



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, October 10, 2022

**Re:** Overnight Student Trip for Glenbrook South Students to Attend the IHSA Boys Golf State Tournament

**Recommendation**

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook South students to attend the IHSA Boys Golf State Tournament from Wednesday, October 5, 2022, through Saturday, October 8, 2022, in Bloomington, Illinois.

**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. Tom Mietus shared in his memo, eight students from Glenbrook South qualified for the boys golf IHSA state tournament this month. Due to the timing of this trip, Dr. Johns previously approved this trip under the provision of Board Policy 7230 which states, "The Superintendent has authority to approve certain overnight trips in extenuating circumstances (e.g., IHSA qualifying state series), subject to Board ratification. At this time, we request that the Board of Education ratify the trip from Wednesday, October 5, 2022, through Saturday, October 8, 2022, in Bloomington, Illinois.

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)	8
Trip Category	Other Trip: Illinois state contest for which students have qualified through competition or audition.
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	All Overnight Trips Over 400 Miles from the School District: The Board of Education will cover 100% of transportation, lodging, and registration expenses.  Students will cover 100% of meal expenses.
Fee Collection Method	N/A
Amount Paid by Each Student	\$0.00
Remaining Trip Costs Paid by District	\$2,726.00

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



To: Dr. Barb Georges  
From: Mr. Tom Mietus  
Re: IHSA State Tournament - Boys Golf  
Date: October 4, 2022

The Glenbrook South Boys Golf team has qualified for the IHSA State Tournament in Bloomington, IL. They will depart at approximately 9:00 am on Wednesday, October 5, 2022. The team will stay overnight at the Hampton Inn, located at 320 S Towanda Ave, Normal, IL 61761. The following student-athletes will be playing in the State Tournament.

First Name	Last Name	ID
Chase	Blanchard	236050
Decker	Holton	246293
Jeffrey	Kim	246347
Connor	O'Hara	246499
Kevin	Schuh	256884
Matthew	Shin	236469
Lucas	Shin	256353
Nick	Ventura	246708

Lodging and golf-related expenses for the coaches and players will be paid through a district account. The athletic department's activity account will pay for the athlete's meals. Breakfast is included at the hotel for all participants. All travel policy requirements will be met.

They will return to Glenbrook South at approximately 9:00 pm on Saturday, October 8. I am requesting your approval for this trip and asking that you forward this for any additional approval.  
Thank you.

**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: IHSA State Tournament

Student Group Eligible for Trip: Boys Golf

Departure Date: 10/5/22 Return Date: 10/8/22

Days/Blocks Missed by Students: All blocks 10/6 and 10/7

Number of Staff: 2 Number of Other Chaperones: 0 Number of Students: 8 Total: 10

**Part 2. Transportation Information**

Departing from: Glenbrook South Date: 10/5/22 Time: 9:00 AM

Building: \_\_\_\_\_ Door: \_\_\_\_\_

Traveling to: Hampton Inn, 320 S. Towanda Ave, Normal, IL

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: 1  
 Personal Vehicle (Waiver Required)  Public Transportation: \_\_\_\_\_

*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: Hampton Inn, Normal, IL Date: 10/8/22 Time: 9:00 PM

Traveling to: Glenbrook South High School

Building: \_\_\_\_\_ Door: \_\_\_\_\_

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: 1  
 Personal Vehicle (Waiver Required)  Public Transportation: \_\_\_\_\_

**Part 3. Bookstore Collection Information**

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

Begin Collection on: \_\_\_\_\_ End Collection on: \_\_\_\_\_

Cost per Student\*: 0 Can the Student Pay in Installments?  Yes  No

\* See attached cost allocation worksheet for additional expense detail.



## Part 1. Trip Information

Trip Description: IHSA State Tournament

## Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$200.00	% Covered by District 100%	Registration: \$200.00	Proportionally paid by students: \$0.00
Judging:	\$0.00	0%	Judging: \$0.00	The district will pay: \$200.00
Officiating:	\$0.00	0%	Officiating: \$0.00	<b>Total Cost: \$200.00</b>
Bus/Car Expense:	\$0.00	0%	Bus/Car Expense: \$0.00	
Other*:	\$0.00	0%	Other*: \$0.00	
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students): \$0.00	
<b>Total Cost:</b>	<b>\$200.00</b>		<b>Total Cost:</b>	<b>\$200.00</b>

\* Other Description: \_\_\_\_\_

## Part 3. Staff Expenses

Number of Staff: 2

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Staff Member</u>				
Registration:	\$0.00	% Covered by District 0%	Registration: \$0.00	Proportionally paid by students: \$0.00
Meals:	\$138.00	100%	Meals: \$276.00	The district will pay: \$1,026.00
Air Fare:	\$0.00	0%	Air Fare: \$0.00	<b>Total Cost: \$1,026.00</b>
Lodging:	\$375.00	100%	Lodging: \$750.00	
Trip Insurance:	\$0.00	0%	Trip Insurance: \$0.00	
<b>Total Cost:</b>	<b>\$513.00</b>		<b>Total Cost:</b>	<b>\$1,026.00</b>

## Part 4. Student Expenses

Number of Students: 8

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Student</u>				
General Expenses:	\$0.00	% Covered by District n/a	General Expenses: \$0.00	Each student will pay: \$0.00
Registration:	\$0.00	0%	Registration: \$0.00	The district will pay: \$1,500.00
Meals:	\$0.00	0%	Meals: \$0.00	<b>Total Cost: \$1,500.00</b>
Air Fare:	\$0.00	0%	Air Fare: \$0.00	
Lodging:	\$187.50	100%	Lodging: \$1,500.00	
Trip Insurance:	\$0.00	0%	Trip Insurance: \$0.00	
<b>Total Cost:</b>	<b>\$187.50</b>		<b>Total Cost:</b>	<b>\$1,500.00</b>

## Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00	
Paid by Fundraising:	_____	Account(s): _____
Each Student Will Pay:	\$0.00	Method: _____
Paid by District:	\$2,726.00	Account(s): <u>ESATH3340</u>
<b>Total Cost:</b>	<b>\$2,726.00</b>	