



## Proposal for Overnight/Extended Student Trips (Athletic)

<b>Email Address</b>	<i>eddie.williams@rimsd41.org</i>
<b>Type of Trip</b>	<i>IHSA Girls Track and Field</i>
<b>Proposed Departure Date</b>	<i>May 21, 2026</i>
<b>Return Date</b>	<i>May 23, 2026</i>
<b>Proposer</b>	<i>Eddie Williams</i>
<b>School</b>	<i>RIHS</i>
<b>Position</b>	<i>Head Coach Girls Track and Field</i>
<b>Date By Which Response Is Needed</b>	<i>May 16, 2026</i>
<b>What is the major place to be visited or event to be attended?</b>	<i>Eastern Illinois University</i>
<b>How is the trip related to the educational program of the District?</b>	<i>Participation in the IHSA</i>
<b>In what ways will the students benefit?</b>	<i>Participating at the State Track Meet beneficial for competition and college recruiting.</i>
<b>In what ways will the District benefit?</b>	<i>Positive exposure for our student athletes at the top level.</i>
<b>How will the trip be evaluated to determine the extent to which these benefits were realized?</b>	<i>Based off their performance at the IHSA State Series.</i>
<b>Which students (grade, class, or organization) will be going?</b>	<i>Girls Track and Field athletes that qualify for the state meet.</i>
<b>How many students in total?</b>	<i>25</i>
<b>How many students are currently experiencing academic problems?</b>	<i>1</i>
<b>Which staff members will be in charge?</b>	<i>Eddie Williams and staff</i>
<b>What previous experience has the staff member had in conducting overnight or extended field trips?</b>	<i>We participate in overnight trips annually with Track and Field.</i>
<b>What other staff members will be going?</b>	<i>Ellery Stewart, Joe Woods, Tammy Rice, Anthony Pena</i>
<b>How many chaperones, in addition to staff members, will be going?</b>	<i>ShaTavia Lowery</i>

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<b>What are their names and affiliations with the students?</b>	<i>Volunteer coach</i>
<b>How many days of school will be missed?</b>	<i>2 day</i>
<b>How will teachers be advised in advance that the students will be out of school?</b>	<i>Student are to notify teacher prior to leaving and get school work that they will miss.</i>
<b>How will missed work be made up?</b>	<i>Student are to notify teacher prior to leaving and get school work that they will miss.</i>
<b>What special assistance will be provided to students with academic problems?</b>	<i>We will be reaching out teachers to get work that will be missed.</i>
<b>What is the destination?</b>	<i>Eastern Illinois University</i>
<b>What will be the mode of transportation? What liability insurance does the carrier have?</b>	<i>Charter bus</i>
<b>Where will the group be housed and fed?</b>	<i>Unique Suites, Charleston IL</i>
<b>What enroute or supplementary activities are planned?</b>	<i>None at the moment</i>
<b>What arrangements have been made for dealing with emergency situations?</b>	<i>I have all emergency contact and will make necessary communication should an emergency would arise.</i>
<b>If tour guides are involved, what liability insurance do they carry?</b>	<i>NA</i>
<b>What is the estimated total cost and cost per student?</b>	<i>300</i>
<b>What is the source of funds?</b>	<i>Athletics and Track Fund Account</i>
<b>How will the funds be collected and safeguarded?</b>	<i>They are are already in their respective account.</i>
<b>How will any shortfall be made up or excess funds used?</b>	<i>The program will cover the cost of food.</i>
<b>What provision has been made for students who are financially unable to pay any necessary costs?</b>	<i>The program will cover the cost of food.</i>

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<b>How will you communicate to parents prior to, during, and after the trip?</b>	<i>Parents will be notified via email, and parent group chat.</i>
<b>List telephone numbers at destination where group will be housed.</b>	<i>(217) 348-8161</i>
<b>What information will be provided to the media and the community?</b>	<i>Result are live updated on athletic.net as well as updated to the Team Facebook page.</i>
<b>Athletic Director Approval (Athletic trips only)</b>	Approved by <i>Mike Emendorfer</i>
<b>Principal approval</b>	Approved by <i>Patricia Ulrich</i>
<b>Superintendent/Designee approval</b>	Approved by <i>Scott Vance</i> on 04/27/26
<b>Signature of School Board Representative</b>	