

To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 13, 2023

Re: Overnight Student Trip for the Glenbrook South Varsity and Junior Varsity Teams to Participate in the National Cheerleaders Association Ultimate Speed Camp in Kenosha, Wisconsin

Recommendation

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South varsity and junior varsity teams to participate in the National Cheerleaders Association Ultimate Speed Camp from Friday, July 14, 2023, through Sunday, July 16, 2023, in Kenosha, 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 Ms. Middleton shares in her memo, this 3-day skills camp will provide athletes with instruction on stunting technique, facilitate team unity development, and cheer/dance instruction. Student athletes on the Glenbrook South junior varsity and varsity cheerleading teams will be invited to attend this skills camp.

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	3
Number of Students (estimate)	35
Trip Category	Other Trip: All other overnight trips less than 400 miles from the school district (e.g., fine arts tour, sports tournament that are not IHSA sponsored).
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 Other Overnight Trips: The Board of Education will cover 100% of transportation expenses. Students will cover 100% of other expenses and the expenses of the trip's chaperones.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$399.00
Remaining Trip Costs Paid by District	\$280.00



January 19, 2023

Dear Dr. Georges,

Below is a proposal for the Glenbrook South Cheerleading program to attend the National Cheerleaders Association (NCA) Ultimate Speed Camp at Carthage College from Friday, July 14, 2023 through Sunday, July 16, 2023. Our Glenbrook South Cheerleading program has attended this overnight skills camp prior to the COVID-19 pandemic and greatly appreciate your consideration of the opportunity to return to this camp this summer.

Hosted by the National Cheerleaders Association, this 3-day skills camp will provide athletes with instruction on stunting technique, facilitate team unity development, and cheer/dance instruction. Student athletes on our Junior Varsity and Varsity Cheerleading teams are invited to attend this skills camp. Additional information (schedule, terms/conditions, COVID-19 procedures) is provided in the attached materials.

The students and I thank you for your consideration.

Best,
Amanda Middleton
Glenbrook South Head Cheerleading Coach

Glenbrook South Overnight Trip to NCA Ultimate Speed Camp

Dates:

Friday, July 14, 2023 - Sunday, July 16, 2023

Coaches:

Amanda Middleton (Head Varsity Cheerleading Coach)
Peyton Zylke (Assistant Varsity Cheerleading Coach)
Mackenzie McGrath (Assistant JV Cheerleading Coach)

Students:

Approximately 35 students (JV and Varsity team to be selected on May 23, 2023 and final numbers for camp will be determined at that time)

Transportation:

Students will take a bus to Carthage College (approx. 40 miles) on Day 1 and a bus back to Glenbrook South from Carthage College on Day 3.

Lodging/Meals:

Students and staff will stay in dorm rooms at Carthage College. We will follow the policy of the Board of Education that specifies one student per bed.

All meals will be provided within the cost of registration.

Registration:

Student Athlete (includes lodging and meals): \$399.00

Coach (includes lodging and meals): \$379.00

SPEEDCAMP NCA **2023 NATIONAL COACHLEADERS ASSOCIATION** **OVERNIGHT** 3 DAY CAMP SCHEDULE (no tumbling)

2023

NFHS KEY:

CROWD LEADER	AMBASSADOR	SPIRIT RAISER	ATHLETE	ENTERTAINER	LEADERSHIP
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Time	Class	Notes	NFH	S
1:00 PM	Staff Intros	Introduce instructors		
	STUNT S.A.F.E.	Philosophy for safety of teams while stunting	S	
	Team Evaluations	Progression warm up for stunt classes	A	
2:00 PM	Basic Loads and Dismounts			
2:30 PM	Stunt Class 1		A	
3:50 PM	Baskets		A	
4:30 PM	DINNER		C	
5:45 PM	Camp Cheer	Used for All-American Tryouts	A	
	Coaches Skill Drills		L	
6:15 PM	Pyramids (All American Tryout Demo)		A	
7:15 PM	Stunt Class 2		C	
8:15 PM	Skill Implementation Session	Utilizing Skills in a gameday environment		
8:30 PM	Custom Coaching			
9:00 PM	Team Time	Team unity development exercise	L	
9:15 PM	Pin It Forward/Closing		A	

