

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

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

**Date:** Monday, May 23, 2022

**Re:** Overnight Student Trip for Glenbrook South Titan Poms UDA Masters Camp

**Recommendation**

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook South students to participate in the UDA Masters Camps, June 27, 2022 through June 30, 2022 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. Julie Smith shared in her memo, the Titans Poms program has a long history of participating in the UDA Masters Camp event. The camp provides opportunities for students to learn technique and routines that are utilized throughout the upcoming year. Additionally, attendance at this camp qualifies the team to compete and qualify for the National Dance Team Championship. Approximately 40 students (JV & Varsity Team) will be selected to attend the camp, and the trip will be primarily funded by students.

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)	40
Trip Category	Other Trip: All other overnight trips less than 400 miles from the school district (e.g., sports tournament that is 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	Required
Source of Trip Funding	All Other Overnight Trips Over 400 Miles from the School District: The Board of Education will cover 100% of transportation expenses.  Students will cover 100% of all remaining expenses, including those of staff members attending the trip.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$585.88
Remaining Trip Costs Paid by District	\$500.00

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook South students to participate in the UDA Masters Camps, June 27, 2022 through June 30, 2022 in Rosemont, Illinois. If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Williamson or me.



April 15, 2022

Dear Glenbrook Administration and District 225 Board of Education,

Below is a proposal for the Titan Poms trip to UDA Masters Camp at the Hyatt Regency O'hare. We understand this is a unique time and we are grateful for your consideration. This trip is an integral part of our program and deeply important to our students. We are also happy to adjust the trip to meet the standards set by the board. The students and I greatly appreciate your consideration.

Best,  
Julie Smith

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**Titan Poms Trip to UDA Camp**

Julie Smith - Head Coach

Zoey Sideris (assistant Varsity Coach), Katelyn Dundovich (JV Coach)

June 27-30, 2022

**Students:**

40 students (JV & Varsity Team to be selected on May 19)

We receive no money from the school to finance this trip. This is 100% paid by students.

This camp teaches technique and routines that will be utilized throughout the year. The Varsity team also needs to attend this camp to compete and qualify for the National Dance Team Championship.

**Transportation:**

Students will take a bus to the Hyatt on Day 1 and a bus home from the Hyatt on Day 4.

We would also like to offer the option that students are allowed to be dropped off by parents instead of taking the bus.

**For hotel options:**

Students will stay at the Hyatt Regency O'hare for 3 nights.

The prices are as follows:

1 to a room: \$766

2 to a room: \$545

3 to a room: \$471

4 to a room: \$435

We will follow the policy of the Board of Education policy that specifies one student per bed. We would like the board to be aware that this is a large camp and space may be limited, but we will request a one student per bed reservation.

**Parents will pay directly to UDA. Glenbrook South will collect no money.** Staff travel will be paid through fundraising dollars in our Student Activities Account. The \$545 includes staff meals, camp registration and hotel overnight.

Here is the link to the cancelation policy, rules, procedures, etc. [UDA CAMP RULES](#)

**Safety Measures:**

As this is a local option, the venue will be following the same rules as Cook County. Additionally, if there is an issue with a student getting sick, parents will be required to pick up their child and take them home. This should not be an issue as the venue is local.

**Other Notes:**

We recognize that there will always be a possibility that we will need to cancel the trip. We are happy to write a contract with families with this understanding.

Parents will be required to sign travel waivers from D225.

[Waiver](#)

Cost Allocation Worksheet:

[Cost Allocation Worksheet](#)

Field Trip Request:

[Field Trip Request 2022](#)



## UCA/UDA Terms & Conditions for Camps and Clinics

*Clinics includes Spirit Days and other one-day events*

**COVID-19 Camp/Clinic Rules** Please review and share the [COVID-19 Camp/Clinic Rules](#) with your athletes, parents and administration.

### Fees

Overnight fees include daily instruction, awards, housing and meals (as indicated for each camp). Instruction Only, Home and Day Camp, and Clinic fees include daily instruction and awards (unless otherwise noted).

