

10/5/2021

Dear Board of Education,

Below is a proposal for the Titan Poms trip to the 2022 Nationals Dance Team Championship in Orlando, FL. We understand this is a unique time and we are grateful for your consideration. This trip is an integral part of our program and deeply important to our students. We are also happy to adjust the trip to meet the standards set by the board. The students and I greatly appreciate your consideration.

Best,  
Julie Smith

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### **Proposal for Poms Nationals Trip**

Julie Smith - Coach

Zoey Sideris (assistant Varsity Coach), Katelyn Dundovich (JV Coach) and Stephanie Raciak (volunteer coach) all plan to attend

February 3-7, 2022

We will miss school on February 4th and 7th

#### **Students:**

20 students (7 Seniors, 10 Seniors, 3 Sophomores)

Only 4 students had the opportunity to compete in 2020

We receive no money from the school to finance this trip. This is 100% paid by students.

Only the Varsity Titan Poms will attend, this trip is not applicable to the Junior Varsity team.

We qualified for the National Dance Team Championship at UDA Camp in July, 2021.

The Titan Poms have been attending the National Dance Team Championship every year, with the exception of 2021, since 2004.

The parents are very supportive of this trip and it is common practice for the parents to travel with the students. In the past almost every student has had a parent travel with them to the event. Often, both parents, grandparents, siblings and family friends have attended.

The Titan Poms have a long standing, active Booster Club. The parents are very supportive and will band together to ensure that every student has the means to make the trip possible. The Board of The Titan Pom Booster Club plans a variety of fundraising events throughout the year to help offset the costs of program participation.

We would propose the following:

**Flight:**

- A) Each student and parent will purchase their own ticket and travel to Florida individually and not as a group. We will provide a window for arrival and departure. For example - students need to be there by 9pm Thursday and will need to leave by 6:00pm on Friday night.

**Ground Transportation:**

- A) Transportation will be provided through our package. We will require students to wear masks on the bus, regardless of rules.

This is the proposed option, we have not made any reservations at this time.

**For hotel options:**

- A) Stay at The Coronado Resort @ Disney
  - a) One student per bed
  - b) This is a Disney property so all safety protocols are currently the same as Cook County.

Link to [UDA Package Information](#)

This is the proposed venue, we have not made any reservations at this time.

**For competition fees:**

- A) Competition registration can be canceled up until the 1st week in December. After that date, UDA will work with individuals or teams who have to cancel on full refunds. They have agreed that they can refund park tickets and rooms up until departure minus the deposit of \$100 per person.
- B) Here is the cancellation policies from last year as reference:  
<https://www.varsity.com/uda/wp-content/uploads/2020/11/Terms-and-conditions-NDTC-2021.pdf>

**Safety Measures:**

UDA will follow all Disney rules. Per Disney, masks are required at all indoor venues and properties. The only exception to this will be when the students are on the warmup mat and the performance floor.

Here are the safety guidelines: <https://www.varsity.com/health-update/>

Here are the competition safety guidelines:

[https://www.varsity.com/wp-content/uploads/2021/09/VS\\_Compensation\\_COVIDRules\\_21.22.pdf](https://www.varsity.com/wp-content/uploads/2021/09/VS_Compensation_COVIDRules_21.22.pdf)

We are still happy to comply with whatever rules exist in Cook County if they differ from Florida. Currently Disney has the same standards as Cook County.

**Other Notes:**

We recognize that there will always be a possibility that we will need to cancel the trip. We are happy to write a contract with families with this understanding.

Parents will be required to sign travel waivers from D225.

