



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

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

**Date:** Monday, January 23, 2023

**Re:** Overnight Student Trip for Glenbrook North Students to Attend the DECA State Competition in Rosemont, Illinois

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for Glenbrook North students to attend the DECA state competition from Thursday, March 2, 2023, through Saturday, March 4, 2023, in Rosemont, 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. Ingersoll shared in her memo, DECA is an IHSA sponsored national organization for students studying marketing, management, finance, hospitality, and entrepreneurship at the high school and collegiate levels. It serves advisors by connecting classrooms to careers and national business learning standards. DECA, a non-profit organization, is recognized as a Career and Technical Student Organization (CTSO), is endorsed by the U.S. Department of Education, and is chartered through state departments of education. The Glenbrook North chapter has averaged 140 students competing at the North Suburban Regional Competition. Of those competitors, advisors select a strong competitive team of no more than 45 students comprised of freshmen through seniors to compete at the state competition. The students competing at the annual state competition will be provided after our regional competition on Friday,

January 27, 2023. The selected students would then participate in this trip. At the annual state competition, students that place 1st, 2nd, 3rd, or 4th in role plays or 1st, 2nd, or 3rd in written events, qualify to compete at international conference in April/May. Students that place in the top 25 in the Central Regional in the Stock Market Game and Virtual Business Simulations also advance to compete at the international conference.

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	3
Number of Students (estimate)	45
Trip Category	Other Trip: Illinois state contest for which students have qualified through competition or audition.
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	Illinois State Contests: The Board of Education will cover 100% of transportation, lodging, and registration expenses.  Students will cover 100% of meal expenses.
Fee Collection Method	N/A
Amount Paid by Each Student	\$0
Remaining Trip Costs Paid by District	\$17,328.72



# Glenbrook North High School

2300 Shermer Road  
Northbrook, Illinois 60062  
847-272-6400

To: Mr. Jason Markey  
From: Mindy Ingersoll and Rebecca Rosenblum  
Date: 1/9/2023  
Re: DECA State Competition, March 2-4, 2023

DECA is an IHSA sponsored national organization for students studying marketing, management, finance, hospitality, and entrepreneurship at the high school and collegiate levels. It serves advisors by connecting classrooms to careers and national business learning standards. DECA, a non-profit organization, is recognized as a Career and Technical Student Organization (CTSO), is endorsed by the U.S. Department of Education, and is chartered through state departments of education.

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The team asks to stay at the Hyatt Regency in Rosemont for the duration of the DECA Illinois Career Development Conference, March 2-4, 2023. The competition will take students out of class for one day of school and will require an overnight stay. Below are a few points rationalizing the overnight stay and missing one day of school.

1. Illinois DECA's contract for the conference space includes a guarantee on room reservations. Schools not staying on-site must pay a higher student registration cost:

- a. On-site cost registration cost: \$175 per student;
    - i. The hotel cost an additional \$168.72 per student for 2 night's stay
  - b. Off-site registration cost: \$550 per student.
2. Testing and Opening Ceremonies begin at 6:00 PM and end at 11:00 PM on March 2nd. The following morning, students must be in their assigned testing sessions by 8:00 AM on March 3rd, or they will be disqualified from the competition.

All current Board Policies as they relate to overnight travel will be followed. Thank you for your time and consideration of this valuable experience for GBN DECA students.

Mindy Ingersoll and Rebecca Rosenblum

Enclosed: Field Trip Request for Overnight Trips; Cost Allocation Worksheet for Overnight Trips.

## 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: DECA State competition which qualifies students for International competition

Student Group Eligible for Trip: DECA

Departure Date: Thursday, March 2, 2023 Return Date: Saturday, March 4, 2023

Days/Blocks Missed by Students: All day Friday, March 3, 2023

Number of Staff: 3 Number of Other Chaperones: 0 Number of Students: 45 Total: 48

## Part 2. Transportation Information

Departing from: GBN Date: March 2 Time: 3:30 PM

Building: GBN Door: Athletics

Traveling to: Hyatt Regency O'Hare Hotel 9300 Bryn Mawr, Rosemont, IL

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: Hyatt Regency O'Hare Hotel 9300 Bryn Mawr Date: March 4th Time: 1:00 PM

Traveling to: Glenbrook North 2300 Shermer Rd

Building: GBN Door: Front Entrance

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>2</u>	Lunch:	<u>2</u>	Dinner:	<u>2</u>	Total Cost Per Staff Member:	<u>\$108.00</u>
	\$13.00		\$15.00		\$26.00		

#### Part 5. Approval

Requestor: Mindy Ingersoll Date: 1/10/23

Instructional Supervisor or Assistant Principal: Mike Tarjan Date: 1/11/23

## Part 1. Trip Information

Trip Description: DECA State competition which qualifies students for International competition

## Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Judging:	\$0.00	100%	Judging: <u>\$0.00</u>	The district will pay: <u>\$0.00</u>
Officiating:	\$0.00	100%	Officiating: <u>\$0.00</u>	<b>Total Cost: <u>\$0.00</u></b>
Bus/Car Expense:	\$0.00	100%	Bus/Car Expense: <u>\$0.00</u>	
Other*:	\$0.00	0%	Other*: <u>\$0.00</u>	
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students): <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$0.00</u></b>		<b>Total Cost:</b>	<b><u>\$0.00</u></b>

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

## Part 3. Staff Expenses

Number of Staff:	<u>3</u>			
<u>Per Staff Member</u>		<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>
Registration:	\$175.00	100%	Registration: <u>\$525.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$108.00	100%	Meals: <u>\$324.00</u>	The district will pay: <u>\$1,861.32</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	<b>Total Cost: <u>\$1,861.32</u></b>
Lodging:	\$337.44	100%	Lodging: <u>\$1,012.32</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$620.44</u></b>		<b>Total Cost:</b>	<b><u>\$1,861.32</u></b>

## Part 4. Student Expenses

Number of Students:	<u>45</u>			
<u>Per Student</u>		<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>
General Expenses:	\$0.00	n/a	General Expenses: <u>\$0.00</u>	Each student will pay: <u>\$0.00</u>
Registration:	\$175.00	100%	Registration: <u>\$7,875.00</u>	The district will pay: <u>\$15,467.40</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	<b>Total Cost: <u>\$15,467.40</u></b>
Air Fare:	\$0.00	75%	Air Fare: <u>\$0.00</u>	
Lodging:	\$168.72	100%	Lodging: <u>\$7,592.40</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$343.72</u></b>		<b>Total Cost:</b>	<b><u>\$15,467.40</u></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:		
Paid by District:	\$17,328.72	Account(s):	ENDC3330	
<b>Total Cost:</b>	<b><u>\$17,328.72</u></b>			