

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Orchestris Trip to Orlando, FL.

Date: August 21, 2018

Attached is the formal request from GBN Orchestris sponsors, Ashley O'Brien and Monica Mills to take orchestris students on a performance and educational tour to Disney World in Orlando, FL. from March 23-27, 2019. The estimated cost of the tour, based on 26 travelers, is \$1875 per student. Students interested in this trip can begin to participate in fundraising opportunities, which can significantly reduce the cost.

This is an Educational Tour covered under Board Policy 7050. The Educational Tour is conducted by the district, but not financed by the district and requires approval from the principal, superintendent, and Board.

I support this request. It is a unique opportunity for our students to refine their performance skills and build community with students and staff while providing a valuable learning experience.

JF:rp



Glenbrook North High School

Student Activities

2300 Shermer Rd., Northbrook, IL 60062-6700 Phone: 847-509-2671 Fax 847-509-2411

July 24, 2018

Dr. Finan,

Please consider this as my formal request to take members of Orchesis Dance Company to Disney World, FL, from March 23-27, 2019. I've included our preliminary itinerary along with hotel, flight, and other travel information.

Highlights of this tour include a performance at Disneyworld, two Disney-led workshops, and behind-the-magic tour of Disney. I have worked closely with our representative at Brightspark Travel to create this exciting and educational itinerary. The sponsor previous alongside many other GBN Fine Arts groups have used BrightSpark in the past, I am confident that we can provide a great experience at a good price. Included in the cost of our trip are:

- Round trip bus transportation between GBN and O'Hare
- Air fare and hotel (Port Orleans or similar)
- Breakfast and dinner daily
- Entrance to Disneyworld parks
- Two Disney dance workshops
- All tickets, transfers, and tips

We will continue to provide significant opportunities for students to fundraise in order to defray all or part of the cost of the trip. In the past, motivated students have earned enough from these fundraisers to pay for the entire cost of previous trips. Our current trip is priced at \$1,875 based on 26 paying travelers. We will have 2 staff members and approximately 3 parent chaperones, so students will be safe and well supervised. Please let me know if you need additional information about our proposal.

Thank you for your consideration,
Ashley O'Brien and Monica Mills



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): _____ Extension: _____

Activity / Class Name: _____

Description: _____

Date(s) of Trip: _____

Number of Chaperones: _____ Number of Students: _____

Names of Chaperones: _____

Transportation Information

Departing from: _____ date: _____ at: _____ AM PM

Traveling to (complete address): _____

Returning from (complete address): _____ date: _____ at: _____ AM PM

Returning to: _____ date: _____ at: _____ AM PM

Students released from class (indicate time or blocks): _____

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

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

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

Begin Collection on: _____ End Collection on: _____

Cost Per Student

Cost per Student*: \$ _____

* 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

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: _____ Date: _____
Instructional Supervisor _____ Date: _____
or Assistant Principal*: _____
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: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

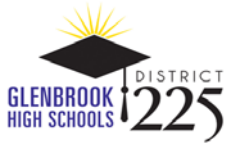
* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois 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: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@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: Performance and classes at Disney World, Orlando, FL, March 23-27, 2019

Staff Expenses

Number of Staff: 2

	<u>Per Staff Member</u>		<u>Total Staff Expenses</u>
Meals:	\$ _____	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ _____	Air	\$ 0.00
Bus / Car	\$ _____	Bus / Car	\$ 0.00
Lodging:	\$ _____	Lodging:	\$ 0.00
Total Cost:	\$ 0.00	Total Cost:	\$ 0.00

<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:	\$ 200.00	Meals:	\$ 5200.00
Transportation:		Transportation:	
Air	\$ 450.00	Air	\$ 11700.00
Bus / Car	\$ _____	Bus / Car	\$ 0.00
Lodging:	\$ 1225.00	Lodging:	\$ 31850.00
Total Cost:	\$ 1875.00	Total Cost:	\$ 48750.00

Other Expenses

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

Total Trip Expenses

Staff Expenses:	\$ 0.00
Student Expenses:	\$ 48750.00
Other Expenses	\$ 0.00
Total Cost:	\$ 48750.00

Payment Responsibility

Paid by Students:	\$ 48750.00	Per Student Cost:	\$ 1875.00
Paid by District:	\$ 0.00		

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

Day One - Saturday March 23, 2019

5:30 AM Board motorcoach

8:00 AM Flight departs

11:30 AM Flight arrives

Disney's Magical Express will transfer your group.

