



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 27, 2023

Re: Overnight Trip for Glenbrook South Students to Participate in the Illinois Science Olympiad State Competition in Urbana-Champaign, Illinois

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to participate in the Illinois Science Olympiad State Competition from Friday, April 21, 2023, through Saturday, April 22, 2023, in Urbana-Champaign, 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.

The Glenbrook South Science Olympiad Team is planning to attend the Illinois Science Olympiad State Competition at the University of Illinois at Urbana-Champaign from April 21-22, 2023. Students qualify for the State Competition by placing at the top of our Regional Competition. The purpose of the trip is for students to compete in the 23 Science Olympiad events, earn medals in their events, and possibly qualify for the National Competition. GBS Science Olympiad has attended the State Competition nearly every year for the past ten years. The State tournament has been virtual for the past two years, so students are excited to attend again in person and test their skills against the best science students in the state.

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	3
Number of Students (estimate)	20
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	\$0.00
Remaining Trip Costs Paid by District	\$4,926.97



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

To: Dr. Barbara Georges
From: Jill Serikaku

The Glenbrook South Science Olympiad Team is planning to attend the Illinois Science Olympiad State Competition at the University of Illinois at Urbana-Champaign from April 21-22, 2023. Students qualify for the State Competition by placing at the top of our Regional Competition.

The purpose of the trip is for students to compete in the 23 Science Olympiad events, earn medals in their events, and possibly qualify for the National Competition.

Students will be excused from their block 3 and 4 classes on Friday April 21st, so that they can eat lunch during 3a and then load the bus at 12pm. The bus will take us to the hotel where we will check in and drop off bags, then take us to campus so that students have time to explore the campus to find the locations of their different events. Students will eat dinner on campus and then the bus will return us to the hotel. Early on Saturday morning, we will check out and the bus will take us back to campus where students will spend the day competing in their events. An awards ceremony is held after events are completed. After awards (approximately 7pm) the bus will begin to drive us back to GBS, stopping about 30 minutes into the trip (this avoids congested campus food options) so that students can get dinner before the bus ride home. Students will bring their own money for dinner the first night, lunch on Saturday, and dinner on Saturday. Continental breakfast is included at the hotel.

GBS Science Olympiad has attended the State Competition nearly every year for the past ten years. While we try to raise some money through fundraising, the trip has been covered in the past because it is a State level competition.

The State tournament has been virtual for the past two years, so students are excited to once again attend in person and test their skills against the best science students in the state.

The students and I appreciate your consideration of this request.

Sincerely,

Jill Serikaku
Head Coach, GBS Science Olympiad Team

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: Science Olympiad State Competition at the University of Illinois Urbana-Champaign

Student Group Eligible for Trip: GBS Science Olympiad team

Departure Date: Friday, April 21, 2023 Return Date: Saturday, April 22, 2023

Days/Blocks Missed by Students: Friday Blocks 3abc and 4

Number of Staff: 3 Number of Other Chaperones: 0 Number of Students: 20 Total: 23

Part 2. Transportation Information

Departing from: 4000 W. Lake Ave., Glenview, IL Date: 4/21/23 Time: 12:00 PM

Building: Glenbrook South High School Door: H

Traveling to: Urbana-Champaign Hotel (TBD), University of Illinois Campus 1206 S 4th St, Champaign, IL 61820

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: _____

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: University of Illinois Campus 1206 S 4th St, Ch Date: 4/22/23 Time: 7:00 PM

Traveling to: 4000 W. Lake Avenue, Glenview, IL 60026

Building: Glenbrook South High School Door: H

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: _____ 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>1</u>	Dinner:	<u>1</u>	Total Cost Per Staff Member:	<u>\$41.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<u>Jill Serikaku</u>	Date:	<u>1/11/23</u>
Instructional Supervisor or Assistant Principal:	<u>Mark Maranto</u>	Date:	<u>2/9/23</u>

Part 1. Trip Information

Trip Description: Science Olympiad State Competition at the University of Illinois Urbana-Champaign

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>\$3,400.00</u>
Officiating:	\$0.00	100%	Officiating: <u>\$0.00</u>	Total Cost: <u>\$3,400.00</u>
Bus/Car Expense:	\$3,400.00	100%	Bus/Car Expense: <u>\$3,400.00</u>	
Other*:	\$0.00	100%	Other*: <u>\$0.00</u>	
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students): <u>\$0.00</u>	
Total Cost:	<u>\$3,400.00</u>		Total Cost:	<u>\$3,400.00</u>

* 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:	\$0.00	100%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$41.00	100%	Meals: <u>\$123.00</u>	The district will pay: <u>\$446.97</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	Total Cost: <u>\$446.97</u>
Lodging:	\$107.99	100%	Lodging: <u>\$323.97</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$148.99</u>		Total Cost:	<u>\$446.97</u>

Part 4. Student Expenses

Number of Students:	<u>20</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:	\$0.00	100%	Registration: <u>\$0.00</u>	The district will pay: <u>\$1,080.00</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	Total Cost: <u>\$1,080.00</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	
Lodging:	\$54.00	100%	Lodging: <u>\$1,080.00</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$54.00</u>		Total Cost:	<u>\$1,080.00</u>

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:	\$4,926.97	Account(s):		
Total Cost:	<u>\$4,926.97</u>			