



**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 Business Professionals of America Officers to Attend the State Officer Training and Planning Session in Oak Brook, Illinois

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South Business Professionals of America officers to attend the state officer training and planning session from Thursday, September 15, 2022 through Saturday, September 17, 2022 in Oak Brook, Illinois.

**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. Rosanna McManamon shared in her memo, this trip provides an opportunity for two Glenbrook South seniors to attend the state officer training and planning session this fall. Both students were elected as state officers at the BPA State Leadership Conference in February 2022. As officers, our students will assist in planning the fall conference being held in November 2022 and the State Leadership Conference being held in February 2023. The BPA state association covers all expenses for this trip.

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	1
Number of Students (estimate)	2
Trip Category	Other Trip: All other overnight trips less 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	The BPA state association covers all expenses for this trip.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$0.00
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 me.



4000 West Lake Avenue  
Glenview, IL 60026-1239  
gbs.glenbrook225.org  
Telephone: 847-729-2000  
Fax: 847-486-4462

TO: Mark Maranto, Barbara Georges  
FROM: Rosanna McManamon, BPA Club Sponsor  
DATE: August 26, 2022  
SUBJECT: OFFICER TRAINING & PLANNING SESSION

Two current seniors, Patrick Moran and Ashi Chikani, were elected State Officers during the Business Professional of America State Leadership Conference in February 2022. Their duties include planning the upcoming Fall Leadership Conference being held in November 2022 as well as next year's State Leadership Conference being held in February 2023. This is a 2 ½ day session where the State Officer Team will collaborate to complete their planning. Date are from September 15-17, 2022.

Glenbrook South's BPA chapter members have represented themselves, their chapter, school, state, and organization in positive ways throughout the years. Patrick and Ashi are the 27<sup>th</sup> and 28<sup>th</sup> elected State Officers in our 23 years of having a GBS chapter!

All hotel and food costs for all State Officers during this training and planning session are covered by the State Association.

Thank you for your time, consideration, and support of Business Professionals of America.

Sincerely

Rosanna McManamon  
Business Professionals of America  
Chapter Advisor & Illinois State Executive Director

**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: **BPA State Officer Training and Planning Session**

Student Group Eligible for Trip: **Seniors Patrick Moran and Ashi Chikani are elected 2022-2023 officers whose duties include planning upcoming events**

Departure Date: **9/15/22** Return Date: **9/17/22**

Days/Blocks Missed by Students: **9/15/22: Block 4, 9/16/22: All day**

Number of Staff: **1** Number of Other Chaperones: **0** Number of Students: **2** Total: **3**

**Part 2. Transportation Information**

Departing from: **GBS** Date: **9/15/22** Time: **2:15 PM**

Building: **GBS** Door: **OO**

Traveling to: **Doubletree Oakbrook, 1909 Spring Road, Oakbrook, IL 60523**

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: **2**  
 Personal Vehicle (Waiver Required)  Public Transportation: \_\_\_\_\_

*If flying, complete the details below:*

**Flight to Destination:**

Airport: \_\_\_\_\_  
 Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Destination Airport: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**Transportation After Arrival**

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

**Flight from Destination:**

Airport: \_\_\_\_\_  
 Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Destination Airport: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Returning from: **DoubleTree Oakbrook** Date: **9/17/22** Time: **2:15 PM**

Traveling to: **Glenbrook South High School**

Building: **GBS** Door: **OO**

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: **2**  
 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: \_\_\_\_\_ End Collection on: \_\_\_\_\_

Cost per Student\*: **\$0.00** Can the Student Pay in Installments?  Yes  No

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

Account Number for Student Fees Collected:

#### 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>0</u>	Lunch:	<u>0</u>	Dinner:	<u>0</u>	Total Cost Per Staff Member:	<u>\$0.00</u>
	\$13.00		\$15.00		\$26.00		

#### Part 5. Approval

Requestor:	<u>Rosie McManamon</u>	Date:	<u>8/26/22</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: BPA State Officer Training and Planning Session

**Part 2. 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:	\$0.00
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>\$0.00</b>
Bus/Car Expense:	\$0.00	0%	Bus/Car Expense:	\$0.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students):	\$0.00		
<b>Total Cost:</b>	<b>\$0.00</b>		<b>Total Cost:</b>	<b>\$0.00</b>		

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

**Part 3. Staff Expenses**

Number of Staff: 1

			<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:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	The district will pay:	\$0.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	<b>Total Cost:</b>	<b>\$0.00</b>
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$0.00</b>		<b>Total Cost:</b>	<b>\$0.00</b>		

**Part 4. Student Expenses**

Number of Students: 2

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Student</u>		% Covered by District				
General Expenses:	\$0.00	n/a	General Expenses:	\$0.00	Each student will pay:	\$0.00
Registration:	\$0.00	0%	Registration:	\$0.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	<b>Total Cost:</b>	<b>\$0.00</b>
Air Fare:	\$0.00	0%	Air Fare:	\$0.00		
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$0.00</b>		<b>Total Cost:</b>	<b>\$0.00</b>		

**Part 5. Payment Responsibility Summary**

Paid by Students:	\$0.00		
Paid by Fundraising:	\$0.00	Account(s):	
Each Student Will Pay:	\$0.00	Method:	Illinois BPA pays for all food/hotel costs for students, but just the hotel costs for staff
Paid by District:	\$0.00	Account(s):	
<b>Total Cost:</b>	<b>\$0.00</b>		