Explore the Parks of the Walt Disney World Resort with a 5 Day Premium Ticket. This ticket includes admission to the two Walt Disney World Water Parks (weather and availability permitting)

6:00 PM **Dinner at Planet Hollywood**

9:00 PM Check into Disney's Port Orleans Resort - Riverside.

10:30 PM Private overnight security at the hotel each evening

4:00 PM Disney's Magical Express will transfer your group.

Dinner with meal money

6:00 PM Flight departs

7:30 PM Flight arrives

8:15 PM Board motorcoach and depart for school.

In keeping with Brightspark's commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations giving drivers at least 9 hours off each night and a maximum of 15 hours on duty during any 24 hour period.

Your Brightspark Tour Director and Guides reserve the right to revise your group's itinerary due to unforeseen circumstances such as traffic, road closures, site closures, and weather. Your Tour Director or Guide will consult with the Group Leader and Bus Driver(s) on any changes.

Day Two - Sunday March 24, 2019

Enjoy Breakfast at a Disney resort food court.

Round-trip motorcoach transportation included for two Disney workshops.

10:00 AM **Participate in a Dance Techniques Workshop**

2:00 PM **Participate in a Disney Dancin' Workshop**

Enjoy the day at the Disney park of your choice.

Enjoy a Meal with a Coupon

10:00 PM Return to hotel

Day Three - Monday March 25, 2019

Enjoy Breakfast at a Disney resort food court.

Round-trip motorcoach transportation included for Disney performance,

Perform at Walt Disney World

Enjoy the day at the Disney park of your choice.

Enjoy a Meal with a Coupon

10:00 PM Return to hotel

Day Four - Tuesday March 26, 2019

Enjoy Breakfast at a Disney resort food court.

Enjoy the day at the Disney park of your choice.

Dinner at the Rainforest Cafe

10:00 PM Return to hotel

Day Five - Wednesday March 27, 2019

Enjoy Breakfast at a Disney resort food court.

Enjoy the day at the Disney park of your choice.

Ashley Burns
Glenbrook North HS Orchesis
2300 SHERMER RD
NORTHBROOK, Illinois 60062-6722

July 24, 2018

Dear Ashley,

I am excited to help plan your group's tour to Orlando! Based on our previous discussions, I've prepared a custom tour proposal to ensure your specific needs are met. Please review this proposal carefully and let me know if there are any adjustments you would like to make.

The next page outlines the specifics of your tour, but the main details are as follows:

- Glenbrook North HS Orchesis will travel to Orlando from March 23, 2019 through March 27, 2019.
- Brightspark Travel will provide inclusions as listed on the following page.
- Pricing is listed on the following page, and is based on 26 paying participants and 2 complementary chaperones. Changes to the passenger count may result in pricing changes unless RGP is included.
- Brightspark Travel will administer all participant billing and collection through its individual billing program.

If everything looks good, we can move to the next phase of the planning process! Just sign and return the agreement to me via email or fax. Then, we will start booking reservations and participants can begin enrolling in your tour.

Keep in mind the pricing I have listed here is only guaranteed until August 23, 2018. I look forward to speaking with you soon!

Best,

Kristina Orticelli
Tour Consultant
(708)831-7124
korticelli@brightsparktravel.com

**Expand
Worldviews**

**Foster
Independent
Learning**

**Promote
Higher
Education**

**Inspire
Career
Choices**



Tour Details

Destination: Orlando

Departing: Saturday March 23, 2019 8:00 AM

Returning: Wednesday March 27, 2019 7:00 PM

Tour Pricing by Participation

Paying Passengers	26
Complimentary Chaperones	2
Student Price (Quad Occupancy)	\$ 1875
Paying Adult Price (Double Occupancy)	\$ 1975

