



Proposal for OVERNIGHT or EXTENDED Student Trips

Group: Boys Varsity Tennis

Proposer Position: Roger Cornelius, Varsity Coach **Destination:** Midland Tennis Center **City:** Midland **State:** MI

Proposed Departure Date October 22, 2026 **Return Date** October 24, 2026

Date by which response is needed: September 21, 2026 **Proposal Date** September 21, 2026

A. Purpose of Trip

1. What is the major place to be visited or event to be attended? Midland Tennis Center for the Division 2 Boys State Finals. The trip will ONLY be taken if the team qualifies for the state finals on October 7.
2. How is this trip related to the educational program of the District? Participation in the Tennis State Finals is a direct extension of the district's educational and interscholastic athletic program. The trip provides student-athletes with the opportunity to represent Gull Lake High School at the highest level of MHSAA competition while applying skills developed throughout the season, including teamwork, discipline, perseverance, sportsmanship, leadership, communication, and goal setting.
3. In what ways will the students benefit? Playing in an MHSAA State Finals is a huge accomplishment for the team. They will face the toughest competition in the state. Interscholastic athletics are an important component of the educational experience because they provide opportunities for students to develop skills and character traits that extend beyond the classroom. Participation in the State Finals also exposes students to high-level competition, reinforces personal responsibility and appropriate conduct while representing their school and community, and provides a culminating educational experience that recognizes the commitment and achievement of our student-athletes.

B. Students and Staff

1. How many students will be going? 12
2. What staff member will be in charge? Roger Cornelius
3. What previous experience has the staff member had in conducting overnight/extended field trips? Roger has taken both the girls and boys to the MHSAA State finals numerous years.
4. What other staff members will be going? Jay Linebaugh, Harry Haasch, Steve Kirklin -- all current boys tennis coaches.

5. How many chaperones, in addition to staff members, will be going? None

6. Chaperone names and affiliations with the students? N/A

7. How many school days will be missed? 1

8. How will teachers be notified in advance that students will be out of school? _____

Emails will be sent to teachers on Monday of that week. Students also understand that any missed tests, labs,
assignments are their responsibility to coordinate with that teacher to be made up

C. Itinerary

1. Where will the group be housed and fed? (list phone numbers for housing) _____

Midland Tennis Center: Playing location

Hotel: Springhill Suites, Midland: 989-837-2700

2. What will be the mode of transportation? What liability insurance does the carrier have? _____

The team will take the school van along with one other rental van. Both will fall under the school's liability insurance.

3. What arrangements have been made for dealing with emergency situations? All coaches have emergency

contact info for all students as well as full medical info. Coaches are all CPR/AED/First Aid certified.

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? \$2400 total cost - only cost to students is their own

personal food while there if needed (less than \$50)

2. What is the source of funds? Gull Lake Sports Boosters cover the cost of the hotel rooms. Athletic budget covers

the cost of the van rental plus gas as well as \$75 ball fee

3. How will the funds be collected and safeguarded? Sports Boosters will cut check directly to athletics to be deposited.

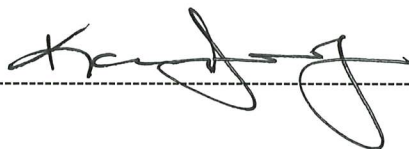
4. How will any shortfall be made up or excess funds used? N/A

5. What provision has been made for students who are financially unable to pay any necessary costs?
n/a

E. Communications

1. How will you communicate to parents prior to, during and after the trip? Once the team qualifies parents will receive an email with all trip details including itinerary, hotel info, playing schedule, team/trip rules.

 9/14/26
Signature of the Requestor Date

AD: 

☒ Trip approved ☐ Trip not approved

 9/14/26
Principal Date

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: Roger Cornelius

Signature: Roger Cornelius

Date: 9-15-26