



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, March 13, 2023

Re: Overnight Trip for Glenbrook North Students to Participate in the FCCLA State Competition in Springfield, Illinois

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook North students to participate in the FCCLA state competition from Thursday, April 13, 2023, through Saturday, April 15, 2023, in Springfield, 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.

FCCLA (Family, Career, and Community Leaders of America) is an organization for students in Family and Consumer Sciences education in public and private schools through grade 12. It also serves its teachers as chapter FCCLA advisors and is recognized as a non-profit national Career and Technical Student Organization (CTSO), connecting classrooms to careers. Once again this year, 18 Glenbrook North FCCLA student members have qualified and earned the right to advance and compete at the State FCCLA Leadership Competition in Springfield, IL, after competing in sectionals at Harper College on February 17, 2023.

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)	18
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	Illinois State Contests: 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	\$6,410.92



Glenbrook North High School

2300 Shermer Road
Northbrook, Illinois 60062
847-272-6400

Date: February 22, 2023

To: Jason Markey

From: Kim Petty & Brenda Gomez-Murillo

RE: FCCLA State Leadership Conference, April 13-14, 2023

Once again this year, 18 Glenbrook North FCCLA student members have qualified and earned the right to advance and compete at the State FCCLA Leadership Competition in Springfield, IL, after competing in sectionals at Harper College on February 17.

FCCLA (Family, Career, and Community Leaders of America) is an organization for students in Family and Consumer Sciences education in public and private schools through grade 12. It also serves its teachers as chapter FCCLA advisors and is recognized as a non-profit national Career and Technical Student Organization (CTSO), connecting classrooms to careers.

Attached is a spreadsheet specifying the trip's financial details and the conference's itinerary. Our lodging is at the President Abraham Lincoln DoubleTree by Hilton, located adjacent to the Convention Center, where most meetings and competitive events are held. The transportation to and from Springfield will be by bus. The two chaperones and students will leave at the competition's conclusion on Friday, April 14. We will follow all travel policies laid out by the District 225 Board of Education.

Conference Tentative Schedule

CC = Convention Center WH = Wyndham Hotel PALH = President Abraham Lincoln Hotel

Thursday, April 13, 2023

- 3:00 – 9:00 p.m. **Registration/Voting for Bylaws Amendment** – PALH Salons
Turn in Silent Auction Items at the Convention Center,
T-shirt/Sweatshirt pick up at Convention Center
- 6:30 p.m. ***Judging of Personal Child Care Provider, Professional Career Image,
Career Investigation, Job Interview, and Say Yes to FCS Events***
- 7:00 – 9:00 p.m. **Entertainment** – details will be posted on the Illinois FCCLA website
- 7:00 – 8:00 p.m. **Apparel construction garments can be turned in CC B11C/D**
- 8:00 p.m. **Advisers to STAR Event Participants Meeting – PALH**
(Students do not attend. National information will be given.)
- 9:30 p.m. **Event Coordinator’s Meeting – PALH**

Friday, April 14, 2023

Event Headquarters are in CC Room B4

- 7:30 a.m. **All event participants must be checked in at registration to be eligible to compete.**
- 7:45 a.m. **Turn in manuals, portfolios, garments and set up displays for State and STAR Events. See program app for rooms.**
- 8:00 a.m. Registration, Silent Auction Items & Community Service – CC Lobby
- 8:00 a.m. **Exhibits open – CC Lobby**
- 8:30 a.m. ***Judging of National STAR and State Proficiency Events begins***
- 8:30 a.m. **Voting Delegates Mtg./Election of 2023-2024 State Officers – PALH**
- 9:30 a.m. Workshops (refer to program app for description & room)
- 10:30 a.m. Workshops (refer to program app for description & room)
- 1:00 p.m. Workshops (refer to program app for description & room)
- 2:00 p.m. Workshops (refer to program app for description & room)
- 4:00 – 7:30 p.m. **Dinner Break**
- 5:30 p.m. Illinois FCCLA Leadership Banquet – PAL Hotel
(By invitation only)
- 8:00 p.m. **Evening General Session** – CC Main Hall
- 9:30 p.m. **Evening Entertainment Session** - CC Main Hall
- 12:00 a.m. CURFEW – Be in your own room to stay!

