



**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 Student to Student (S2S) Leadership Retreat

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for Glenbrook South Students to Participate in the Student to Student Leadership Retreat from Saturday, March 4, 2023, through Sunday, March 5, 2023 in Wisconsin Dells, 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.

Student to Student's mission is to create environments for students to socialize in a space free of the pressures of substance use, to make students aware of the risk that substance use can create in their lives, and encourage students to remain alcohol and drug free while in high school. This trip provides a fun social outing with friends but also offers an opportunity to develop student leadership skills to continue the efforts of this club in the future. This trip will include students from all grade levels which is unique and critical in forming new leaders. We find that most often when we ask senior students why they stayed in our club all 4 years, they mention a senior leader who helped guide them when they were freshman.

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	2
Number of Students (estimate)	20
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	\$192.70
Remaining Trip Costs Paid by District	\$0.00



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Dr. Georges:

I am writing to share information with you about the request for Student to Student (S2S) to take a trip to the Wisconsin Dells for our Leadership Retreat. This trip used to be annually, but we haven't gone since January of 2020 and we are feeling ready to bring it back! S2S's mission is to create environments for students to socialize in a space free of the pressures of substance use, to make students aware of the risk that substance use can create in their lives, and encourage students to remain alcohol and drug free while in high school at GBS.

This trip is important in not only providing a fun social outing with friends but also in working on our leadership skills to continue the efforts of this club in the future. This trip will include students of all the classes at GBS which I believe is unique and critical in forming new leaders. We find that most often when we ask senior students why they stayed in our club all 4 years, they mention a senior leader who helped guide them when they were freshman.

I have also sent some of the leadership activities we will work on over the weekend. I hope you will consider approving this trip for our students.

Thank you for your time and attention to this,

Megan Shipp LAT, ATC  
Student to Student Sponsor

# 2023 Leadership Retreat Curriculum

Saturday - 3/4/23)

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Sunday - (3/5/23)

## - Bus Travel time -

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- Telephone
  - Other games 20 min
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### ○ **BASIC RULES & GUIDELINES - 5 Minutes**

#### ■ BE RESPECTFUL:

- Although you may know many people on this retreat, there are also many who you do not know. Take into consideration others' beliefs and backgrounds before making assumptions about people.

#### ■ BE ACCOUNTABLE:

- On this retreat, you will be responsible for any materials you are given and any materials you brought from home. It always puts a damper on the retreat when things are lost or forgotten, so be aware of your personal belongings.

#### ■ PARTICIPATE:

- This retreat contains various types of discussions and activities. The only way for the retreat to work in your favor is by being active in those discussions and activities. Of course, if you ever feel uncomfortable and wish to sit out, you are more than welcome to do so. Just know, the people here care about you and support you, so you should fear nothing.
- Another way to participate is by asking questions. The Co-Presidents and sponsors are here for you to answer any questions that you might have.

#### ■ BE CAUTIOUS:

- When you need to go to the public bathroom, please use the "buddy-system". We are responsible for your whereabouts at all times, so make sure you and your buddy tell an adult.
- Do not stray away from the group at any point, unless you are going to use the bathroom. At night, stay in your condominium. Do not leave the resort.
- Hopefully this is not an issue, but there should not be any drugs or alcohol used this weekend. All school rules apply.

#### ■ HAVE FUN:

## - Bus time continued -

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### ○ What kind of leader are you

- Myers-Briggs letters: Each student will be given a Myers-Briggs letters test to fill out and will then read about what that may mean about what kind of leader they are. Strengths, weaknesses etc. and discuss with a friend and then with the group.
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## - Water park time and dinner 5-8pm -

## - Evening leadership activities 9-11pm-

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### ○ What kind of leader are you

- Small groups: Student will spend time in small groups reflecting on what they have learned about themselves and what that may mean for their leadership style
  - How might this contribute to what things they choose to or are chosen to be leaders for?
  - What might you need to take into consideration about yourself as a leader?
  - How might you assemble a team around you to help compliment your strengths, weaknesses and leadership styles?
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### ○ Making good Choices

- Large Group: Discussion
  - How do our leadership styles, strengths, and weaknesses make use good leaders at GBS?
  - How can we use our unique styles to work together to bring more people into our club and encourage healthy choices
  - How can we make GBS a place where healthy choices are talked about more often?
  - What other groups of people at South are also working towards this goal?
  - How can we tap into these other groups and work together to strengthen our cause?
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### ○ Prevention Week

