

Interoffice Memo



Date: February 17, 2022
To: Mike Tarjan, Jason Markey, Charles Johns, District 225 Board of Education
From: Michael Rast
RE: DECA International Competition (ICDC), April 23-April 27, 2022

On March 3-5, 2022, 41 students from GBN will compete at Illinois DECA's State Competition, which qualifies students for the DECA International Competition (ICDC) in late-April. This year, ICDC will be held in person in Atlanta, Georgia.

As the trip requires out-of-state, overnight travel, we are requesting approval for ICDC qualifying students and chaperones to attend Atlanta, Georgia from Saturday, April 23 through Wednesday, April 27. In the past 5 years, we have taken between 22 and 34 students.

At this time, the number of students qualifying and the cost of flights are speculative. All information provided is based on the best timing for departure and arrival from ICDC itinerary data. However, flight costs are subject to change based on the group reservation prices, capacity, and availability. Should we be granted approval, we expect to place a 24-hour hold on airline tickets through the airline's group sales department on Friday, March 4, which expires on Monday, March 7. We will then make changes to the quantity of tickets prior to payment on Monday, March 7.

COVID Mitigation: 2 per room/1 per bed; as of today, students will be required to mask at all times within competition spaces; student isolation rooms provided; and parents agree to pre-departure testing.

DECA's competitive events develop life skills and real-world business skills through projects, simulations, and case studies. In these events, students role-play, learn to conduct market research, devise promotion plans, create start-up businesses, participate in internet challenges and simulations, and encounter realistic workplace challenges and scenarios.

Thank you for your time and consideration of this valuable experience for GBN DECA students.

Michael Rast

Enclosed: Field Trip Request for Overnight Trips; Cost Allocation Worksheet for Overnight Trips; ICDC Itinerary with Flight and Hotel Information



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): Michael Rast Extension: 2570

Activity / Class Name: GBN DECA

Description: ICDC - International Career Development Conference (See letter; attached)

Date(s) of Trip: April 23 - April 27

Number of Chaperones: 3 Number of Students: 25

Names of Chaperones: Michael Rast, Mindy Ingersoll, Rebecca Rosenblum

Transportation Information

Departing from: O'hare International Airport (ORD) date: Saturday, 4/23 at: 6:30 AM PM

Traveling to (complete address): The Whitley 3434 Peachtree Rd NE., Atlanta, Georgia

Returning from (complete address): The Whitley 3434 Peachtree Rd NE., At date: Wednesday, 4/27 at: 11:30 AM PM

Returning to: GBN date: Wednesday, 4/27 at: 5:30 AM PM

Students released from class (indicate time or blocks): Monday, 4/25 thru Wednesday, 4/27

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: Bus should only pick up at Airport (ORD T2)

Financial Information

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

Begin Collection on: ASAP End Collection on: May 1, 2022

Cost Per Student

Cost per Student*: \$ 500

* 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 ENDC3330

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

For Business Services Department Use

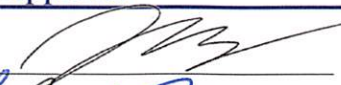
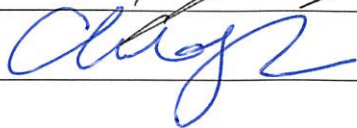
Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: Michael Rast Date: February 12, 2022
Instructional Supervisor or Assistant Principal*: Michale Tarjan Date: February 17,2022
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: **Jason Markey**  Date: 2/23/2022
Superintendent:  Date: 2/23/2022
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: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@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

FLIGHT INFORMATION:

Departure: Saturday, April 23:

- Meet at O'Hare Terminal 2 (Delta Airlines) 6:30am
- Delta Airlines Flight DL2822
- Depart: 9:35am (CST) Chicago, IL
- Arrive: 12:30pm (EST) Atlanta, Georgia
- MARTA Train to Hotel (45 min.)
- Arrive Illinois DECA Hotel, The Whitley Buckhead

Return: Wednesday, April 27:

- *Leaving Illinois DECA Hotel @ 11:30am (EST)*
- Delta Flight DL929
- Depart: 3:44pm (EST) Atlanta, Georgia
- Arrive: 4:49pm (CST) Chicago, IL
- Pick up @ O'Hare approximately 5:30pm

HOTEL INFORMATION:

- The Whitley Atlanta Buckhead
- 3434 Peachtree Rd NE.
Atlanta, Georgia
30326
- (404)237-2700

Trip Information

Trip Description: 2022 - DECA ICDC (International Competition)

Staff Expenses

Number of Staff: 3

| <u>Per Staff Member</u> | | <u>Total Staff Expenses</u> | |
|-------------------------|-------------------|-----------------------------|-------------------|
| Meals: | \$ 165.00 | Meals: | \$ 495.00 |
| Transportation: | | Transportation: | |
| Air | \$ 200.00 | Air | \$ 600.00 |
| Bus / Car | \$ 20.00 | Bus / Car | \$ 60.00 |
| Lodging: | \$ 640.00 | Lodging: | \$ 1920.00 |
| Total Cost: | \$ 1025.00 | Total Cost: | \$ 3075.00 |

Meal Per Diem Maximum Reimbursement Rates

Breakfast \$ 13.00

Lunch \$ 14.00

Dinner \$ 28.00

Per Day \$ 55.00

Student Expenses

Number of Students: 25

| <u>Per Student</u> | | <u>Total Student Expenses</u> | |
|--------------------|------------------|-------------------------------|--------------------|
| Meals: | \$ 0.00 | Meals: | \$ 0.00 |
| Transportation: | | Transportation: | |
| Air | \$ 200.00 | Air | \$ 5000.00 |
| Bus / Car | \$ 20.00 | Bus / Car | \$ 500.00 |
| Lodging: | \$ 499.20 | Lodging: | \$ 12480.00 |
| Total Cost: | \$ 719.20 | Total Cost: | \$ 17980.00 |

Other Expenses

| | |
|--------------------|-------------------|
| Registration: | \$ 2760.00 |
| Judging: | \$ |
| Officiating: | \$ |
| Total Cost: | \$ 2760.00 |

Total Trip Expenses

| | |
|--------------------|--------------------|
| Staff Expenses: | \$ 3075.00 |
| Student Expenses: | \$ 17980.00 |
| Other Expenses | \$ 2760.00 |
| Total Cost: | \$ 23815.00 |

Payment Responsibility

| | | | |
|-------------------|-------------|-------------------|-----------|
| Paid by Students: | \$ 12500.00 | Per Student Cost: | \$ 500.00 |
| Paid by District: | \$ 11315.00 | | |

Description of Expenses Paid by Students

Lodging, Transportation, Registration Balance not covered by district; Registratoin is \$120/participant; Hotel \$240/night or \$120/stu per night