



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

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

**Date:** Monday, April 11, 2022

**Re:** Overnight Student Trip for Glenbrook North FCCLA National Contest

**Recommendation**

It is recommended that the Board of Education authorize the overnight trip for Glenbrook North students to attend the Family, Career and Community Leaders of America (FCCLA) National Conference and Competition held in San Diego, California, from Wednesday, June 29, 2022, through Sunday, July 3, 2022 as presented.

**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.

Earlier this month, we received a request from FCCLA sponsor, Ms. Kim Petty, requesting approval for students to attend the FCCLA National Conference and Competition to be held in San Diego, California, from Wednesday, June 29, 2022, through Sunday, July 3, 2022. As the state conference is taking place this month, the exact number of students that will qualify for the national conference is unknown. However, due to the timing complications, we request pre-approval of this trip at this evening's meeting.

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)	8
Trip Category	Other Trip: Connected with a regularly scheduled school-sponsored activity and a contest between students representing Glenbrook and at least one other school.
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Refundable or transferable credit required for lodging and transportation arrangements.
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	National Contest: The Board of Education will cover 75% of transportation and lodging expenses, 100% of registration expenses for student expenses, and 100% of all expenses for staff.  Students will cover 25% of transportation and lodging expenses and 100% of meals.
Fee Collection Method	All fees will be collected in the bookstore and associated with the student's financial account.
Amount Paid by Each Student	\$347.63*
Remaining Trip Costs Paid by District	\$13,154.42

\* Amount may be reduced through fundraising efforts.

It is recommended that the Board of Education authorize the overnight trip for Glenbrook North students to attend the Family, Career and Community Leaders of America (FCCLA) National Conference and Competition held in San Diego, California, from Wednesday, June 29, 2022 through Sunday, July 3, 2022 as presented. If there are any questions regarding this trip, please do not hesitate to reach out to Mr. Markey or me.



# Interoffice Memo

**Date:** April 1, 2022  
**To:** Mike Tarjan, Jason Markey, Charles Johns, District 225 Board of Education  
**From:** Kim Petty  
**RE:** FCCLA National Conference and Competition

On April 7-8, 2022, 8 students from GBN will compete at Illinois FCCLA State Conference and Competition, which qualifies students for the FCCLA National Conference and Competition in late-June. This year, nationals will be held in person in San Diego, California.

As the trip requires out-of-state, overnight travel, we are requesting approval for National FCCLA qualifying students and chaperones to attend San Diego, California from Wednesday, June 29 through Sunday July 3, 2022.

Right now the number of students qualifying and the costs are both speculative. All information provided is based on the best timing for departure and arrival from itinerary data. However, flight costs are subject to change based on the group reservation prices, capacity, refundability, and availability. Should we be granted approval, we expect to purchase airline tickets through the group sales department (if all 8 qualify). This needs to be done by April 13th, the state deadline to register for the national conference. Per the new policies we are looking to put one student per bed. We are staying at an Embassy Suites that will have three beds per suite. We will be renting a twelve passenger van to transport students to events and meals. Cost listed for the vehicle includes the rental as well as parking. I have included two cost allocation sheets. One with fully refundable flight costs with United Airlines and a much less expensive, non-refundable option through Southwest Airlines.

FCCLA's competitive events develop life skills and real-world skills through a variety of projects centering around the area of Family & Consumer Sciences. In this year's events, students create start-up business plans centering around hospitality, are making a nutritional plan for an athlete to make sure they are performing at their best level both nutritionally and physically, and have created a meal for an at home delivery organization which focuses on great tasting food with a lower sodium content.

Thank you for your time and consideration of this invaluable experience for GBN FCCLA students.

