



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Tuesday, September 27, 2022

Re: Overnight Student Trip for the Glenbrook North Students to Attend the Snowball Overnight Retreat in East Troy, Wisconsin

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook North students to attend the snowball overnight retreat from Thursday, November 17, 2022, through Saturday, November 19, 2022, in East Troy, Wisconsin.

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.

As Mr. Darin Sullivan shared in his memo, this trip provides an opportunity for up to 100 students, 20 student leaders, and 18 staff to attend the snowball overnight retreat at YMCA Camp Edwards in East Troy, Wisconsin. Operation Snowball is a club dedicated to promoting mental and emotional health, personal growth, and a sense of community among students and staff. Our annual three-day retreat serves as a kick-off event for the club's activities. For the past 12 years, this retreat has provided students with opportunities to learn more about themselves, connect with others, and discuss various topics important to their lives.

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	18
Number of Students (estimate)	120
Trip Category	Other Trip: All other overnight trips less than 400 miles from the school district.
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	Student fees will cover 100% of trip expenses.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$140.00
Remaining Trip Costs Paid by District	\$0.00

If there are any questions regarding this trip, please do not hesitate to reach out to Mr. Markey or Dr. Gravel.

Glenbrook North High School

2300 Shermer Road, Northbrook, Illinois 60062-6700

Special Education Department



To: Mr. Markey

From: Bill Edison, Darin Sullivan, Kirby Tripple

Date: September 16, 2022

Subject: Snowball Overnight Retreat

Operation Snowball is a club dedicated to promoting mental and emotional health, personal growth, and a sense of community among students and staff. Our annual three-day retreat serves as a kick-off event for the club's activities. For the past 12 years, this retreat has provided students with opportunities to learn more about themselves, connect with others, and discuss a wide variety of topics important to their lives. Please see the attached itinerary for further descriptions of the activities taking place throughout the retreat.

This year's retreat is projected to include up to 100 student participants in addition to 20 student leaders and up to 18 adult staff. Final numbers will be finalized after registration is complete on October 14th. Participants must complete an application to attend the retreat, and if over 100 students apply, attendees will be selected by lottery.

The Operation Snowball Directors (three students, three adult staff) will depart for Camp Edwards in East Troy, WI via a GBN activity bus on the morning of Thursday, November 17, 2022. All other attendees will travel to Camp Edwards via school bus after school that same day. All students and staff will return to GBN via school bus and activity bus on the afternoon of Saturday, November 19.

We will follow Board Policy 7230 for overnight travel for this trip. The students will pay all costs of the trip in one lump fee which will include travel, lodging, and meals at Camp Edwards as well as guest speakers a T-shirt and other general supplies. The cost per student will be \$140.00. In efforts to offer this to all students, a reduced price of \$70.00 for students who receive free and reduced meals/ supplies will be supplemented from our Operation Snowball Activity Account AN903740.

Thank you.

Thursday, November 17		
Time	Activity	Location
3:00-4:00	Cabin bonding at GBN	Classrooms at GBN
4:05-6:00	Load Busses and travel to camp	GBN
6:00-6:25	Drop off luggage in sleeping cabin	Sleeping cabins
6:30-7:25	Dinner/all getting to know you activity	Lodge
7:35-8:00	General Session 1 (Teen D's Intro)	Lodge
8:05 - 9:05	General Session 2 - Jim Love	Lodge
9:10-10:45	Small Group 1	Small group cabins
10:50-11:00	Relaxation/Cabin Bonding	Sleeping cabins
11:00-11:30	Shower/unpack	Sleeping cabins/Kybo
11:30-11:35	Cabin room check-in	Sleeping cabins
11:35 -	Lights out!	Sleeping cabins
Friday, November 18		
Time	Activity	Location
7:20-7:50	Sunrise Sharing (Optional)	Lodge
8:00-8:30	Breakfast	Lodge
8:45-9:20	Small Group 2	Small group cabins
9:25-10:00	General Session 3 (Leader Skits)	Lodge
10:05-11:05	Small group 3	Small group cabins
11:10-11:55	Mini-Workshop A	Mini-workshop cabins
12:00-12:45	Lunch	Lodge
12:55-1:55	General Session 4 - Haley's personal story	Lodge
2:00-3:00	Small Group 4	Small group cabins
3:05-3:50	Mini-Workshop B	Mini-workshop cabins
3:55-4:40	Mini-Workshop C	Mini-workshop cabins
4:45-5:45	Small Group 5	Small group cabins
5:50-6:30	Dinner	Lodge
6:35-7:30	General Session 5 (Cross the Line)	Cooper Rec. Center
7:35-9:00	Small Group 6	Small group cabins
9:05-10:45	Whole group social	Lodge
10:45-10:55	Whole group relaxation	Lodge
10:55-11:25	Cabin time/Showers/Start Packing	Sleeping cabins/Kybo
11:30-11:35	Cabin room check-in	Sleeping cabins
11:35-	Lights out!	Sleeping cabins
Saturday, November 19		
Time	Activity	Location
7:20-7:50	Sunrise Sharing (Optional)	Lodge
8:00-8:30	Breakfast	Lodge
8:40-9:35	General Session 6 (Touched by an Angel)	Lodge
9:40-10:40	Small Group 7	Small group cabins
10:45-12:05	General Session 6 (SG Skits)	Lodge
12:10-12:50	Lunch	Lodge
12:55-1:40	Pictures	Lodge
1:40-2:50	Small Group 8 / clean small group cabin	Small group cabins
2:55-3:15	Cabin check, clean and get on bus	Sleeping cabins
3:15-4:45	Travel back	buses
5:00-5:30	Present to parents	CPA or little theater, GBN