### Adult Supervision

An adult at least 21 years of age is required to attend camp in its entirety with each team, unless a more stringent policy is noted for the specific camp/clinic. For overnight camps, the adult is required to stay overnight. Some camps/clinics conducted for individuals are exempt from this requirement and is noted in the specific camp/clinic details.

### Payment Policies

Unless otherwise noted, the deposit and full payment due dates are as follows:

	<u>Deposit Amount</u>	<u>Deposit Due</u>	<u>Full Payment Due</u>
<b>Overnight Camps</b>	\$100 per person	60 days prior to camp start	45 days prior to camp start
<b>Day/Home Camps</b>	\$50 per person	60 days prior to camp start	45 days prior to camp start
<b>Clinics</b>	50% of fee	At time of registration	14 days prior to clinic start

Registrations are not confirmed until the deposit or signed school purchase order is received. **If your deposit or full payment is not received by their respective due dates, UCA/UDA reserves the right to cancel your registration.** Reinstated registrations are accepted on a space-available basis. Deposits are non-refundable and non-transferable.

If you are unable to pay in full by the due date, we must receive a school purchase order or letter of authorization on official school/organization letterhead. Either form must be signed by the school principal/organization administrator and clearly indicate the payment terms. Payments are not accepted at camp. Balances not paid within 90 days after camp will be turned over to a collection agency.

For Home Camps staff will not be assigned nor will supplies be shipped for camps not paid in full. If setting up a camp 30 days prior to the start date, full payment is required at the time the registration is confirmed.

Virtual camps must be paid in full and all waivers signed electronically no later than 7 days prior to the start date. Your virtual camp will be canceled 7 days prior if payment and waivers are not received.

### Form of Payment

You may pay online by credit card (Visa or MasterCard) or mail your check or money order to the UCA/UDA office. **Personal, individual, booster club, temporary or gym checks are not accepted.** If mailing your payment, please include a copy of your invoice to insure proper credit to your account.

### Cancellation/Enrollment Change Fees and Refunds

Unless otherwise noted for a specific location, fees retained for enrollment changes (reductions)



and/or cancellations received prior to the camp start date are indicated below. For Home Camps (except virtual) changes made within 14 days of the camp start date that cause any change to instructional staff, travel or camp dates will result in a minimum \$100 change fee. The fee assessed will be based on any incremental expenses incurred. In addition, instructional staff adjustments are based on availability and cannot be guaranteed.

<b>Overnight Camps</b>	<b><u>Between 60-31 Days</u></b>	<b><u>Between 30-0 Days</u></b>
	\$100 per person	Full Tuition
<b>Day/Home Camps</b>	<b><u>Between 30-15 Days</u></b>	<b><u>Between 14-0 Days</u></b>
	\$50 per person	Full Tuition
<b>Clinics</b>	<b><u>After Registration</u></b>	
	\$10 per person	

Camps/clinics that require pre-ordered items (i.e. tickets, t-shirts, etc.) will result in full forfeiture of monies paid if cancelled within 14 days of the camp/clinic start date.

Refunds on accounts with a credit balance will be issued in the same form of the original payment method and after the camp/clinic is over.

### **Camp Rules**

On the first day of camp, each person attending must review and sign a document indicating they understand and will abide by all camp rules.

### **Release and Waiver Forms**

In order to participate, every attendee must complete a Release and Waiver Form. This form is required for all minor and adult athletes, coaches and chaperones. For those under 18 years of age, the form must be signed by a parent or guardian.

Please retain a copy of each signed form for your records and **turn in the original signed forms** at Registration on the first day of camp. For virtual camps the waivers will be signed electronically.

### **Special Compliance Requirements**

Certain locations may require a specific adult to minor ratio and/or compliance-related clearances pertaining to the protection of minors. Locations that have specific requirements will have additional information online at [varsity.com/MyCampRegistrations](http://varsity.com/MyCampRegistrations).

### **Facility Fees for Home Camps**

All fees associated with the use of the school facility are the responsibility of the school/squad/team.