Kim Petty

Enclosed: Field Trip Request for Overnight Trips; Cost Allocation Worksheets for Overnight Trips; FCCLA Itinerary with Flight and Hotel Information



# 2022 National Leadership Conference

At-A-Glance Schedule (Subject to Change)

As of 2/28/2022

## Monday, June 27

START	END	EVENT	AUDIENCE
2:00 PM	6:00 PM	Competitive Events Advisory Team Meeting	By Appointment
3:00 PM	6:00 PM	Executive Committee Meeting	National Board of Directors
6:30 PM	8:30 PM	Board/NEC/Staff Dinner	National Board of Directors

## Tuesday, June 28

8:00 AM	6:00 PM	Conference & Competitive Events Registration	Advisers
9:00 AM	10:00 AM	National Officer Candidate Test	Members
9:00 AM	10:30 AM	Board Committee Meetings	National Board of Directors
10:30 AM	12:00 PM	Board of Directors Meeting	National Board of Directors
2:00 PM	4:00 PM	National Officer Candidate Adviser Orientation	Advisers
2:00 PM	4:00 PM	National Officer Candidate Nominating Committee Orientation & Meeting	Members
2:00 PM	4:00 PM	National Officer Candidate Orientation & Project Center	Members
3:30 PM	4:30 PM	New State Advisers Training* <i>This session is open to state advisers with 0-3 years' experience.</i>	State Advisers
5:00 PM	6:30 PM	State Advisers NLC Launch	State Advisers
6:00 PM	8:30 PM	National Officer Candidate Nominating Committee Interviews	Members
6:30 PM	8:00 PM	State Advisers Welcome Reception	State Advisers

## Wednesday, June 29

### STAR EVENT COMPETITIONS:

*Baking and Pastry (Date Subject to Change)*  
*Culinary Arts (Date Subject to Change)*

8:00 AM	6:00 PM	Conference & Competitive Events Registration	Advisers
8:30 AM	11:30 AM	National Officer Candidate Nominating Committee Interviews (Lunch on Own)	Members
11:30 AM	1:30 PM	Hall of Fame Awards Luncheon*	Members / Advisers / Guests
12:00 PM	3:00 PM	Fashion Show Jury of Selection <i>A panel of judges will select the student designers who will be featured at the FCCLA Fashion Show during the Recognition Session.</i>	Members
2:00 PM	5:00 PM	EXPO Exhibitor Move-In	Exhibitors
1:00 PM	3:00 PM	National Officer Candidate Fishbowl	Members
1:00 PM	2:00 PM	Youth Networking – Mission Mayhem	Members
2:00 PM	3:00 PM	First Time NLC Attendee Orientation* <i>If this is your first time attending NLC this is the session for you! Members, advisers and guests are encouraged to signup for this informative session for tips to help you navigate your way through NLC.</i>	Members / Advisers / Guests
2:30 PM	4:00 PM	STAR Events Lead / Assistant Lead Consultants Organizational Meeting	Advisers
3:00 PM	4:00 PM	State Officer Training*	Members
3:15 PM	4:15 PM	First Time NLC Attendee Orientation* <i>If this is your first time attending NLC this is the session for you! Members, advisers and guests are encouraged to signup for this informative session for tips to help you navigate your way through NLC.</i>	Members / Advisers / Guests
6:00 PM	8:00 PM	General Session: Opening General Session (Doors Open at 5:00 PM) -Welcome/Greetings -Award Presentations -Keynote Address	Members / Advisers / Guests
8:30 AM	9:30 PM	VIP Reception	By Invitation
8:30 PM	9:30 PM	State Meetings	Members / Advisers / Guests
9:45 PM	10:45 PM	State Meetings	Members / Advisers / Guests
12:00 AM		Student Curfew	Members

## Thursday, June 30

### STAR EVENT COMPETITIONS: (Subject to Change)

*Chapter in Review Display*  
*Chapter in Review Portfolio*  
*Chapter Service Project Display*  
*Chapter Service Project Portfolio*  
*Culinary Math Management*  
*Entrepreneurship*  
*Event Management*  
*Fashion Design*

*FCCLA Chapter Website*  
*Focus on Children*  
*Job Interview*  
*National Programs in Action*  
*Parliamentary Procedure*  
*Public Policy Advocate*  
*Say Yes to FCS Education*

7:30 AM	5:00 PM	Conference Registration/Information	Advisers
7:30 AM	8:30 AM	STAR Events Room Consultants, Evaluators and Volunteers Meeting	As Assigned - Members / Advisers / Guests
8:00 AM	9:15 AM	Voting Delegate Orientation	Members
8:00 AM	4:00 PM	EXPO	Members / Advisers / Guests