Part 1. Trip Description

School: Glenbrook North Glenbrook South Other: _____

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

Trip Category: Illinois State Contest National Contest All Other Overnight Trips Less Than 400 Miles from the School District
 All Other Overnight Trips More Than 400 Miles from the School District Study Abroad / Student Exchange Experience

Description: **Operation Snowball Overnight Retreat**

Student Group Eligible for Trip: **All GBN Students**

Departure Date: **11/17/22** Return Date: **11/19/22**

Days/Blocks Missed by Students: **There are 3 student directors will miss 11/17/22 Blocks 1-4. All students will miss Blocks 1-4 on 11/18/22**

Number of Staff: **18** Number of Other Chaperones: _____ Number of Students: **120** Total: **138**

Part 2. Transportation Information

Departing from: **CPA Lobby** Date: **11/17/22** Time: **4:00 PM**

Building: **GBN** Door: **CPA Lobby Door E**

Traveling to: **Camp Edwards N8901 Army Lake Rd. East Troy, WI 53120**

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: **7**
 Personal Vehicle (Waiver Required) Public Transportation: *****Please Note: 6 School Busses and 1 Activity Bus**

If flying, complete the details below:

Flight to Destination:

Airport: _____

Airline: _____ Flight Number: _____ Destination Airport: _____ Departure Time: _____

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: _____
 Public Transportation: _____

Flight from Destination:

Airport: _____

Airline: _____ Flight Number: _____ Destination Airport: _____ Departure Time: _____

Returning from: **Camp Edwards** Date: **11/19/22** Time: **2:45 PM**

Traveling to: **2300 Shermer Rd. Northbrook, IL 60062**

Building: **Glenbrook North** Door: **Fitness Center Door K**

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: **7**
 Personal Vehicle (Waiver Required) Public Transportation: *****Please Note: 6 School Busses and 1 Activity Bus**

Part 3. Bookstore Collection Information

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

Begin Collection on: **10/17/22** End Collection on: **10/28/22**

Cost per Student*: **\$140** Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

AN903740

Part 4. Staff Meals Information

Does this trip require staff members to purchase their own meals? Yes No

If "Yes", complete the details below:

Insert the number of meals for one staff member using the fields provided:

Breakfast: 0 Lunch: 0 Dinner: 0 Total Cost Per Staff Member: \$0.00
\$13.00 \$15.00 \$26.00

Part 5. Approval

Approval table with columns for Requestor, Date, Instructional Supervisor or Assistant Principal, Associate Principal for Administrative Services, Principal, Superintendent, and Board of Education.

Part 1. Trip Information

Trip Description: Operation Snowball Overnight Retreat

Part 2. General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$6,956.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$0.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	Total Cost:	\$6,956.00
Bus/Car Expense:	\$0.00	0%	Bus/Car Expense:	\$0.00		
Other*:	\$5,480.00	0%	Other*:	\$5,480.00		
Staff Expenses (Paid by Students):	\$1,476.00	n/a	Staff Expenses (Paid by Students):	\$1,476.00		
Total Cost:	\$6,956.00		Total Cost:	\$6,956.00		

* Other Description: T-shirts, guest speakers and miscellaneous supplies for activities

Part 3. Staff Expenses

Number of Staff: 18

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Staff Member</u>		% Covered by District				
Registration:	\$82.00	0%	Registration:	\$1,476.00	Proportionally paid by students:	\$1,476.00
Meals:	\$0.00	0%	Meals:	\$0.00	The district will pay:	\$0.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	Total Cost:	\$1,476.00
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$82.00		Total Cost:	\$1,476.00		

Part 4. Student Expenses

Number of Students: 120

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Student</u>		% Covered by District				
General Expenses:	\$57.97	n/a	General Expenses:	\$6,956.00	Each student will pay:	\$139.97
Registration:	\$82.00	0%	Registration:	\$9,840.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	Total Cost:	\$16,796.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00		
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$139.97		Total Cost:	\$16,796.00		

Part 5. Payment Responsibility Summary

Paid by Students:	\$16,796.00		
Paid by Fundraising:	\$0.00	Account(s):	AN903740
Each Student Will Pay:	\$139.97	Method:	Check, credit card or cash at the Bookstore.
Paid by District:	\$0.00	Account(s):	
Total Cost:	\$16,796.00		