



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

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

**Date:** Monday, September 12, 2022

**Re:** Overnight Student Trip for the Glenbrook South Varsity Poms to Attend the National Dance Team Championship in Orlando, Florida

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South varsity poms to attend the National Dance Team Championship from Thursday, February 2, 2023, through Monday, February 6, 2023, in Orlando, Florida.

**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. Julie Smith shared in her memo, the varsity poms team qualified for the championship at the UDA Masters Camp in June. This trip is an integral part of our program and deeply important to our students. We qualified for the National Dance Team Championship at UDA Camp in July, 2022 by competing both individually and as a team. This trip allows the girls to compete at the pinnacle of competition in the high school dance team world. It is an opportunity to both watch and compete against the best teams in high school dance. Many college teams have moved to a recruiting only model and college scouts are at this competition looking for talent. The girls will compete in the categories of jazz, pom, and game day.

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)	23
Trip Category	National Contest: Trip for which students have qualified through competition or audition or are required for eligibility for a national contest.
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	National Contest:  The Board will cover 100% of registration, and 75% of transportation and lodging expenses for students and 100% of expenses for chaperones.  Students will cover 100% of meal expenses.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$190.84
Remaining Trip Costs Paid by District	\$27,011.68

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



August 1, 2022

Dear Glenbrook Administration and District 225 Board of Education,

Below is a proposal for the Titan Poms trip to the National Dance Team Championship in Orlando, FL. The Varsity Titan Poms qualified for the championship at the UDA Masters Camp in June. This trip is an integral part of our program and deeply important to our students. We qualified for the National Dance Team Championship at UDA Camp in July, 2022 by competing both individually and as a team. The Titan Poms have been attending the National Dance Team Championship every year, except for 2021, since 2004. This trip allows the girls to compete at the pinnacle of competition in the high school dance team world. It is an opportunity to both watch and compete against the best teams in high school dance. Many college teams have moved to a recruiting only model and college scouts are at this competition looking for talent. The girls will compete in the categories of Jazz, Pom and Game Day.

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. This trip is truly a family experience, where the parents are nearly as invested as the students. 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 are happy to adjust the trip to meet the standards set by the board. The students and I greatly appreciate your consideration.

Best,  
Julie Smith

**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: Titan Poms trip the National Dance Team Championship in Orlando, FL

Student Group Eligible for Trip: Varsity Titan Poms (23 students)

Departure Date: 02/02/2023 Return Date: 02/06/2023

Days/Blocks Missed by Students: 02/02/23 and 02/06/23

Number of Staff: 2 Number of Other Chaperones: 0 Number of Students: 23 Total: 25

**Part 2. Transportation Information**

Departing from: Glenbrook South High School Date: 02/02/2023 Time: 3:30 PM

Building: Glenbrook South High School Door: Main Entrance (Door A)

Traveling to: Chicago O'Hare 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: Chicago O'Hare

Airline: United Flight Number: UA173 Destination Airport: Orlando (MCO) Departure Time: 6:15 PM

**Transportation After Arrival**

Transportation:  Coach Bus  School Bus  Rental Car Number of Vehicles: 1  
 Public Transportation: \_\_\_\_\_

**Flight from Destination:**

Airport: Orlando (MCO)

Airline: United Flight Number: UA 1828 Destination Airport: Chicago O'Hare Departure Time: 4:29 PM

Returning from: Chicago O'Hare Airport Date: 02/06/2023 Time: 6:00 PM

Traveling to: Glenbrook South High School

Building: Glenbrook South High School Door: Main Entrance

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: 10/1/2022 End Collection on: 02/01/2023

Cost per Student\*: \$190.84 Can the Student Pay in Installments?  Yes  No

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

Account Number for Student Fees Collected:

AS905815

#### 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>4</u>	Dinner: <u>4</u>	Total Cost Per Staff Member: <u>\$216.00</u>
\$13.00	\$15.00	\$26.00	

#### Part 5. Approval

Requestor:	<u>Julie M Smith</u>	Date:	<u>09/01/2022</u>
Instructional Supervisor or Assistant Principal:	_____	Date:	_____
Associate Principal for Administrative Services:	_____	Date:	_____
Principal:	_____	Date:	_____
Superintendent:	_____	Date:	_____
Board of Education:	_____	Date:	_____

## Part 1. Trip Information

Trip Description: Titan Poms trip the National Dance Team Championship in Orlando, FL

## Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>		
Registration:	\$0.00	100%	Registration:	\$0.00	Proportionally paid by students:	\$1,025.00
Judging:	\$0.00	100%	Judging:	\$0.00	The district will pay:	\$3,075.00
Officiating:	\$0.00	100%	Officiating:	\$0.00	<b>Total Cost:</b>	<b>\$4,100.00</b>
Bus/Car Expense:	\$0.00	75%	Bus/Car Expense:	\$0.00		
Other*:	\$4,100.00	75%	Other*:	\$4,100.00		
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students):	\$0.00		
<b>Total Cost:</b>	<b>\$4,100.00</b>		<b>Total Cost:</b>	<b>\$4,100.00</b>		

\* Other Description: Mears Transportation in Orlando (\$500 x 7 Round Trips) + First Student Transportation to/from O'Hare (\$300)

## Part 3. Staff Expenses

Number of Staff:	2					
<u>Per Staff Member</u>			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>		
Registration:	\$471.00	100%	Registration:	\$942.00	Proportionally paid by students:	\$0.00
Meals:	\$216.00	100%	Meals:	\$432.00	The district will pay:	\$3,010.70
Air Fare:	\$413.35	100%	Air Fare:	\$826.70	<b>Total Cost:</b>	<b>\$3,010.70</b>
Lodging:	\$405.00	100%	Lodging:	\$810.00		
Trip Insurance:	\$0.00	100%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$1,505.35</b>		<b>Total Cost:</b>	<b>\$3,010.70</b>		

## Part 4. Student Expenses

Number of Students:	23					
<u>Per Student</u>			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>		
General Expenses:	\$44.57	n/a	General Expenses:	\$1,025.00	Each student will pay:	\$190.84
Registration:	\$471.00	100%	Registration:	\$10,833.00	The district will pay:	\$20,925.98
Meals:	\$0.00	0%	Meals:	\$0.00	<b>Total Cost:</b>	<b>\$25,315.30</b>
Air Fare:	\$413.35	75%	Air Fare:	\$9,507.05		
Lodging:	\$171.75	75%	Lodging:	\$3,950.25		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$1,100.67</b>		<b>Total Cost:</b>	<b>\$25,315.30</b>		

## Part 5. Payment Responsibility Summary

Paid by Students:	\$4,389.33				
Paid by Fundraising:	\$0.00	Account(s):			
Each Student Will Pay:	\$190.84	Method:	Bookstore collection		
Paid by District:	\$27,011.68	Account(s):			
<b>Total Cost:</b>	<b>\$31,591.84</b>				