8:00 AM	4:00 PM	FCCLA Store	Members / Advisers / Guests
8:30 AM	9:15 AM	FCCLA/LifeSmarts Knowledge Bowl Volunteer Orientation	As Assigned - Members / Advisers / Guests
9:00 AM	11:45 AM	<b>Red Talks Presentations</b> <i>Two 15-minute workshops will run concurrently led by exhibitors and partners. Red Talks workshops will focus on one or more of FCCLA's Career Pathways</i>	Members / Advisers / Guests
9:00 AM	11:30 AM	<b>Youth Workshops</b>	Members / Advisers / Guests
9:00 AM	4:00 PM	STAR Event Competitions	Members
9:30 AM	10:00 AM	FCCLA/LifeSmarts Knowledge Bowl Team Orientation	Members
10:00 AM	12:00 PM	National Officer Candidate Nominating Committee & Deliberation	Members
10:00 AM	12:30 PM	FCCLA/LifeSmarts Knowledge Bowl Pool Play	Members / Advisers / Guests
11:00 AM	2:00 PM	Lunch Concessions	Members / Advisers / Guests
1:30 PM	3:15 PM	FCCLA/LifeSmarts Knowledge Bowl Quarterfinals, Semifinals, and 3rd Place Match	Members / Advisers / Guests
2:00 PM	4:00 PM	Best Practice Exchange <i>Round table networking sessions on various topics facing advisers today</i>	Advisers
2:30 PM	3:45 PM	<b>Red Talks Presentations</b> <i>Two 15-minute workshops will run concurrently led by exhibitors and partners. Red Talks workshops will focus on one or more of FCCLA's Career Pathway</i>	Members / Advisers / Guests
3:00 PM	3:30 PM	<b>Youth Workshops</b>	Members / Advisers / Guests
4:00 PM	4:30 PM	Voting Delegate Check-In	Members
4:30 PM	5:30 PM	General Session: Business Session (Doors Open at 4:15 PM) -Voting on Bylaw Amendment -Business Report -FCCLA/LifeSmarts Knowledge Bowl Finals	Members/Advisers/Guests
5:30 PM	6:30 PM	National Officer Candidate Letter Drop #1	Members
7:30 PM	10:00 PM	Special Event: Run4Red 5K Run/Walk*	Members / Advisers / Guests
12:00 AM		Student Curfew	Members

**Friday, July 1**

**STAR EVENT COMPETITIONS: (Events subject to change)**

<i>Career Investigation</i>	<i>Leadership</i>
<i>Digital Stories for Change</i>	<i>Professional Presentation</i>
<i>Early Childhood Education</i>	<i>Nutrition and Wellness</i>
<i>Fashion Construction</i>	<i>Promote and Publicize FCCLA!</i>
<i>Food Innovations</i>	<i>Recycle and Redesign</i>
<i>Hospitality, Tourism, Recreation</i>	<i>Sports Nutrition</i>
<i>Interior Design</i>	<i>Sustainability Challenge</i>
<i>Interpersonal Communications</i>	<i>Teach and Train</i>