Saturday, April 15, 2023

- 8:00 a.m. Adviser’s Session – CC Lower Level
- 8:30 a.m. **Line up for Event Participants** - CC
- 9:15 a.m. ***Awards Session and Installation of 2023-24 State Officer Team*** - CC Main Hall

QUESTIONS: Any questions regarding the conference should be directed to:

Regina Birch at rbirch@illinoisfccla.org or 217-232-8666

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: State FCCLA competition and conference

Student Group Eligible for Trip: FCCLA Affiliated Members

Departure Date: April 13, 2023 Return Date: April 14, 2023

Days/Blocks Missed by Students: All day - April 13 & 14

Number of Staff: 2 Number of Other Chaperones: 0 Number of Students: 18 Total: 20

Part 2. Transportation Information

Departing from: GBN North Lot Date: April 13, 2023 Time: 8:30 AM

Building: GBN Door: KK

Traveling to: President Abraham Lincoln Double Tree Hotel & Convention Center

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: N/A
 Personal Vehicle (Waiver Required) Public Transportation: N/A

If flying, complete the details below:

Flight to Destination:

Airport: N/A

Airline: N/A Flight Number: N/A Destination Airport: N/A Departure Time: N/A

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: N/A
 Public Transportation: N/A

Flight from Destination:

Airport: N/A

Airline: N/A Flight Number: N/A Destination Airport: N/A Departure Time: N/A

Returning from: N/A Date: N/A Time: N/A

Traveling to: N/A

Building: N/A Door: N/A

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: N/A
 Personal Vehicle (Waiver Required) Public Transportation: N/A

Part 3. Bookstore Collection Information

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

Begin Collection on: N/A End Collection on: N/A

Cost per Student*: N/A Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail

Account Number for Student Fees Collected:

N/A

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:	<u>1</u>	Lunch:	<u>2</u>	Dinner:	<u>1</u>	Total Cost Per Staff Member:	<u>\$69.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor: Kim Petty Date: February 20, 2023

Instructional Supervisor or Assistant Principal: _____ Date: _____

Part 1. Trip Information

Trip Description: State FCCLA competition and conference

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$50.00	% Covered by District 100%	Registration: \$50.00	Proportionally paid by students: \$0.00
Judging:	\$0.00	0%	Judging: \$0.00	The district will pay: \$3,120.66
Officiating:	\$0.00	0%	Officiating: \$0.00	Total Cost: \$3,120.66
Bus/Car Expense:	\$2,900.00	100%	Bus/Car Expense: \$2,900.00	
Other*:	\$170.66	100%	Other*: \$170.66	
Staff Expenses (Paid by Students):		N/A	Staff Expenses (Paid by Students):	
Total Cost:	\$3,120.66		Total Cost:	\$3,120.66

* Other Description: Cost for coach bus parking (\$35) and hotel room cost for the driver (\$135.66)

Part 3. Staff Expenses

Number of Staff: 2

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Staff Member</u>				
Registration:	\$65.00	% Covered by District 100%	Registration: \$130.00	Proportionally paid by students: \$0.00
Meals:	\$69.00	100%	Meals: \$138.00	The district will pay: \$539.32
Air Fare:	\$0.00	0%	Air Fare: \$0.00	Total Cost: \$539.32
Lodging:	\$135.66	100%	Lodging: \$271.32	
Trip Insurance:	\$0.00	0%	Trip Insurance: \$0.00	
Total Cost:	\$269.66		Total Cost:	\$539.32

Part 4. Student Expenses

Number of Students: 18

			<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:	\$85.00	100%	Registration: \$1,530.00	The district will pay: \$2,750.94
Meals:	\$0.00	0%	Meals: \$0.00	Total Cost: \$2,750.94
Air Fare:	\$0.00	0%	Air Fare: \$0.00	
Lodging:	\$67.83	100%	Lodging: \$1,220.94	
Trip Insurance:	\$0.00	0%	Trip Insurance: \$0.00	
Total Cost:	\$152.83		Total Cost:	\$2,750.94

Part 5. Payment Responsibility Summary

Paid by Students: \$0.00

Paid by Fundraising: N/A

Each Student Will Pay: \$0.00

Paid by District: \$6,410.92

Total Cost: \$6,410.92

Account(s):	TNEC3310 (travel); ENPN3340 (Staff); ENGI6500 (Student)
Method:	
Account(s):	