



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, March 20, 2023

Re: Overnight Trip for Glenbrook North Students to Participate in the DECA International Competition in Orlando, Florida

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook North students to participate in the DECA International Competition from Saturday, April 22, 2023, through Wednesday, April 26, 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.

This month, 45 students from GBN completed at the Illinois DECA's state competition to qualify for the international competition next month. Of those students, 28 students qualified to advance. DECA's competitive events develop life 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.

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	4
Number of Students (estimate)	28
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	N/A
Amount Paid by Each Student	\$472.50
Remaining Trip Costs Paid by District	\$30,085.75



Glenbrook North High School

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

Date: March 7, 2023
To: Mr. Jason Markey
From: Mindy Ingersoll and Rebecca Rosenblum
RE: DECA International Competition (ICDC), April 22-April 26, 2023

On March 2-4, 2023, 45 students from GBN competed at Illinois DECA's State Competition to qualify for the DECA International Competition (ICDC) in late April. This year, ICDC will be held in Orlando, Florida. Glenbrook North will stay with all Illinois DECA chapters at Hilton Orlando Lake Buena Vista Hotel.

DECA's competitive events develop life 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.

As the ICDC trip requires out-of-state, overnight travel, we request that ICDC-qualifying students and chaperones attend Orlando, Florida, from Saturday, April 22, through Wednesday, April 26. In the past seven years, we have averaged 25 students at ICDC. This year 28 students qualified. ICDC requires each school to have one chaperone for every eight students; therefore, we will bring four chaperones this year.

Cost of flights were estimated and received pre-approval. Flights were purchased on March 7, 2023, along with hotels on March 9, 2023. The flights purchased were the lowest cost option for the best timing for departure and arrival from ICDC itinerary. Because of the large number of competitors booking flights from Illinois and the importance of getting all GBN students and staff on the same flight, it was imperative to reserve our flights right after the State Competition. Thus, a letter was sent earlier for approval. Lastly, students will be responsible for the cost of their meals.

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

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

Student Group Eligible for Trip: DECA

Departure Date: Saturday, April 22, 2023 Return Date: Wednesday, April 26, 2023

Days/Blocks Missed by Students: 4/24/23, 4/25/23, and 4/26/23

Number of Staff: 4 Number of Other Chaperones: _____ Number of Students: 28 Total: 32

Part 2. Transportation Information

Departing from: O'Hare International Airport Date: Saturday, 4/22 Time: 5:15 AM

Building: Students meet at O'Hare Door: N/A

Traveling to: Orlando International Airport

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: N/A
 Personal Vehicle (Waiver Required) Public Transportation: N/A

If flying, complete the details below:

Flight to Destination:

Airport: ORD

Airline: United Flight Number: UA580 Destination Airport: MCO Departure Time: 7:15 AM

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: 1
 Public Transportation: N/A

Flight from Destination:

Airport: MCO

Airline: United Flight Number: UA1962 Destination Airport: ORD Departure Time: 12:28 PM

Returning from: Orlando International Airport Date: 4/26/2023 Time: 3:00 PM

Traveling to: O'Hare International Airport

Building: Students picked up at O'Hare Door: N/A

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: N/A
 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: 3/13/2023 End Collection on: 4/21/2023

Cost per Student*: \$472.50 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

AN905830

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>5</u>	Dinner:	<u>4</u>	Total Cost Per Staff Member:	<u>\$231.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor: Mindy Ingersoll Date: 3/7/23

Instructional Supervisor or Assistant Principal: *Laura former* Date: 3/8/2023

Part 1. Trip Information

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

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$6,880.00	0%	Registration: <u>\$6,880.00</u>	Proportionally paid by students: <u>\$7,155.00</u>
Judging:	\$0.00	0%	Judging: <u>\$0.00</u>	The district will pay: <u>\$1,225.00</u>
Officiating:	\$0.00	0%	Officiating: <u>\$0.00</u>	
Bus/Car Expense:	\$1,100.00	75%	Bus/Car Expense: <u>\$1,100.00</u>	
Other*:	\$400.00	100%	Other*: <u>\$400.00</u>	
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students): <u>\$0.00</u>	
Total Cost:	<u>\$8,380.00</u>		Total Cost: <u>\$8,380.00</u>	Total Cost: <u>\$8,380.00</u>

* Other Description: Bus/Car Expense: for transport to/from airport to hotel including tip (see attached)
OTHER: estimate for staff Uber transportation to O'Hare and back; Registration includes costs for tours/attractions during the trip

Part 3. Staff Expenses

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
Number of Staff:	<u>4</u>			
	<u>Per Staff Member</u>			
Registration:	\$130.00	100%	Registration: <u>\$520.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$231.00	100%	Meals: <u>\$924.00</u>	The district will pay: <u>\$6,995.48</u>
Air Fare:	\$347.87	100%	Air Fare: <u>\$1,391.48</u>	
Lodging:	\$1,040.00	100%	Lodging: <u>\$4,160.00</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$1,748.87</u>		Total Cost: <u>\$6,995.48</u>	Total Cost: <u>\$6,995.48</u>

Part 4. Student Expenses

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
Number of Students:	<u>28</u>			
	<u>Per Student</u>			
General Expenses:	\$255.54	n/a	General Expenses: <u>\$7,155.00</u>	Each student will pay: <u>\$472.50</u>
Registration:	\$130.00	100%	Registration: <u>\$3,640.00</u>	The district will pay: <u>\$21,865.27</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	
Air Fare:	\$347.87	75%	Air Fare: <u>\$9,740.36</u>	
Lodging:	\$520.00	75%	Lodging: <u>\$14,560.00</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$1,253.41</u>		Total Cost: <u>\$35,095.36</u>	Total Cost: <u>\$35,095.36</u>

Part 5. Payment Responsibility Summary

Paid by Students:	\$13,230.09		
Paid by Fundraising:	\$0.00	Account(s):	\$472.50 will be collected in the Bookstore.
Each Student Will Pay:	\$472.50	Method:	ENDC3330
Paid by District:	\$30,085.75	Account(s):	
Total Cost:	<u>\$43,315.84</u>		