DAY 1

Time	Class	Notes	NFH	S
9:00 AM	Dynamic Warm up	Fun Sport Specific warm up to get the body ready		
	Coaches Skill Drills			
9:30 AM	Stunt Class 3		A	
10:45 AM	Baskets		A	
11:30 AM	LUNCH		A	
12:45 PM	Coaches Skill Drills			
1:00 PM	All American Review			
1:15 PM	Team Time		L	
1:30 PM	Stunt Class 4		A	
3:00 PM	Pyramids		A	
4:00 PM	Jumps		A	
4:30 PM	DINNER			
6:00 PM	Coaches Skill Drills			
6:30 PM	Custom Coaching		E	
7:30 PM	All American Tryouts	Optional All-American Team Tryout	C	
8:00 PM	Top Gun Jumps & Tumbling		A	
8:30 PM	Announcements			

DAY 2

Time	Class	Notes	NFH	S
9:00 AM	Dynamic Warm up			
	Coaches Meeting			
9:30 AM	Custom Coaching		E	
10:30 AM	Floor Rotations		A	
11:00 AM	Top All American		E	
	Top Gun Stunts		E	
	Performances		A	
12:00 PM	Pin It Forward			
	Awards			
	Closing			

DAY 3

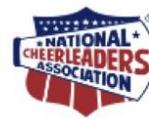
ALL-AMERICAN NOMINEE

Selected by Staff, in one of the following areas: jumps, tumbling, stunting.

ALL-AMERICAN TRYOUT CRITERIA

1. COMBO TRACK: Athletes must successfully complete a round off back handspring backtuck minimum. They must also successfully complete a transitional stunt entrance taught at camp, into an extended stunt (it CAN sponge prior to extending if needed), with a full twist cradle dismount.
2. TUMBLE TRACK- If they choose the tumbling option, they must successfully complete a round off back handspring layout minimum. They must also perform a standing back tuck.
3. STUNT TRACK- If they choose the stunting option, they must successfully complete a full up (360) entrance to the top and full down from a liberty variation OR they can perform a release to an extended stunt with a full twist cradle dismount from a liberty variation.
4. TOP ALL AMERICAN- If an athlete wants to be considered for our Top All American award, they must successfully complete the TUMBLE TRACK AND STUNT TRACK requirements in their tryout. They must also substitute a Back tuck in the Camp cheer in place of the jump. Difficulty and quality of execution will be taken into consideration in determining the Top All American at each camp.

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NCA/NDA Terms & Conditions for Camps and Clinics

Clinics includes Spirit Days and other one-day events

COVID-19 Camp/Clinic: We will continue to monitor COVID-19 in accordance with state, local and venue guidance. For further information, please refer to varsity.com/health-update/.

Fees

Overnight fees include daily instruction, awards, housing and meals (as indicated for each camp). Instruction Only, Home and Day Camp, and Clinic fees include daily instruction and awards (unless otherwise noted).

Adult Supervision

An adult at least 21 years of age is required to attend camp in its entirety with each team, unless a more stringent policy is noted for the specific camp/clinic. For overnight camps, the adult is required to stay overnight. Some camps/clinics conducted for individuals are exempt from this requirement, and is noted in the specific camp/clinic details.

Payment Policies

Unless otherwise noted, the deposit and full payment due dates are as follows:

	<u>Deposit Amount</u>	<u>Deposit Due</u>	<u>Full Payment Due</u>
Overnight Camps	\$100 per person	60 days prior to camp start	45 days prior to camp start
Day/Home Camps	\$50 per person	60 days prior to camp start	45 days prior to camp start
Clinics	50% of fee	At time of registration	14 days prior to clinic start

Registrations are not confirmed until the deposit or signed school purchase order is received. **If your deposit or full payment is not received by their respective due dates, UCA/UDA reserves the right to cancel your registration.** Reinstated registrations are accepted on a space-available basis. Deposits are non-refundable and non-transferable.

If you are unable to pay in full by the due date, we must receive a school purchase order or letter of authorization on official school/organization letterhead. Either form must be signed by the school principal/organization administrator and clearly indicate the payment terms. Payments are not accepted at camp. Balances not paid within 90 days after camp will be turned over to a collection agency.

For Home Camps staff will not be assigned nor will supplies be shipped for camps not paid in full. If setting up a camp 30 days prior to the start date, full payment is required at the time the registration is confirmed.

Virtual camps must be paid in full and all waivers signed electronically no later than 7 days prior to the start date. Your virtual camp will be canceled 7 days prior if payment and waivers are not received.

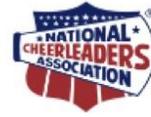
Form of Payment

You may pay online by credit card (Visa or MasterCard) or mail your check or money order to the UCA/UDA office. **Personal, individual, booster club, temporary or gym checks are not accepted.** If mailing your payment, please include a copy of your invoice to insure proper credit to your account.