- How can we continue to grow our prevention week activities?
- This is a place where I want us to think outside our own group and our own box of “what we always do” and start brainstorming and planning ideas to help this grow
- What would our ideal prevention week look like?
- Who would be involved?
- Do we need a theme?
- What activities would we like to see?
- How can we incorporate a fundraiser (for our group or a group like Peer Services or GNCY)
- What stakeholders should we consider?
- More

## 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: Leadership retreat/Waterpark trip

Student Group Eligible for Trip: Student 2 Student

Departure Date: Saturday, March 4, 2023 Return Date: Sunday, March 5, 2023

Days/Blocks Missed by Students: none

Number of Staff: 2 Number of Other Chaperones: 0 Number of Students: 20 Total: 22

## Part 2. Transportation Information

Departing from: 4000 West Lake Ave, Glenview, IL 60025 Date: 3/4/23 Time: 2:30 PM

Building: GBS Door: OO (Auto's Courtyard)

Traveling to: 1305 Kalahari Dr, Wisconsin Dells, Wisconsin 53965

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: 1305 Kalahari Dr, Wisconsin Dells, WI 53965 Date: 3/5/23 Time: 5:00 PM

Traveling to: 4000 West Lake Ave, Glenview, IL 60026

Building: GBS Door: OO

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: 2/20/23 End Collection on: 3/3/23

Cost per Student\*: \$192.70 Can the Student Pay in Installments?  Yes  No

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

Account Number for Student Fees Collected:

AS904030

#### 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>1</u>	Lunch:	<u>1</u>	Dinner:	<u>2</u>	Total Cost Per Staff Member:	<u>\$80.00</u>
	\$13.00		\$15.00		\$26.00		

#### Part 5. Approval

Requestor: Megan Shipp Date: 2/21/23

Instructional Supervisor or Assistant Principal: Mark Maranto Date: 2/21/23

## Part 1. Trip Information

Trip Description: Leadership retreat/Waterpark trip

## Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$0.00	% Covered by District 0%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$914.00</u>
Judging:	\$0.00	0%	Judging: <u>\$0.00</u>	The district will pay: <u>\$0.00</u>
Officiating:	\$0.00	0%	Officiating: <u>\$0.00</u>	<b>Total Cost: <u>\$914.00</u></b>
Bus/Car Expense:	\$560.00	0%	Bus/Car Expense: <u>\$560.00</u>	
Other*:	\$0.00	0%	Other*: <u>\$0.00</u>	
Staff Expenses (Paid by Students):	\$354.00	n/a	Staff Expenses (Paid by Students): <u>\$354.00</u>	
<b>Total Cost:</b>	<b><u>\$914.00</u></b>		<b>Total Cost:</b>	<b><u>\$914.00</u></b>

\* Other Description: \_\_\_\_\_

## Part 3. Staff Expenses

Number of Staff: 2

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Staff Member</u>				
Registration:	\$0.00	% Covered by District 0%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$354.00</u>
Meals:	\$80.00	0%	Meals: <u>\$160.00</u>	The district will pay: <u>\$0.00</u>
Air Fare:	\$0.00	0%	Air Fare: <u>\$0.00</u>	<b>Total Cost: <u>\$354.00</u></b>
Lodging:	\$97.00	0%	Lodging: <u>\$194.00</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$177.00</u></b>		<b>Total Cost:</b>	<b><u>\$354.00</u></b>

## Part 4. Student Expenses

Number of Students: 20

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Student</u>				
General Expenses:	\$45.70	% Covered by District n/a	General Expenses: <u>\$914.00</u>	Each student will pay: <u>\$192.70</u>
Registration:	\$0.00	0%	Registration: <u>\$0.00</u>	The district will pay: <u>\$0.00</u>
Meals:	\$50.00	0%	Meals: <u>\$1,000.00</u>	<b>Total Cost: <u>\$3,854.00</u></b>
Air Fare:	\$0.00	0%	Air Fare: <u>\$0.00</u>	
Lodging:	\$97.00	0%	Lodging: <u>\$1,940.00</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$192.70</u></b>		<b>Total Cost:</b>	<b><u>\$3,854.00</u></b>

## Part 5. Payment Responsibility Summary

Paid by Students:	\$3,854.00		
Paid by Fundraising:	\$0.00	Account(s):	AS904030
Each Student Will Pay:	\$192.70	Method:	
Paid by District:	\$0.00	Account(s):	
<b>Total Cost:</b>	<b><u>\$3,854.00</u></b>		