



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

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

**Date:** Monday, October 24, 2022

**Re:** Overnight Student Trip for the Glenbrook South Varsity Girls' Lacrosse Team to Participate in a Tournament in San Diego

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South Varsity Girls' lacrosse team to participate in a tournament from Saturday, March 25, 2023, through Wednesday, March 29, 2023, in San Diego, California.

**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. McCue shares in her memo, this trip allows the team an extended period of time to bond through activities such as running, hiking in Torrey Pines State Park, attending college visits, and participating in team meals. It is also beneficial to play teams from another area of the country, to see what other teams are doing strategically on the field. Each day will involve a team activity and then a game in the evening, except for one day which is devoted entirely to team bonding activities.

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**

<b>Condition or Parameter</b>	<b>Summary</b>
Number of Staff	2
Number of Students (estimate)	26
Trip Category	Other Trip: All other overnight trips over 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 0% of expenses.  Students will cover 100% of all their expenses and the expenses of the trip's chaperones.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$450.00
Remaining Trip Costs Paid by District	\$0.00

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



October 1, 2022

To: Barbara Georges

From: Devin McCue, Varsity Girls' Lacrosse Coach

I am writing to request permission to take the Varsity Girls Lacrosse Team to San Diego, California over spring break to play lacrosse games against San Diego teams. All girls who are offered and accept a spot on the 2023 Varsity team are eligible to participate in the trip. We would not miss any school in order to take this trip. We were fortunate to go for 5 years prior to the pandemic, and each year the team finds this to be the most memorable experience of the season.

This trip allows the team an extended period of time, spread out over a variety of activities, to bond together which they would not otherwise have during the course of the after school practice schedule. The team bonds together through activities such as running/hiking in Torrey Pines State Park, college visits, and team meals. It's also beneficial to play teams from another area of the country, to see what other teams are doing strategically on the field. We usually then have dinner with the host team after the game. Each day will involve a team activity (hiking, college campus tour, etc.) and then a game in the evening with the exception of one day which is devoted entirely to team bonding activities. A sample itinerary is attached.

The team will travel via plane to and from California and will be transported in 15 passenger vans while on the ground.

We would love the opportunity to go again this year.

Thank you for your consideration of this trip.

Sincerely,

Devin McCue  
Varsity Girls Lacrosse Coach

San Diego Spring Break Itinerary:

**Saturday 3/25/22**

7:30am Group Check-in at **Chicago O'Hare airport**

9:50am AA flight 1417

12:08 Arrive in San Diego, CA

**6:30pm Game vs. TBA**

Dinner with Poway Team

**Sunday 3/26/22**

8:00am Breakfast

Hike/Run/Yoga Torrey Pines State Park

Team Lunch

Coronado Island

Team Dinner

**Monday 3/27/22**

8:00am Breakfast

Morning: Team Activity

**4:00pm Game vs. TBA**

Evening Team Dinner

**Tuesday 3/28/19**

7:00am Breakfast

**10:30 am Game vs. TBA**

Afternoon Team Activity

6:30pm Team Dinner with Parents

**Wednesday 3/29/19**

7:00am Breakfast

8:15am Group Check-in at **San Diego Airport**

9:40am AA flight 1932

4:00pm Arrive at Chicago O'Hare Airport.

Team Activities might include: College visits, Balboa Park, sight-seeing, beach time, pool time, hiking.

Hotel Information:

Best Western Hotel Premier Del Mar

720 Camino Del Mar,

Del Mar, CA 92014

Phone:(858) 755-9765



# Field Trip Request for Overnight Trips

Revised: August 2022

## 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: Girl's Lacrosse travel to San Diego, CA, to play games against 2-3 San Diego area schools.

