



**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 Students to Attend the Stanford University Model United Nations Conference

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to attend the Stanford University Model United Nations conference from Friday, November 11, 2022, through Monday, November 14, 2022, in Palo Alto, 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 Mr. Sisler shared in his memo, Model United Nations (UN) is a simulation of the UN General Assembly and its other multilateral bodies where students perform an ambassador role while debating topics such as gender equality, climate action, global health, and more. Glenbrook South's Model UN team has had success at this competition in the past, winning first place most recently in 2019. Students participating in the conference must demonstrate commitment to the program and success at other competitions.

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)	24
Trip Category	Other Trip: All other overnight trips more 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	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	\$575.00
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.



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**Date:** September 29, 2022

**To:** Dr. Barbara Georges

**From:** Jesse Sisler

**RE:** Stanford University Model United Nations Conference, November 11th-14th, 2022

Dear Dr. Georges,

Below is a proposal for the Glenbrook South Model United Nations team to attend the Stanford University Model United Nations Conference (SMUNC) in Palo Alto, CA. This year's competition takes place November 11th-14th. As the trip requires overnight travel, I am requesting approval for students and chaperones to attend the competition.

Model UN is a simulation of the UN General Assembly and its other multilateral bodies where students perform an ambassador role while debating topics such as gender equality, climate action, global health, and more.

SMUNC is a competition that draws schools from across the country. Our Model U.N. team has had success at this competition in the past, winning first place most recently in 2019. Students we invite to this conference have to demonstrate commitment to our program and success at other competitions. Being a highly competitive conference, SMUNC also prepares our students well for future competitions.

As a team, we have not traveled to a university-hosted conference since February 2020, and as a result, our competitive level has suffered. We still boast a strong team and have won awards at local competitions, but nothing can replace the rigor of a university-hosted event. It would be a wonderful experience for our students, many of whom will be graduating this year and have never competed at this level.

The cost allocation worksheet is attached.

Sincerely,  
Jesse Sisler

**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: **Stanford University Model United Nations Conference**

Student Group Eligible for Trip: **Model United Nations students**

Departure Date: **11/11/2022** Return Date: **11/14/2022**

Days/Blocks Missed by Students: **none**

Number of Staff: **2** Number of Other Chaperones: \_\_\_\_\_ Number of Students: **24** Total: **26**

**Part 2. Transportation Information**

Departing from: **Glenbrook South High School** Date: **11/11** Time: **6:00 AM**

Building: **GBS** Door: **TT**

Traveling to: **O'Hare International Airport**

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: **ORD**

Airline: **United** Flight Number: **1719** Destination Airport: **SFO** Departure Time: **8:45 AM**

**Transportation After Arrival**

Transportation:  Coach Bus  School Bus  Rental Car Number of Vehicles: \_\_\_\_\_  
 Public Transportation: \_\_\_\_\_

**Flight from Destination:**

Airport: **SFO**

Airline: **United** Flight Number: **1075** Destination Airport: **ORD** Departure Time: **6:38 PM**

Returning from: **O'Hare International Airport** Date: **11/14** Time: **1:45 AM**

Traveling to: **Glenbrook South High School**

Building: **GBS** Door: **TT**

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: **10/7/22** End Collection on: **10/21/22**

Cost per Student\*: **\$575.00** Can the Student Pay in Installments?  Yes  No

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

Account Number for Student Fees Collected:

AS903650

#### 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>4</u>	Lunch:	<u>3</u>	Dinner:	<u>3</u>	Total Cost Per Staff Member:	<u>\$175.00</u>
	\$13.00		\$15.00		\$26.00		

#### Part 5. Approval

Requestor:	<u>Jesse Sisler</u>	Date:	<u>9/30/2022</u>
Instructional Supervisor or Assistant Principal:	<u></u>	Date:	<u></u>
Associate Principal for Administrative Services:	<u></u>	Date:	<u></u>
Principal:	<u></u>	Date:	<u></u>
Superintendent:	<u></u>	Date:	<u></u>
Board of Education:	<u></u>	Date:	<u></u>

**Part 1. Trip Information**

Trip Description: Stanford University Model United Nations Conference

**Part 2. General Expenses**

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$85.00	0%	Registration:	\$85.00	Proportionally paid by students:	\$2,411.90
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>\$2,411.90</b>
Bus/Car Expense:	\$276.90	0%	Bus/Car Expense:	\$276.90		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$2,050.00	n/a	Staff Expenses (Paid by Students):	\$2,050.00		
<b>Total Cost:</b>	<b>\$2,411.90</b>		<b>Total Cost:</b>	<b>\$2,411.90</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>		% Covered by District				
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$2,050.00
Meals:	\$175.00	0%	Meals:	\$350.00	The district will pay:	\$0.00
Air Fare:	\$450.00	0%	Air Fare:	\$900.00	<b>Total Cost:</b>	<b>\$2,050.00</b>
Lodging:	\$400.00	0%	Lodging:	\$800.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$1,025.00</b>		<b>Total Cost:</b>	<b>\$2,050.00</b>		

**Part 4. Student Expenses**

Number of Students: 24

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Student</u>		% Covered by District				
General Expenses:	\$100.50	n/a	General Expenses:	\$2,411.90	Each student will pay:	\$835.50
Registration:	\$85.00	0%	Registration:	\$2,040.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	<b>Total Cost:</b>	<b>\$20,051.90</b>
Air Fare:	\$450.00	0%	Air Fare:	\$10,800.00		
Lodging:	\$200.00	0%	Lodging:	\$4,800.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$835.50</b>		<b>Total Cost:</b>	<b>\$20,051.90</b>		

**Part 5. Payment Responsibility Summary**

Paid by Students:	\$20,051.90		
Paid by Fundraising:	\$6,252.00	Account(s):	AS903650
Each Student Will Pay:	\$575.00	Method:	
Paid by District:	\$0.00	Account(s):	
<b>Total Cost:</b>	<b>\$26,303.90</b>		