



To: Dr. Mike Riggle
From: Dr. Lauren Fagel
Re: GBS Poms National Competition
Date: July 11, 2018

Attached is a travel request from Julie Smith to take the Varsity Titan Poms to the Universal Dance Association National Dance Team Championship in Orlando, Florida in 2019. This represents the 16th time GBS students have qualified for and represented GBS in this prestigious competition. As defined in the attached Board Policy 7230, this will be a Student Trip, which is travel sponsored, conducted, and at least partially financed by the District.

Students will leave on Thursday, January 31, 2019 and return on Monday, February 4, 2019.

I support this request and believe this type of experience will enhance the athletic experience of our students.



Field Trip Request for Overnight Trips

Revised: December 2017

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 to the National Dance Team Championship in Orlando, FL

Date(s) of Trip: 1/31/2019-2/4/2019

Number of Chaperones: 2 Number of Students: 26

Names of Chaperones: Julie Smith, Dayna Parenti

Transportation Information

Departing from: Glenbrook South date: 1/31/2019 at: 3:30 AM PM

Traveling to (complete address): O'Hare International Airport (to Orlando, Florida)

Returning from (complete address): O'Hare Int'l Airport (Orlando, Florida) date: 2/4/2019 at: 8:00 AM PM

Returning to: Glenbrook South date: 2/4/2019 at: 8:30 AM PM

Students released from class (indicate time or blocks): 2/1 All Blocks, 2/4 All Blocks

Permission Slip Needed? Yes No Waiver 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: 9/1/2018 End Collection on: 1/1/2019

Cost Per _____

Cost per Student*: Student \$ 1133.77

* 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 4850 0000 00 000000 831220

GBS: 10L300 4850 0000 00 000000 Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: Julie Smith Date: 5/30/2018
Instructional Supervisor or Assistant Principal*: Josh Koo Date: 5/31/2018
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: Lauren Fagel Date: 7/11/2018
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

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
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant



Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

Trip Information

Trip Description: Titan Poms trip to UDA Nationals

Staff Expenses

Number of Staff: 2

	<u>Per Staff Member</u>		<u>Total Staff Expenses</u>
Meals:	\$ 150.00	Meals:	\$ 300.00
Transportation:		Transportation:	
Air	\$ 300.00	Air	\$ 600.00
Bus / Car	\$	Bus / Car	\$ 0.00
Lodging:	\$ 756.00	Lodging:	\$ 1512.00
Total Cost:	\$ 1206.00	Total Cost:	\$ 2412.00

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast	\$ 4.00
Lunch	\$ 8.00
Dinner	\$ 20.00
<i>Per Day</i>	<u>\$ 32.00</u>

Student Expenses

Number of Students: 26

	<u>Per Student</u>		<u>Total Student Expenses</u>
Meals:	\$ 150.00	Meals:	\$ 3900.00
Transportation:		Transportation:	
Air	\$ 300.00	Air	\$ 7800.00
Bus / Car	\$	Bus / Car	\$ 0.00
Lodging:	\$ 591.00	Lodging:	\$ 15366.00
Total Cost:	\$ 1041.00	Total Cost:	\$ 27066.00

Other Expenses

Registration:	\$ 0.00
Judging:	\$ 0.00
Officiating:	\$ 0.00
Total Cost:	\$ 0.00

Total Trip Expenses

Staff Expenses:	\$ 2412.00
Student Expenses:	\$ 27066.00
Other Expenses	\$ 0.00
Total Cost:	\$ 29478.00

Payment Responsibility

Paid by Students:	\$ 29478.00	Per Student Cost:	\$ 1133.77
Paid by District:	\$ 0.00		