7:30 AM	5:00 PM	Conference Registration/Information	Advisers
7:30 AM	8:30 AM	STAR Events Room Consultants, Evaluators and Volunteers Meeting	As Assigned - Members / Advisers / Guests
8:00 AM	8:45 AM	National Officer Candidates Meet & Greet (All are Welcome)	Members / Advisers / Guests
8:00 AM	4:00 PM	EXPO	Members / Advisers / Guests
8:00 AM	4:00 PM	FCCLA Store	Members / Advisers / Guests
9:00 AM	10:30 AM	<b>Youth Workshops</b>	Members / Advisers / Guests
9:00 AM	10:45 AM	<b>Red Talks Presentations</b> <i>Two 15-minute workshops will run concurrently led by exhibitors and partners. Red Talks workshops will focus on one or more of FCCLA's Career Pathways (Human Services, Hospitality and Tourism, Education &amp; Training, Visual Arts &amp; Design, Real World Skills).</i>	Members / Advisers / Guests
9:00 AM	11:00 AM	Best Practice Exchanges <i>Round table networking sessions on various topics facing advisers today</i>	Advisers
9:00 AM	11:00 AM	National Officer Candidate Networking (Voting Delegates Only)	Voting Delegates
9:00 AM	4:00 PM	STAR Event Competitions	Members
11:00 AM	2:00 PM	Lunch Concessions	Members / Advisers / Guests
12:00 PM	12:30 PM	Voting Delegate Check-In	Members
12:30 PM	1:45 PM	National Officer Candidate Speeches – Group A	Members / Advisers / Guests
12:30 PM	1:45 PM	National Officer Candidate Teambuilding – Group B	Members
2:00 PM	3:15 PM	National Candidate Speeches – Group B	Members / Advisers / Guests
2:00 PM	3:15 PM	National Candidate Teambuilding – Group A	Members
2:30 PM	3:45 PM	<b>Red Talks Presentations</b> <i>Two 15-minute workshops will run concurrently led by exhibitors and partners. Red Talks workshops will focus on one or more of FCCLA's Career Pathways</i>	Members / Advisers / Guests
3:00 PM	3:30 PM	<b>Youth Workshops</b>	Members / Advisers / Guests
4:00 PM	7:00 PM	EXPO Exhibitor Move-Out	Exhibitors
4:00 PM	4:45 PM	State Meetings	Members / Advisers / Guests
5:00 PM	5:45 PM	State Meetings	Members / Advisers / Guests
5:00 PM	6:30 PM	National Executive Council Elections	Members

Night Open for Dinner, Sightseeing and Tours

12:00 AM	Student Curfew	Members
<b>Saturday, July 2</b>		
7:00 AM	7:30 AM National Officer Candidate Letter Drop #2	Members
7:30 AM	5:00 PM Conference Registration/Information	Advisers
8:00 AM	8:30 AM Spotlight on Projects & STAR Events - Participant Check-In	Members
8:00 AM	11:00 AM FCCLA Store	Members / Advisers / Guests
8:30 AM	10:30 AM Youth Spotlight on Projects & STAR Events - View program award winning projects and highlighted STAR Event projects	Members
8:30 AM	10:30 AM Youth Workshops Four 30-minute workshops geared to youth members	Members
8:30 AM	10:30 AM State Officer Networking*	Members
8:30 AM	10:30 AM State & Chapter Adviser Networking Roundtables - Roundtable discussions led by advisers and partners - Chapter Adviser Board of Directors Representative Vote	Advisers
11:00 AM	1:00 PM General Session: Recognition Session (Doors Open at 10:30 AM) - Say Yes to FCS Signing Ceremony - Fashion Show - Award Presentations (Adviser, Membership, etc.) - Introduction of 2022-2023 National Executive Council	Members / Advisers / Guests
1:00 PM	3:00 PM Lunch On Own	
3:00 PM	9:00 PM Special Event: San Diego Zoo*	Members / Advisers / Guests
12:00 AM	Student Curfew	Members
<b>Sunday, July 3</b>		
7:30 AM	8:30 AM 2021-2022/2022-2023 National Executive Council Advisers Breakfast	Advisers
7:30 AM	5:00 PM Conference Registration/Information	Advisers
7:45 AM	8:30 AM Competitive Events Awards Ceremony - Volunteer & Finalists Report to Holding Room	Members / Advisers
8:30 AM	9:30 AM State Competitive Events Session Pickup (State Advisers Only)	State Advisers
10:00 AM	12:00 PM Competitive Events Awards Ceremony (All Regions)	Members / Advisers / Guests
11:30 AM	2:00 PM Lunch Concessions	Members / Advisers / Guests
12:30 PM	1:30 PM Competitive Events State Recognition Sessions: Group A	Members / Advisers / Guests
2:00 PM	3:00 PM Competitive Events State Recognition Sessions: Group B	Members / Advisers / Guests
5:00 PM	6:30 PM General Session: Closing General Session (Doors Open at 4:15 PM) - Scholarship Presentations - Farewell to 2021-2022 National Executive Council - Conference in Review	Members / Advisers / Guests
7:30 PM	10:30 PM FCCLA NLC After Party* - Casual Attire, Games, Dinner, and Dancing	Members / Advisers / Guests
12:00 AM	Student Curfew	Members



