



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

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

**Date:** Monday, February 27, 2023

**Re:** Overnight Trip for Glenbrook North Students to Participate in the Snowball Overnight Retreat

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for Glenbrook North Students to Participate in the Snowball Overnight Retreat from Thursday, November 16, 2023, through Saturday, November 18, 2023 in East Troy, Wisconsin.

**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.

Operation Snowball is a club dedicated to promoting mental and emotional health, personal growth, and a sense of community among students and staff. Our annual three-day retreat serves as a kick-off event for the club's activities. For the past 13 years, this retreat has provided students with opportunities to learn more about themselves, connect with others, and discuss a wide variety of topics important to their lives. Please see the attached itinerary for further descriptions of the activities taking place throughout the retreat.

This 2023-24 retreat is projected to include up to 120 student participants/student leaders and 18 adult staff. Final numbers will be finalized after registration is complete next school year. Participants must

complete an application to attend the retreat, and if over 100 students apply, attendees will be selected by lottery.

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	18
Number of Students (estimate)	120
Trip Category	Other Trip: All other overnight trips less than 400 miles from the school district (e.g., fine arts tour, sports tournament that are not IHSA sponsored).
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	Not Required
Source of Trip Funding	All Other Overnight Trips: Students will cover 100% of other expenses and the expenses of the trip's chaperones.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$163.00
Remaining Trip Costs Paid by District	\$1,798.68

# Glenbrook North High School



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

To: Mr. Markey  
From: Bill Edison, Darin Sullivan, Kirby Tripple  
Date: February 7, 2023  
Subject: Snowball Overnight Retreat

Operation Snowball is a club dedicated to promoting mental and emotional health, personal growth, and a sense of community among students and staff. Our annual three-day retreat serves as a kick-off event for the club's activities. For the past 13 years, this retreat has provided students with opportunities to learn more about themselves, connect with others, and discuss a wide variety of topics important to their lives. Please see the attached itinerary for further descriptions of the activities taking place throughout the retreat.

This 2023-24 retreat is projected to include up to 120 student participants/student leaders and 18 adult staff. Final numbers will be finalized after registration is complete next school year. Participants must complete an application to attend the retreat, and if over 100 students apply, attendees will be selected by lottery.

The Operation Snowball Directors (three to four students & three adult staff) will depart for Camp Edwards in East Troy, WI, via a GBN activity bus on the morning of Thursday, November 16, 2023. All other attendees will travel to Camp Edwards via school bus after school that same day. All students and staff will return to GBN via school bus and activity bus on the afternoon of Saturday, November 18. We will follow Board Policy 7230 for overnight travel for this trip.

The cost per student will be \$163.00, to be paid in one lump sum. The fee will cover travel, lodging, meals at Camp Edwards, a T-shirt, and other general supplies. The speaker costs will come from our activity account. In an effort to offer this to all students, a reduced price of \$81.50 for students who receive free and reduced meals/ supplies will be supplemented from our Operation Snowball Activity Account AN903740.

Thank you.

**Glenbrook North High School is a learning community dedicated to students and committed to quality of thought, word, and deed.**

**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: Operation Snowball Overnight Retreat

Student Group Eligible for Trip: All GBN Students through application process

Departure Date: Thursday, November 16, 2023    Return Date: Saturday, November 18, 2023

Days/Blocks Missed by Students: There are 3-4 student directors that will miss Blocks 1-4 on 11/16/23. All students will miss Blocks 1-4 on 11/17/23

Number of Staff: 18    Number of Other Chaperones: \_\_\_\_\_    Number of Students: 120    Total: 138

**Part 2. Transportation Information**

Departing from: GBN CPA Lobby    Date: 11/16/23    Time: 4:00 PM

Building: GBN    Door: CPA Lobby Door E

Traveling to: Camp Edwards N8901 Army Lake Rd. East Troy, WI 53120

Transportation:  Coach Bus     School Bus     Activity Bus     Rental Car    Number of Vehicles: 7  
 Personal Vehicle (Waiver Required)     Public Transportation: \*\*\*Please Note: 6 School Busses and 1 Activity Bus

*If flying, complete the details below:*

**Flight to Destination:**

Airport: N/A

Airline: N/A    Flight Number: N/A    Destination Airport: N/A    Departure Time: N/A

**Transportation After Arrival**

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

**Flight from Destination:**

Airport: N/A

Airline: N/A    Flight Number: N/A    Destination Airport: N/A    Departure Time: N/A

Returning from: Camp Edwards    Date: 11/18/23    Time: 2:45 PM

Traveling to: 2300 Shermer Rd. Northbrook, IL 60062

Building: Glenbrook North High School    Door: Fitness Center Door K

Transportation:  Coach Bus     School Bus     Activity Bus     Rental Car    Number of Vehicles: 7  
 Personal Vehicle (Waiver Required)     Public Transportation: \*\*\*Please Note: 6 School Busses and 1 Activity Bus

**Part 3. Bookstore Collection Information**

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

Begin Collection on: October 17, 2023    End Collection on: November 14, 2023

Cost per Student\*: \$163.00    Can the Student Pay in Installments?  Yes     No

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

Account Number for Student Fees Collected:

AN903740

**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>	<b>Total Cost Per Staff Member:</b>	<u>\$0.00</u>
	\$13.00		\$15.00		\$26.00		

**Part 5. Approval**

Requestor: Darin Sullivan Date: 1/31/23

Instructional Supervisor or Assistant Principal: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 1. Trip Information

Trip Description: Operation Snowball Overnight Retreat

## 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:	\$9,356.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$1,798.68
Officiating:	\$0.00	0%	Officiating:	\$0.00	<b>Total Cost:</b>	<b>\$11,154.68</b>
Bus/Car Expense:	\$1,798.68	100%	Bus/Car Expense:	\$1,798.68		
Other*:	\$6,980.00	0%	Other*:	\$6,980.00		
Staff Expenses (Paid by Students):	\$2,376.00	n/a	Staff Expenses (Paid by Students):	\$2,376.00		
<b>Total Cost:</b>	<b>\$11,154.68</b>		<b>Total Cost:</b>	<b>\$11,154.68</b>		

\* Other Description: Guest speakers, Supplies, T-shirts

## Part 3. Staff Expenses

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
	<u>Per Staff Member</u>	% Covered by District				
Number of Staff:	18					
Registration:	\$132.00	0%	Registration:	\$2,376.00	Proportionally paid by students:	\$2,376.00
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>\$2,376.00</b>
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$132.00</b>		<b>Total Cost:</b>	<b>\$2,376.00</b>		

## Part 4. Student Expenses

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
	<u>Per Student</u>	% Covered by District				
Number of Students:	120					
General Expenses:	\$77.97	n/a	General Expenses:	\$9,356.00	Each student will pay:	\$209.97
Registration:	\$132.00	0%	Registration:	\$15,840.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	<b>Total Cost:</b>	<b>\$25,196.00</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>\$209.97</b>		<b>Total Cost:</b>	<b>\$25,196.00</b>		

## Part 5. Payment Responsibility Summary

Paid by Students:	\$25,196.00		
Paid by Fundraising:	\$5,636.20	Account(s):	AN903740
Each Student Will Pay:	\$163.00	Method:	Check, Credit Card or Cash ant Bookstore
Paid by District:	\$1,798.68	Account(s):	
<b>Total Cost:</b>	<b>\$32,630.88</b>		