<u>Description of Expenses Paid by Students</u>

Section A - General Regulations

1. Activities that can be attended after school or on weekends should be attended at that time.
2. Field trips may not be taken during the first two weeks and the last two weeks of each semester. They cannot be taken on the day prior to any vacation period, and they cannot be taken during the last week of each quarter. Exceptions must be approved by the principal or the designated representative.
3. Transportation will be provided by the district whenever possible.
4. Whenever practical, field trips should not necessitate eating lunch away from school. If it is required that lunch be obtained away from school, the students will remain in a group with the sponsor, staff member or parent chaperone.
5. Student attendance on trips is not required. Students who elect not to participate in the trip will be informed by the trip sponsor as to where they should report during their normal class period.
6. Certified staff members shall accompany all field trips. It is recommended that for groups of less than twenty-five students, one certified staff member is required. It is recommended for groups of twenty-five or more, one certified staff member and one additional adult are required for each bus.
7. Students shall be under the immediate supervision of staff members during the entire trip.
8. When it is anticipated that the trip will return to the school after normal school hours, the trip sponsor shall make arrangements to assure that access to the building will be available. When trips return to the building after normal school hours, staff members shall remain with the students until the students have departed the school.

9. All normal school rules and regulations are to be observed while on the trip. For overnight trips, the sponsor shall have in his/her possession emergency medical and contact information on all trips. If an unusual incident occurs while on the trip, such as the malfunctioning of one of the buses, an accident, an injury, or if one of the students becomes separated from the group, the sponsor shall take those actions on the scene which an ordinary, reasonable, and prudent person would take. In all cases, the sponsor will telephone the assistant/associate principal in charge of curriculum, or if not available, the principal or designee to report the incident and receive further instructions. If the incident occurs after normal school hours and involves a student, the sponsor will attempt to contact the student's parent/guardian, and if it is impossible to contact the parent/guardian, to contact the local police department.
10. Questions pertaining to field trips are to be directed to the assistant/associate principal in charge of curriculum.
11. Requests for exceptions to these procedures are to be submitted in writing to the assistant/associate principal in charge of field trips.
12. The approval of the principal and the superintendent are required for all overnight trips.

Section B – Responsibilities of the Supervising Staff Member

1. Complete the Field Trip Request Form and attach to it an alphabetical list of participants including student I.D. numbers. This form must be approved by the instructional supervisor at least one week prior to the trip
2. Obtain approval for the trip from the assistant/associate principal in charge of curriculum.
3. Make the necessary arrangements with the personnel at the trip site. If the trip is an overnight trip, coordinate lodging and meal arrangements.
4. Obtain from the assistant/associate principal in charge of curriculum a sufficient number of Parental Permission Slips.
5. Issue the Parental Permission Slips to the students. Instruct them to obtain their parent's signature. This shall be completed prior to the trip.

6. Collect completed Parental Permission Slips and maintain them for reference during the trip.
7. If the students are to be assessed a fee for the trip, make appropriate arrangements with the bookstore for the collection of the fees.
 - a. Provide a list of names of the students to the bookstore. This list shall include the name of the trip's sponsor and the name, date, and cost of the trip.
 - b. Instruct the students to pay their trip fee at the bookstore. The bookstore shall issue a receipt for each payment.
 - c. The deadline for the payments shall be established by the assistant/associate principal in charge of curriculum and the bookstore manager in cooperation with the Business Office allowing for the necessary time to issue checks for the field trips(s).
8. For overnight trips, obtain emergency contact and medical information for all participating students.
9. Coordinate the scheduling of substitutes when necessary with the instructional supervisor and prepare appropriate lesson plans.
10. Arrange for additional adults to serve as chaperons, as required.
11. Immediately before leaving for the trip, turn in an accurate trip attendance report at the Attendance Office.

Section C – Administrative Responsibilities

1. For all field trips, the assistant/associate principal in charge of curriculum shall:
 - a. approve the trip.
 - b. arrange for transportation.

2. The instructional supervisor shall:
 - a. approve the trip.
 - b. determine the number of classroom substitutes required and arrange for these substitutes.
 - c. arrange for additional certified staff to serve as trip chaperons, if required.

