Guidelines

1. Purpose

- Overnight camps should support the development of student-athletes through skill instruction, team building, leadership development, and positive relationship building.
- Coaches/advisors are expected to maintain an environment that reflects the values and expectations of Gull Lake Community Schools

2. Supervision

- Students must be under the supervision of approved school personnel or chaperones at all times.
- There must be at least an 8 to 1 student to coach/chaperone supervision ratio
- Coaches and chaperones must all have appropriate background checks per district policy.
- Coaches should know the whereabouts of all athletes throughout the trip.
- Athletes should never be left unsupervised.
- For best practice (and larger numbers), assign specific students to each coach/chaperone for supervision.

3. Transportation

- Transportation should follow district policy.
- Students that drive themselves should not drive other athletes
- Coaches should provide families with an itinerary, departure and return times, lodging information and emergency contact numbers.
- Any transportation changes should be communicated to parents and administration.
- For best practice, students should ride to and from camp with an approved coach/chaperone.

4. Lodging

- Male and female athletes must have separate sleeping accommodations.
- Coaches should never share a hotel room or sleeping space with a student unless required by an emergency and approved by administration.
- Coaches should have rooms near student rooms when possible
- Room checks should be conducted each evening.
- For best practice, keep rooms to four students or less.

5. Curfew

- Establish and communicate clear curfew times.
- Athletes should remain in their assigned rooms after curfew unless there is an emergency.
- Coaches should verify attendance at curfew.
- For best practice (and larger groups), assign specific staff/chaperones to specific rooms for curfew check.

6. Athlete Expectations

Athletes are expected to:

- Represent the school with integrity
- Follow team and school rules
- Respect hotel, camp and facility property
- Be punctual for all scheduled activities
- Follow directions from coaches and camp staff

7. Behavior Standards

The following are prohibited:

- Alcohol, tobacco, nicotine products, vaping, illegal drugs or controlled substances.
- Possession of weapons
- Hazing or bullying
- Leaving the hotel or camp area without coach permission

8. Electronic Devices

- Coaches should establish expectations regarding phone use
- Devices should never interfere with rest, team activities or camp participation
- Appropriate digital citizenship is expected at all times

9. Medical Information

- Coaches/advisors should have emergency contact information and medical forms for all participants
- Medications should be administered per district policy
- Injuries or illnesses should be communicated to parents as soon as practical.

10. Emergencies

- Coaches/advisors should know emergency procedures for the camp site or lodging.
- Notify parents and administration promptly in the event of a significant injury, illness, accident or disciplinary issue.
- Complete any required incident reports upon returning.

11. Financial Expectations

- Clearly communicate camp costs, payment deadlines and refund policies
- Coaches/advisors should account for team funds according to district procedures

12. Communication with Parents

Before departure, parents should receive:

- Camp itinerary
- Lodging address and phone numbers
- Coach contact information
- Emergency procedures
- Packing list
- Expected return time
- For best practice, conduct a pre-trip parent meeting to review all items.

13. Adult Conduct

- Coaches are expected to model professionalism at all times.
- Maintain appropriate professional boundaries with student-athletes
- Follow all district policies regarding interaction with students
- Any concerns involving student safety should be addressed immediately and reported according to district policy.

I acknowledge that I have received, read, and understand the guidelines, expectations, and responsibilities outlined in this document. I understand that it is my responsibility to comply with these guidelines and to seek clarification if I have any questions regarding their content.

By signing below, I confirm that I understand the expectations described in this document and agree to abide by them. I understand that failure to follow these guidelines may result in appropriate action as determined by the district.

Coach/Advisor Name: Reggie Walters

Signature: [Signature]

Date: 9/15/20