[Waiver](#)

Cost Allocation Worksheet:

[Cost Allocation Worksheet](#)

Field Trip Request:

[Field Trip Request 2022](#)



# Field Trip Request for Overnight Trips

Revised: December 2017

## Trip Description

Type of Field Trip:  Instructional  Student Activity / Co-Curricular

School:  Glenbrook North  Glenbrook South  Other: \_\_\_\_\_

Sponsor(s): Julie Smith Extension: 4661

Activity / Class Name: Titan Poms

Description: Trip to the National Dance Team Championship in Orlando, FL to compete against teams from across \_\_\_\_\_

Date(s) of Trip: 2/3/2022-2/7/2022

Number of Chaperones: 4 Number of Students: 20

Names of Chaperones: Julie Smith, Zoey Sideris, Katelyn Dundovich, Stephanie Raciak

## Transportation Information

Departing from: Chicago Ohare date: 2/3/2022 at:  AM  PM

Traveling to (complete address): Orlando, Florida

Returning from (complete address): Orlando, Florida date: 2/7/2022 at:  AM  PM

Returning to: Chicago, IL date: 2/7/2022 at:  AM  PM

Students released from class (indicate time or blocks): Students will miss school on 2/4 and 2/7

Permission Slip Needed?  Yes  No Waiver Slip Needed?  Yes  No Should the bus remain with the trip?  Yes  No

Car(s): \_\_\_\_\_ Bus(es): 1 D225 Van(s): \_\_\_\_\_ Other: We do not have flights booked yet.

## Financial Information

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

Begin Collection on: 9/1/2021 End Collection on: 12/1/2021

Cost Per Student

Cost per Student\*: \$ TBD

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

### Accounting Details

Instructional / Course Field Trip Student Activity / Co-Curricular Field Trip


Account Number: GBN:  10L200 4850 0000 00 000000  AS905815

GBS:  10L300 4850 0000 00 000000 Please write account number above.

### For Business Services Department Use

Bank Cash Account:  Cash Receipts  Agency Fund

**Approval**

Requestor: Julie Smith Date: 7/20/2021  
Instructional Supervisor or Assistant Principal\*:  Date: 7/28/21  
Associate Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

**Superintendent and Board of Education Approval \***

Principal:  Date: 10/6/2021  
Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

\* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: \_\_\_\_\_  
Date Trip Approved: \_\_\_\_\_  
Date Bus Ordered: \_\_\_\_\_  
Date D225 Van Reserved: \_\_\_\_\_  
Cost of Transportation: \_\_\_\_\_  
Request Sent to Business Services Department: GBN:  gbnfeessetup@glenbrook225.org Date: \_\_\_\_\_  
GBS:  gbsfeessetup@glenbrook225.org \_\_\_\_\_

For Business Services Department Use

Fee Setup Activities:  Master Fee Roster  PowerSchool  e~Funds for Schools  
 Notice to Bookstore  Notice to Faculty Sponsor and Department Assistant

**Trip Information**

Trip Description: Trip to the National Dance Team Championship in Orlando, Florida

**Staff Expenses**

Number of Staff: 4

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ 160.00	Meals:	\$ 640.00
Transportation:		Transportation:	
Air	\$ 325.00	Air	\$ 1300.00
Bus / Car	\$	Bus / Car	\$ 0.00
Lodging:	\$ 990.00	Lodging:	\$ 3960.00
<b>Total Cost:</b>	<b>\$ 1475.00</b>	<b>Total Cost:</b>	<b>\$ 5900.00</b>

Meal Per Diem Maximum Reimbursement Rates

Breakfast \$ 4.00

Lunch \$ 8.00

Dinner \$ 20.00

Per Day \$ 32.00

**Student Expenses**

Number of Students: 20

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 0.00	Air	\$ 0.00
Bus / Car	\$	Bus / Car	\$ 0.00
Lodging:	\$ 990.00	Lodging:	\$ 19800.00
<b>Total Cost:</b>	<b>\$ 990.00</b>	<b>Total Cost:</b>	<b>\$ 19800.00</b>

**Other Expenses**

Registration:	\$ included
Judging:	\$
Officiating:	\$
<b>Total Cost:</b>	<b>\$ 0.00</b>

**Total Trip Expenses**

Staff Expenses:	\$ 5900.00
Student Expenses:	\$ 19800.00
Other Expenses	\$ 0.00
<b>Total Cost:</b>	<b>\$ 25700.00</b>

**Payment Responsibility**

Paid by Students:	\$ 25700.00	Per Student Cost:	\$ 1285.00
Paid by District:	\$ 0.00		

Description of Expenses Paid by Students