

To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, August 22, 2022

Re: Overnight Student Trip for the Glenbrook South Debate Team to Attend a Tournament at the University of Kentucky

Recommendation

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South debate team to attend a tournament from Friday, September 9, 2022 through Monday, September 12, 2022 at the University of Kentucky in Lexington, Kentucky.

Background

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

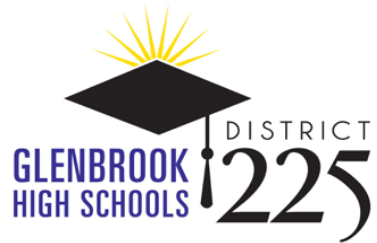
- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

Debate is an interscholastic activity that the IHSA recognizes and affords students the ability to sharpen communication, research, and critical thinking skills. The debate programs at Glenbrook North and South have a long and rich history of accomplishments at the state and national level. Out-of-state travel to regional and national competitions has been an integral part of fostering student growth and achieving state and national success because it exposes students to the best competition. The student activities department has reviewed this trip and it is in alignment with our historical competition schedule. A detailed overview of the trip is provided in the attached materials. Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

Table 1
Summary of Trip Conditions and Parameters

Condition or Parameter	Summary
Number of Staff	2
Number of Students (estimate)	4
Trip Category	National Contest: For which students are required to participate for eligibility for a national contest.
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Not Required
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	National Contest: The Board of Education will cover 100% of registration expenses, and 75% of lodging and transportation expenses. The Board of Education will also cover all expenses of chaperones traveling with students. Students will cover 100% of all their meals.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$0.00 All student costs will be covered by fundraising.
Remaining Trip Costs Paid by District	\$3,862.84

If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Georges or me.



To: Barbara Georges and Jason Markey
From: Alyssa Corrigan and Dr. Michael Greenstein
Date: Academic Year 2022-2023
Re: GBS and GBN Debate Travel

Dear Dr. Georges and Mr. Markey,

Debate is an interscholastic activity that the IHSA recognizes and affords students the ability to sharpen communication, research, and critical thinking skills. The debate programs at Glenbrook North and South have a long and rich history of accomplishments at the state and national level. Out-of-state travel to regional and national competitions has been an integral part of fostering student growth and achieving state and national success because it exposes students to the best competition.

We are requesting Board approval of overnight competitions to allow proper planning and to maximize cost savings. Since the length of the debate season spans the school year and not every student in the program attends every tournament, knowing which tournaments the team can travel to helps us maximize the number of high-quality debates for our students and allows us to get the best prices for airfare and hotel rooms.

Attached are the overnight tournaments we are requesting approval for. Please note that all our paperwork is in compliance with Board policies and procedures.

Sincerely,

Alyssa Corrigan - Director of Debate at Glenbrook South

Dr. Michael Greenstein - Director of Debate at Glenbrook North



Field Trip Request for Overnight Trips

Revised: January 2022

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Alyssa Corrigan Extension: 4857

Activity / Class Name: Debate

Description: University of Kentucky Season Opener

Date(s) of Trip: 9/9-9/12

Number of Chaperones: 2 Number of Students: 4

Names of Chaperones: Alyssa Corrigan

Transportation Information

Departing from: Glenbrook South date: 9/9 at: 9:30 AM PM

Traveling to (complete address): 863 South Broadway, Lexington, KY 40504

Returning from (complete address): 863 South Broadway, Lexington, KY 40504 date: 9/12 at: 6:00 AM PM

Returning to: Glenbrook South date: 9/12 at: 8:00 AM PM

Students released from class (indicate time or blocks): Blocks 2/3/4 on Friday 9/9. 9/12 absences are dependent upon performance.

Permission Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): 1 Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: _____ End Collection on: _____

Cost Per Student

Cost per Student*: \$ _____ Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

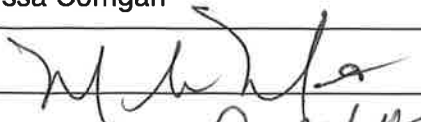

Accounting Details

Instructional / Course Field Trip Student Activity / Co-Curricular Field Trip

Account Number: GBN: 10L200 4922 0000 20 000000 See Cost Allocation Worksheet


GBS: 10L300 4922 0000 30 000000 _____
Please write account number above.

Approval

Requestor: Alyssa Corrigan Date: 7/14/2022
Instructional Supervisor or Assistant Principal*:  Date: 8/4/22
Associate Principal:  Date: 8/4/22

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval

Principal:  Date: 8/6/22
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeessetup@glenbrook225.org Date: _____
GBS: gbsfeessetup@glenbrook225.org _____

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e-Funds for Schools F/R Setup
 Notice to Bookstore, Faculty Sponsor, and Administrative Assistant

Trip Information

Trip Description: University of Kentucky - Season Opener - Lexington, KY - 9/9-9/12

General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$400.00	100%	Registration:	\$400.00	Proportionally paid by students:	\$0.00
Judging:	\$450.00	100%	Judging:	\$450.00	The district will pay:	\$1,550.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	Total Cost:	\$1,550.00
Bus/Car Expense:	\$700.00	100%	Bus/Car Expense:	\$700.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Total Cost:	\$1,550.00		Total Cost:	\$1,550.00		

* Other Description:

Staff Expenses

Number of Staff: 2

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
	<u>Per Staff Member</u>	% Covered by District				
Registration:	\$0.00	100%	Registration:	\$0.00	Each staff member will pay:	\$0.00
Meals:	\$218.00	100%	Meals:	\$436.00	The district will pay:	\$1,508.48
Air Fare:	\$0.00	100%	Air Fare:	\$0.00	Total Cost:	\$1,508.48
Lodging:	\$536.24	100%	Lodging:	\$1,072.48		
Trip Insurance:	\$0.00	100%	Trip Insurance:	\$0.00		
Total Cost:	\$754.24		Total Cost:	\$1,508.48		

Student Expenses

Number of Students: 4

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
	<u>Per Student</u>	% Covered by District				
General Expenses:	\$0.00	n/a	General Expenses:	\$0.00	Each student will pay:	\$217.03
Registration:	\$0.00	100%	Registration:	\$0.00	The district will pay:	\$804.36
Meals:	\$150.00	0%	Meals:	\$600.00	Total Cost:	\$1,672.48
Air Fare:	\$0.00	0%	Air Fare:	\$0.00		
Lodging:	\$268.12	75%	Lodging:	\$1,072.48		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$418.12		Total Cost:	\$1,672.48		

Total Trip Expenses

General Expenses:	\$1,550.00
Staff Expenses	\$1,508.48
Student Expenses	\$1,672.48
Total Cost:	\$4,730.96

Payment Responsibility Summary

Paid by Staff:	\$0.00	Other Notes:	
Paid by Students:	\$868.12		
Paid by District:	\$3,862.84		
Total Cost:	\$4,730.96	Account Number(s):	TSDB3310 = car, ESDB3330 = internal judges, ESDB6500 = registration, ESDB 3340 = hotel
			The account number(s) listed above will be charged for all "Paid by District" expenses.