Cancellation/Enrollment Change Fees and Refunds

Unless otherwise noted for a specific location, fees retained for enrollment changes (reductions)

SUMMER CAMPS ★ ★ ★ ★ ★



and/or cancellations received prior to the camp start date are indicated below. For Home Camps (except virtual) changes made within 14 days of the camp start date that cause any change to instructional staff, travel or camp dates will result in a minimum \$100 change fee. The fee assessed will be based on any incremental expenses incurred. In addition, instructional staff adjustments are based on availability and cannot be guaranteed.

Overnight Camps	<u>Between 60-31 Days</u> \$100 per person	<u>Between 30-0 Days</u> Full Tuition
Day/Home Camps	<u>Between 30-15 Days</u> \$50 per person	<u>Between 14-0 Days</u> Full Tuition
Clinics	<u>After Registration</u> \$10 per person	

Camps/clinics that require pre-ordered items (i.e. tickets, t-shirts, etc.) will result in full forfeiture of monies paid if cancelled within 14 days of the camp/clinic start date.

Refunds on accounts with a credit balance will be issued in the same form of the original payment method and after the camp/clinic is over.

Camp Rules

On the first day of camp, each person attending must review and sign a document indicating they understand and will abide by all camp rules.

USA Cheer Membership

All adults (coaches and other team personnel) that actively work with and/or supervise the team that attend an Overnight Camp must have a USA Cheer Cheer Coach, Dance Coach or Professional Membership. It is highly encouraged that all coaches have one of these memberships, regardless of whether they are attending an Overnight Camp or not. Visit [USA Cheer Membership](#) for details.

Release and Waiver Forms

In order to participate, every attendee must complete a Release and Waiver Form. This form is required for all minor and adult athletes, coaches and chaperones. For those under 18 years of age, the form must be signed by a parent or guardian.

Please retain a copy of each signed form for your records and **turn in the original signed forms** at Registration on the first day of camp. For virtual camps the waivers will be signed electronically.

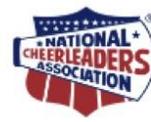
Special Compliance Requirements

Certain locations may require a specific adult to minor ratio and/or compliance-related clearances pertaining to the protection of minors. Locations that have specific requirements will have additional information online at varsity.com/MyCampRegistrations.

Facility Fees for Home Camps

All fees associated with the use of the school facility are the responsibility of the school/squad/team.

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Contact Us

NCA/NDA Summer Camps

PO Box 660359

Dallas, TX 75266

800-NCA-2WIN (800-622-2946)

877-NDA-2WIN (877-632-2946)

Fax: 972-840-4054

ncaregistration@varsity.com

ndaregistration@varsity.com



**VARSITY SPIRIT
COVID-19 CAMP / CLINIC RULES
(Updated 11.15.22)**

Below, you will find the guidance that we believe is necessary for each identified group to follow to conduct a safe and enjoyable camp/clinic.

CAMP/CLINIC VENUE/FACILITY

- Follow applicable state/county/city COVID-19 rules, restrictions, orders, and guidance for open businesses.
- Establish a designated holding area for any person(s) to go to if feeling ill or to isolate while coordinating exit from facility or transport offsite.

SCHOOL/ORGANIZATION

- These COVID-19 Camp/Clinic Rules are, where applicable to coaches and athletes, incorporated into the Varsity Spirit Camp/Clinic Rules.
- It is the School/Organization's sole responsibility to ensure its compliance with all state/county/city orders applicable to the School/Organization, including but not limited to health, safety and distancing requirements and travel restrictions.
- A coach or other authorized adult must always be present with their team(s) and responsible for the enforcement of the established rules, including recognizing when an athlete/attendee should be removed from the camp/clinic for signs/symptoms of COVID-19 or violation of rules.
- Additional rules/guidelines may be communicated prior to each camp/clinic, examples of which include whether parents/visitors are allowed, mask requirements, schedule adjustments due to capacity or other limitations, modified food service (for overnight camps), as well as other measures intended to provide a safe environment. The School/Organization must ensure any additional rules/guidelines are provided to all athletes/coaches/parents.

ALL PERSONS IN ATTENDANCE (VARSITY PERSONNEL, ATHLETES, COACHES, CHAPERONES, ETC.)

