



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 Northwestern University Model United Nations Conference in Evanston, Illinois

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South Students to Participate in the Model United Nations Conference from Thursday, April 13, 2023, through Sunday, April 16, 2023 in Evanston, 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 Northwestern University Model United Nations Conference (NUMUN) is a national competition that draws schools from across the country. Our Model U.N. team has traditionally attended this conference every year, though the pandemic put a halt on that. We are looking to maintain momentum after winning the Stanford University conference in November and the Boston University conference in February. Students we invite to this conference have to demonstrate commitment to our program and success at other competitions. Furthermore, we open this conference to all students in our club no matter their experience level. Being a highly competitive conference, NUMUN also prepares our students well for future competitions.

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)	28
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	\$313.07
Remaining Trip Costs Paid by District	\$0.00



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Date: February 14, 2023

To: Dr. Barbara Georges

From: Jesse Sisler

RE: Northwestern University Model United Nations Conference, April 13th-16th, 2023

Dear Dr. Georges,

Below is a proposal for the Glenbrook South Model United Nations team to attend the Northwestern University Model United Nations Conference (NUMUN) in Evanston, IL. This year's competition takes place April 13th-16th. As the trip requires overnight travel, I am requesting approval for students and chaperones to attend the competition.

NUMUN is a national competition that draws schools from across the country. Our Model U.N. team has traditionally attended this conference every year, though the pandemic put a halt on that. We are looking to maintain momentum after winning the Stanford University conference in November and the Boston University conference in February. Students we invite to this conference have to demonstrate commitment to our program and success at other competitions. Furthermore, we open this conference to all students in our club no matter their experience level. Being a highly competitive conference, NUMUN also prepares our students well for future competitions.

We are requesting to stay at a hotel for the duration of the competition. Per the NUMUN website, conference sessions end at 11:00pm and 10:30pm on Friday and Saturday respectively. There are also social events throughout the weekend that will allow our students to interact with others from around the country. Finally, students are encouraged to meet with each other outside of conference sessions in order to work on their papers together, and given that almost all other schools stay at a hotel, it would be a competitive disadvantage for us not to.

As a team, we most recently attended the aforementioned Boston University conference. Our students demonstrated outstanding growth as a team and individuals, and enjoyed an excellent learning experience.

The cost allocation worksheet is attached. Please note that the hotel information is estimated based on group rates obtained by NUMUN. These are subject to change. Students will bring their own money to pay for meals throughout the trip.

COVID Mitigation: 1 student per bed; NUMUN attendees are required to follow Northwestern University and CDC mitigation policies.

Sincerely,
Jesse Sisler

Materials Enclosed: Field Trip Request for Overnight Trips, Cost Allocation worksheet, hotel cost estimate

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: **Northwestern University Model U.N. Conference**

Student Group Eligible for Trip: **Model United Nations students**

Departure Date: **Thursday, April 13, 2023** Return Date: **Sunday, April 16, 2023**

Days/Blocks Missed by Students: **Block 4 on Thursday, April 13; all day on Friday, April 14**

Number of Staff: **2** Number of Other Chaperones: **0** Number of Students: **28** Total: **30**

Part 2. Transportation Information

Departing from: **4000 West Lake Ave, Glenview, IL 60025** Date: **4/13/23** Time: **2:00 PM**

Building: **GBS** Door: **TT**

Traveling to: **1710 Orrington Ave, Evanston, IL 60201**

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: **1710 Orrington Ave, Evanston, IL 60201** Date: **4/16/23** Time: **3:00 PM**

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

Building: **GBS** Door: **TT**

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: **4/3/23** End Collection on: **4/12/23**

Cost per Student*: **\$313.07** Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

AS903650

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>2</u>	Lunch:	<u>2</u>	Dinner:	<u>3</u>	Total Cost Per Staff Member:	<u>\$134.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor: Jesse Sisler Date: 2/21/23

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

Part 1. Trip Information

Trip Description: Northwestern University Model U.N. Conference

Part 2. General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$100.00	0%	Registration:	\$100.00	Proportionally paid by students:	\$1,598.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$0.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	Total Cost:	\$1,598.00
Bus/Car Expense:	\$156.00	0%	Bus/Car Expense:	\$156.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$1,342.00	n/a	Staff Expenses (Paid by Students):	\$1,342.00		
Total Cost:	\$1,598.00		Total Cost:	\$1,598.00		

* Other Description:

Part 3. Staff Expenses

Number of Staff: 2

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Staff Member</u>		% Covered by District				
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$1,342.00
Meals:	\$134.00	0%	Meals:	\$268.00	The district will pay:	\$0.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	Total Cost:	\$1,342.00
Lodging:	\$537.00	0%	Lodging:	\$1,074.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$671.00		Total Cost:	\$1,342.00		

Part 4. Student Expenses

Number of Students: 28

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Student</u>		% Covered by District				
General Expenses:	\$57.07	n/a	General Expenses:	\$1,598.00	Each student will pay:	\$440.57
Registration:	\$100.00	0%	Registration:	\$2,800.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	Total Cost:	\$12,336.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00		
Lodging:	\$283.50	0%	Lodging:	\$7,938.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$440.57		Total Cost:	\$12,336.00		

Part 5. Payment Responsibility Summary

Paid by Students:	\$12,336.00		
Paid by Fundraising:	\$3,570.00	Account(s):	AS903650
Each Student Will Pay:	\$313.07	Method:	
Paid by District:	\$0.00	Account(s):	
Total Cost:	\$15,906.00		