



**Athletic Department**

**Mark Bubniak, Director of Athletics**

## **Averill Park High School**

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March 2, 2016

Dr. Hoffman,

The Averill Park HS Boys Outdoor Track & Field coach is requesting permission for the team to participate in the following event that requires an overnight stay and out of state travel. Participation in this event requires prior approval from the APCSD Board of Education.

April 29<sup>th</sup> & 30<sup>th</sup> – Penn Relays (1 night)

The trip request is attached. Please let me know if there are any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Bubniak', written over a horizontal line.

Mark Bubniak

To: Mark Bubniak, Michelle Tsao, Dr. James Hoffman  
From: Scott Keegan  
Re: The Penn Relays  
Date: February 26, 2016

I would like to enlist the support of the Board of Education to plan a trip to the Penn Relays on Friday April 29, 2016 to Saturday April 30, 2016.

1. This trip is a unique educational, cultural and social event. We participate as history is made by athletes of all national backgrounds and beliefs. We have brought student athletes here since 1985 and hope to continue. We have seen numerous National, High School, Collegiate and World records over the years. We keep a close eye on the developments in our sport and educate about the dangers of performance enhancing drugs, which are an important part of our sport.
2. We hope to leave around 12:00pm on Thursday April 29.
3. We arrive in Penn around 5-6 p.m. to have dinner and a quick workout.
4. Approximately 5 male athletes will be attending.
5. This is a mixed group of experienced runners. Students must be in sound academic standing to go on this trip.
6. The cost will be approximately \$140.00 per person that includes transportation, meals, and t-shirts.
7. Two coaches will accompany the students. Head coach Scott Keegan and Assistant coach Lindsey Bush are planned to accompany students.
8. The safest way to travel would be school bus but if that is not possible, parents and coaches will provide transportation.
9. Two coaches will attend.
10. There will be no extra insurance.
11. It is the same insurance as for the athletic program.
12. Families in need will be helped out.
13. We will reimburse.
14. There will be normal use of track equipment.
15. Substitute coverage will not be necessary as this trip is scheduled during our planned school spring recess.
16. We will stay current with world events and cancel if necessary.
17. Hotel Information- Hyatt House Mount Laurel  
3000 Crawford Place  
Mt Laurel, New Jersey, USA, 08054  
Tel: (856) 222-1313

Thank You

Scott Keegan