# Field Trip Request for Overnight Trips

Revised: January 2022

## Trip Description

Type of Field Trip:  Instructional  Student Activity / Co-Curricular

School:  Glenbrook North  Glenbrook South  Other: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_ Extension: \_\_\_\_\_

Activity / Class Name: \_\_\_\_\_

Description: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Names of Chaperones: \_\_\_\_\_

## Transportation Information

Departing from: \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Traveling to (complete address): \_\_\_\_\_

Returning from (complete address): \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Returning to: \_\_\_\_\_ date: \_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Students released from class (indicate time or blocks): \_\_\_\_\_

Permission Slip Needed?  Yes  No Should the bus remain with the trip?  Yes  No

Car(s): \_\_\_\_\_ Bus(es): \_\_\_\_\_ D225 Van(s): \_\_\_\_\_ Other: \_\_\_\_\_

## Financial Information

Does this trip require money to be collected from students?  Yes  No

Begin Collection on: \_\_\_\_\_ End Collection on: \_\_\_\_\_

**Cost Per Student**

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

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

### Accounting Details

Instructional / Course Field Trip      Student Activity / Co-Curricular Field Trip

Account Number: GBN:  10L200 4922 0000 20 000000       \_\_\_\_\_

GBS:  10L300 4922 0000 30 000000      Please write account number above.

## Approval

---

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructional Supervisor or Assistant Principal\*: Mike Tarjan Date: April 4, 2022  
Associate Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

## Superintendent and Board of Education Approval

---

Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

### *For School Office Use*

Date Request Received: \_\_\_\_\_  
Date Trip Approved: \_\_\_\_\_  
Date Bus Ordered: \_\_\_\_\_  
Date D225 Van Reserved: \_\_\_\_\_  
Cost of Transportation: \_\_\_\_\_  
Request Sent to Business Services Department: GBN:  gbnfeesetup@glenbrook225.org Date: \_\_\_\_\_  
GBS:  gbsfeesetup@glenbrook225.org \_\_\_\_\_

### *For Business Services Department Use*

Fee Setup Activities:  Master Fee Roster  PowerSchool  e~Funds for Schools  F/R Setup  
 Notice to Bookstore, Faculty Sponsor, and Administrative Assistant

### Trip Information

Trip Description: 2022 FCCLA National Conference/Competition in San Diego, CA

### Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ 270.00	Meals:	\$ 540.00
Transportation:		Transportation:	
Air	\$ 712.00	Air	\$ 1424.00
Bus / Car	\$	Bus / Car	\$ 0.00
Lodging:	\$ 493.62	Lodging:	\$ 987.24
<b>Total Cost:</b>	<b>\$ 1475.62</b>	<b>Total Cost:</b>	<b>\$ 2951.24</b>

### Meal Per Diem Maximum Reimbursement Rates

Breakfast \$ 13.00

Lunch \$ 15.00

Dinner \$ 26.00

Per Day \$ 54.00

### Student Expenses

Number of Students: 8

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 710.00	Air	\$ 5680.00
Bus / Car	\$ 178.45	Bus / Car	\$ 1427.60
Lodging:	\$ 502.08	Lodging:	\$ 4016.64
<b>Total Cost:</b>	<b>\$ 1390.53</b>	<b>Total Cost:</b>	<b>\$ 11124.24</b>

### Other Expenses

Registration: \$ 1860.00

Judging: \$

Officiating: \$

**Total Cost:** \$ **1860.00**

### Total Trip Expenses

Staff Expenses: \$ 2951.24

Student Expenses: \$ 11124.24

Other Expenses \$ 1860.00

**Total Cost:** \$ **15935.48**

### Payment Responsibility

Paid by Students: \$ 2781.06

Per Student Cost: \$ 347.63

Paid by District: \$ 13154.42

### Description of Expenses Paid by Students

Flight Option #1 Opportunity to fund raise to help with student costs.