Students Eligible for Trip: All players who are in the varsity girls' lacrosse team

Departure Date: 3/25/2023 Return Date: 3/29/2023

Students Released from Class (Days/Blocks): None

Number of Staff: 2 Number of Other Chaperones: 0 Number of Students: 26 Total: 28

## Transportation Information

Departing from: Chicago O'Hare Airport Date: March 25, 2023 Time: 9:50 AM

Traveling to: San Diego, CA

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car  
 Personal Vehicles (Waiver Required)  Public Transport \_\_\_\_\_

*If flying, complete the details below:*

### From Chicago O'Hare (ORD):

Airline: American Flight Number: 1417 Destination Airport: SAN Departure Time: 9:50 AM

Transportation After Arrival:  Coach Bus  School Bus  Rental Car Number of Vehicles: 2

### To Chicago O'Hare (ORD):

Airline: American Flight Number: 1932 Destination Airport: ORD Departure Time: 9:40 AM

Returning from: San Diego, CA Date: March 29, 2023 Time: 9:40 AM

Traveling to: O'Hare Airport

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car  
 Personal Vehicles (Waiver Required)  Public Transport \_\_\_\_\_

## Bookstore Collection Information

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

Begin Collection on: March 6, 2023 End Collection on: April 3, 2023

Cost per Student\*: \$450.00 Can the Student Pay in Installments?  Yes  No

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

Account Number for Student Fees Collected: AS955340

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

## Approval

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Requestor:	Devin McCue	Date:	10.6.2022
Instructional Supervisor or Assistant Principal:	Tom Mietus	Date:	10/6/22
Associate Principal for Administrative Services:		Date:	
Principal:		Date:	
Superintendent:		Date:	
Board of Education:		Date:	



## Field Trip Cost Allocation Worksheet for Overnight Trips

Revised: August 2022

### Trip Information

Trip Description: Travel to California over spring break to play against 3 schools, and participate in team building activities and meals.

### 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:	\$3,550.76
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$0.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	<b>Total Cost:</b>	<b>\$3,550.76</b>
Bus/Car Expense:	\$1,400.00	0%	Bus/Car Expense:	\$1,400.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$2,150.76	n/a	Staff Expenses (Paid by Students):	\$2,150.76		
<b>Total Cost:</b>	<b>\$3,550.76</b>		<b>Total Cost:</b>	<b>\$3,550.76</b>		

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

### Staff Expenses

Number of Staff:	2					
<u>Per Staff Member</u>			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>		
		% Covered by District				
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$2,150.76
Meals:	\$142.00	0%	Meals:	\$284.00	The district will pay:	\$0.00
Air Fare:	\$718.28	0%	Air Fare:	\$1,436.56	<b>Total Cost:</b>	<b>\$4,301.52</b>
Lodging:	\$215.10	0%	Lodging:	\$430.20		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$1,075.38</b>		<b>Total Cost:</b>	<b>\$2,150.76</b>		

### Student Expenses

Number of Students:	26					
<u>Per Student</u>			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>		
		% Covered by District				
General Expenses:	\$136.57	n/a	General Expenses:	\$3,550.76	Each student will pay:	\$1,104.40
Registration:	\$0.00	0%	Registration:	\$0.00	The district will pay:	\$0.00
Meals:	\$142.00	0%	Meals:	\$3,692.00	<b>Total Cost:</b>	<b>\$28,714.34</b>
Air Fare:	\$718.28	0%	Air Fare:	\$18,675.28		
Lodging:	\$107.55	0%	Lodging:	\$2,796.30		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$1,104.40</b>		<b>Total Cost:</b>	<b>\$28,714.34</b>		

### Total Trip Expenses

Student Expenses	\$28,714.34
<b>Total Cost:</b>	<b>\$28,714.34</b>

### Payment Responsibility Summary

Paid by Students:	\$28,714.34		
Paid by Fundraising:	\$17,014.34	Account Number(s):	AS955340
Each Student Will Pay:	\$450.00		
Paid by District:	\$0.00	Account Number(s):	
<b>Total Cost:</b>	<b>\$28,714.34</b>		