### **Contact Us**

UCA/UDA Summer Camps  
PO Box 341353  
Memphis, 38134-9998  
888-CHEERUCA (243-3782)  
800-DANCEUDA (326-2383)  
Fax: 800-969-8295  
[registration@varsity.com](mailto:registration@varsity.com)

### Trip Information

Trip Description: Titan Poms Trip to UDA Camp

### General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>		
	Amount	% Covered by District		Amount		
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$1,635.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$500.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	<b>Total Cost:</b>	<b>\$2,135.00</b>
Bus/Car Expense:	\$500.00	100%	Bus/Car Rental:	\$500.00		
Other*:	\$1,635.00	0%	Other*:	\$1,635.00		
<b>Total Cost:</b>	<b>\$2,135.00</b>		<b>Total Cost:</b>	<b>\$2,135.00</b>		

\* Other Description: Staff expenses paid by students (Registration - \$545.00 per staff member).

### Staff Expenses

Number of Staff: 3

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>		
<u>Per Staff Member</u>	Amount	% Covered by District		Amount		
Registration:	\$0.00	0%	Registration:	\$0.00	Each staff member will pay:	\$0.00
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>\$0.00</b>
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$0.00</b>		<b>Total Cost:</b>	<b>\$0.00</b>		

### Student Expenses

Number of Students: 40

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>		
<u>Per Student</u>	Amount	% Covered by District		Amount		
General Expenses:	\$40.88	n/a	General Expenses:	\$1,635.00	Each student will pay:	\$545.00
Registration:	\$545.00	0%	Registration:	\$21,800.00	The district will pay:	\$1,635.00
Meals:	\$0.00	0%	Meals:	\$0.00	<b>Total Cost:</b>	<b>\$2,180.00</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>\$585.88</b>		<b>Total Cost:</b>	<b>\$23,435.00</b>		

### Total Trip Expenses

General Expenses:	\$2,135.00
Staff Expenses	\$0.00
Student Expenses	\$23,435.00
<b>Total Cost:</b>	<b>\$25,570.00</b>

### Payment Responsibility Summary

Paid by Staff:	\$0.00
Paid by Students:	\$21,800.00
Paid by District:	\$2,135.00
<b>Total Cost:</b>	<b>\$23,935.00</b>

Account Number(s):

AS905815

The account number(s) listed above will be charged for all "Paid by District" expenses.



# 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): Julie Smith Extension: 4661

Activity / Class Name: Titan Poms

Description: Trip for the JV & Varsity Titan Poms to attend UDA Camp at the Hyatt Ohare. The girls will learn techn

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Date(s) of Trip: 6/27-6/30

Number of Chaperones: 3 Number of Students: 40

Names of Chaperones: Katelyn Dundovich, Zoey Sideris, Julie Smith

## Transportation Information

Departing from: Glenbrook South date: 6/27/2022 at: 10:00  AM  PM

Traveling to (complete address): Hyatt Regency O'hare 9300 Bryn Mawr Avenue, Rosemont, Illinois

Returning from (complete address): Hyatt Regency O'hare date: 6/30/2022 at: 12:00  AM  PM

Returning to: Glenbrook South date: 6/30/2022 at:  AM  PM

Students released from class (indicate time or blocks): n/a

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

Car(s): \_\_\_\_\_ Bus(es): 1 D225 Van(s): \_\_\_\_\_ Other: \_\_\_\_\_

## Financial Information

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

Begin Collection on: n/a End Collection on: n/a

**Cost Per Student**

Cost per Student\*: \$ n/a Can the Student Pay in Installments?  Yes  No

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

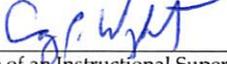
### Accounting Details

	Instructional / Course Field Trip	Student Activity / Co-Curricular Field Trip
Account Number:	GBN: <input type="checkbox"/> 10L200 4922 0000 20 000000 GBS: <input type="checkbox"/> 10L300 4922 0000 30 000000	<input checked="" type="checkbox"/> AS905815 <small>Please write account number above.</small>

**Approval**

Requestor: J. Smith Date: 4/14/2022

Instructional Supervisor or Assistant Principal\*:  Date: 5/17/22

Associate Principal:  Date: 5/17/22

\* 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: 5/17/2022

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:  gbnfeessetup@glenbrook225.org Date: \_\_\_\_\_  
GBS:  gbsfeessetup@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