Section D – Records

The assistant/associate principal in charge of curriculum shall maintain a record of all field trips, including their date(s), purpose and destination, sponsors, staff, parent chaperones, duration, and the list of participants.

Section E – Funding

Funding for student trips shall be in accordance with the guidelines adopted by the School Board.

Summary--Trips, Tours, and Travel, Matrix

Type of Trip	Requires Approval of:		
	Principal	Superintendent	Board
Student Trips	X		
Student Trips Overnight	X	X	
Student Trips Outside of Illinois or Adjacent States	X	X	X
Educational Tours	X	X	
Educational Tours Outside of Illinois or Adjacent States	X	X	X
Educational Tours Requiring one day or more of Student Absence	X	X	X
Educational Travel	X	X	

Brief Description

Student Trips: Sponsored, conducted and usually financed by District. Includes field trips, activity trips, athletic trips, etc.

Educational Tours: Conducted by District but not financed by District. Example: Band tour to Arizona

Educational Travel: Not sponsored or financed by District. Sponsor allowed to “inform” students of travel plans.

PLEASE READ THE EXCURSIONARY
PROCEDURES ON THE REVERSE SIDE.

FOR OFFICE USE ONLY

Date application received _____

Date trip approved _____

Date bus ordered _____

Permission slip with
one student list due _____

Substitute(s) Needed Yes ___ No ___ # _____

Substitute(s) Hired _____

GLENBROOK FIELD TRIP REQUEST APPLICATION

Circle: 1. Instructional Trip 2. Activity Trip

Please fill out completely.

Today's Date: _____

1. Describe the trip requested, listing the address(es) of the place(s) to be visited and the itinerary for the trip--include approximate times.

2. Trip Rationale: Describe the purpose of the trip as it relates to specific course objectives or sponsored activity:

3. Class or activity: _____ Number of students: _____

4. Chaperones accompanying trip: _____

5. Date of trip: _____ Departure time _____ and Location: _____

6. Transportation: Car(s) _____ Bus(es) _____ Other
(Specify) _____

7. Should bus remain with the trip? Circle: YES NO

8. Hours of trip: from School: _____ Departure _____ Bus Pick-up _____ for Return: _____ Where _____ Return to school _____

9. Estimated cost of transportation: _____ Estimated cost of substitute teacher(s): _____

Teacher Requesting Trip / Date

Instructional Supervisor's Approval / Date

Associate Principal's Approval / Date

Field Trip Permission and Waiver Form

Students have many opportunities to participate in various extra class activities as an outgrowth of classroom interests or through special interest clubs. On occasion it will be to their advantage to attend activities away from the High School on an optional basis ("field trips"). However, the Board of Education and School District 225 cannot assume responsibility for the safety and welfare of students while engaged in a field trip beyond making reasonable provision for activity chaperons.

I understand that my child must abide by all District 225 rules, regulations and chaperon instructions on the field trip identified below. I understand that District chaperons cannot prevent injuries because they cannot always control the conditions present or be present at all times.

Your signature below constitutes and is evidence of your agreement to (1) accept general liability for the participation of your child in the field trip identified below and (2) indemnify and hold harmless Northfield Township High School District 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorneys' fees and costs expended in defense thereof, incurred or resulting from your child's participation in this trip and transportation to and therefrom.

1. High School: _____ Class/Activity: _____

2. Faculty Sponsor: _____

3. Student: _____ has my permission to take part
in a field trip to _____
on _____.

4. Travel Arrangement: I understand my child will travel by _____
_____, leaving at approximately _____
and returning at approximately _____

5. Cost of this trip is _____ for chartered bus, and/or other expenses and is payable at the bookstore.

(Parent or Guardian Signature)

Phone (residence):
(work):

() _____ - _____
() _____ - _____

Revised: October 28, 1996
Revised: May 29, 2001
Revised: July 10, 2006