- Anyone who has symptoms of COVID-19 must remain home and follow the CDC guidelines regarding isolation.
- Anyone that develops symptoms while at the camp/clinic must immediately inform Varsity personnel and comply with the procedure of removal from the camp/clinic.
- Anyone with pre-existing conditions/compromised immune system should speak with their doctor and get clearance from their doctor before attending the camp/clinic.
- Athletes, coaches and Varsity personnel should be self-aware of symptoms of COVID-19 listed by the CDC.
- Masks are optional regardless of vaccination status, except where required by state, local or venue
- guidelines. If masks are required, the following mask exceptions apply:
 - Not required while actively eating.
 - Not required when stunting, tumbling or engaging in vigorous physical activity, unless otherwise required by state, local or venue guidance. Should state, local or venue guidance require masks be worn during stunting, tumbling or other vigorous physical activity masks should not impede vision or movement.
 - Not required if wearing one presents a safety hazard.

VARSITY SPIRIT PERSONNEL

- Will adhere to the COVID-19 Camp/Clinic Rules and Varsity Brands policies related to COVID-19.
- Will be trained on COVID-19 protocols in place and have name and contact info for designated COVID-19 point of contact for the camp/clinic.
- Spotting/safety procedures should not be minimized due to social distancing.

Safety is our priority for your camp/clinic experience. We are deeply committed to the safety and well-being of our athletes, coaches and parents. We are prepared to administer a camp/clinic that will meet the state and local guidelines related to COVID-19 at the time of the camp/clinic. While the final details and schedule could require up to the day adjustments, and all guidelines are subject to change based on state and local guidance, please be assured that Varsity Spirit is committed to delivering the same quality experience for which we are known. We appreciate your understanding of the flexibility this will require.

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: **NCA Ultimate Speed Camp Carthage College - A 3-day cheerleading skills camp hosted by the National Cheerleaders Association.**

Student Group Eligible for Trip: **Junior Varsity and Varsity Cheerleaders at Glenbrook South**

Departure Date: **Friday, July 14, 2023** Return Date: **Sunday, July 16, 2023**

Days/Blocks Missed by Students: **N/A**

Number of Staff: **3** Number of Other Chaperones: **0** Number of Students: **35** Total: **38**

Part 2. Transportation Information

Departing from: **Glenbrook South High School (4000 W. Lake** Date: **07/14/2023** Time: **9:00 AM**

Building: **Glenbrook South High School - Main Gym** Door: **Door HH**

Traveling to: **Carthage College (2001 Alford Park Dr, Kenosha, WI 53140)**

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: **Carthage College (2001 Alford Park Dr, K** Date: **07/16/2023** Time: **12:00 PM**

Traveling to: **Glenbrook South High School (4000 W. Lake Avenue)**

Building: **Glenbrook South High School - Main Gym** Door: **Door HH**

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: **05/24/2023** End Collection on: **07/16/2023**

Cost per Student*: **\$399.00** Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

EASU3330

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:

\$13.00

Lunch:

\$15.00

Dinner:

\$26.00

Total Cost Per Staff Member: **\$0.00**

Part 5. Approval

Requestor: Amanda Middleton Date: 01/18/2023

Instructional Supervisor or Assistant Principal: Tom Mietus Date: 1/19/2023

Part 1. Trip Information

Trip Description: NCA Ultimate Speed Camp Carthage College - Cheerleading skills camp hosted by the National Cheerleaders Association.

Part 2. General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
Registration:	\$0.00	% Covered by District 0%	Registration:	\$0.00	Proportionally paid by students:	\$1,137.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$280.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	Total Cost:	\$1,417.00
Bus/Car Expense:	\$280.00	100%	Bus/Car Expense:	\$280.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$1,137.00	n/a	Staff Expenses (Paid by Students):	\$1,137.00		
Total Cost:	\$1,417.00		Total Cost:	\$1,417.00		

* Other Description:

Part 3. Staff Expenses

Number of Staff: 3						
<u>Per Staff Member</u>			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
Registration:	\$379.00	% Covered by District 0%	Registration:	\$1,137.00	Proportionally paid by students:	\$1,137.00
Meals:	\$0.00	0%	Meals:	\$0.00	The district will pay:	\$0.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	Total Cost:	\$1,137.00
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$379.00		Total Cost:	\$1,137.00		

Part 4. Student Expenses

Number of Students: 35						
<u>Per Student</u>			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
General Expenses:	\$0.00	% Covered by District n/a	General Expenses:	\$0.00	Each student will pay:	\$399.00
Registration:	\$399.00	0%	Registration:	\$13,965.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	Total Cost:	\$13,965.00
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:	\$399.00		Total Cost:	\$13,965.00		

Part 5. Payment Responsibility Summary

Paid by Students:	\$13,965.00		
Paid by Fundraising:	\$0.00	Account(s):	EASU3330
Each Student Will Pay:	\$399.00	Method:	
Paid by District:	\$280.00	Account(s):	
Total Cost:	\$14,245.00		