What's Included

Transportation

- Round-trip transportation via Air (with airport coach)
- Deluxe Motor coach

Accommodation

- 4 Nights
- Quad occupancy for Students (2 beds per room)
- Double occupancy for Chaperones (2 beds per room)
- Night security each evening at the hotel

Additional Inclusions

- All Admission Fees to Scheduled Activities
- Brightspark Staff including 24-Hour Emergency Hotline
- All Taxes and Gratuities
- Lanyards and Emergency Cards for Each Passenger
- Drawstring Backpacks
- A one-of-a-kind, fun-filled educational experience

Meals

- 4 Breakfasts
- 5 Dinners

Additional Inclusions

- All Taxes and Gratuities
- Professional Tour Director
- Online Tour Management Tool
- 24/7 Emergency Support
- Overnight Hotel Security
- Brightspark Drawstring Bags, Lanyards & Luggage Tags
- Travel Guard Health & Accident Insurance
- Travel Guard Trip Delay Protection
- General Liability Insurance

Tour Highlights

- Explore the Parks of the Walt Disney World Resort with a 5 Day Premium Ticket. This ticket includes admission to the two Walt Disney World Water Parks (weather and availability permitting)
- Perform at Walt Disney World
- Participate in a Dance Techniques Workshop
- Participate in a Disney Dancin' Workshop

Brightspark Advantage

- 30+ Years of Experience
- Member of Student & Youth Travel Association
- Member of American Bus Association
- Member of National Association for Music Educators
- Member of US Tour Operators Association
- Most comprehensive refund guarantee plan in the industry



NO REGRETS.

Get a full refund at any time, for any reason.

WHAT IS REFUND GUARANTEE PROTECTION (RGP)?

For parents, student tours are an investment—but they don't have to be a risky one. With RGP, parents can cancel their child's tour at any time, for any reason, and every penny spent on trip payments will be returned to them. Right up until the moment a tour departs, parents are guaranteed a 100% refund on all payments*—including the nonrefundable deposit.

**The cost of RGP will not be refunded in case of cancellation*

Refund Guarantee Protection (RGP)

- Cost for individual participation: **\$189.00** per person



Payment Schedule

Installment	Due Date	Quad Occupancy
Registration Fee	TBD	\$150
2	TBD	\$575
3	TBD	\$575
4	02/28/2019	FINAL BALANCE

The undersigned has read and understands this agreement and accepts the Terms and Conditions accompanying this Tour Agreement. By signing this Tour Agreement the undersigned, on behalf of Glenbrook North HS Orchesis, agrees to contract for the above stated trip with Brightspark Travel, Inc.

On Behalf of Glenbrook North HS Orchesis Representative:

Signature Date

Name

Title

On Behalf of Brightspark Travel, Inc. Representative:

Kristina Orticelli

Signature Date

Kristina Orticelli

Name

Tour Consultant

Title

Please email or fax (708-377-2288) this tour agreement to your
Tour Consultant today!



BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 3 pages

Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for Glenbrook students exist within and outside the boundaries of District #225. The Board also realizes that additional responsibilities can arise when students are taken from the school premises. Staff, parents, and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must be paramount in our considerations and judgment. It is the policy of the Board of Education that such travel experiences should not be scheduled to conflict with normal student attendance days. Under extraordinary circumstances, the Board may approve exceptions to this policy.

Section B - Educational Tours: Travel Conducted, but Not Financed, by the District

1. The Board of Education is authorized by Illinois statute to conduct educational tours as a supplement to particular courses of instruction, within or without the district, the State of Illinois, or the United States.
2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours involving an overnight stay prior to submission to the Board for approval.
3. No student may participate in an educational tour unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the tour. Cost of said insurance, when not otherwise existing, shall be assumed by the organization conducting the tour. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to Board approval.
4. The Board of Education is not authorized to use district funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the compensation of necessary personnel while on tour if the personnel are performing duties in the ordinary course of their employment.
5. All school rules and regulations regarding student and employee conduct shall apply for students and employees participating in educational tours.
6. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip whenever it believes that the safety of the participants may be at risk. Should a trip be cancelled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants. Participants should be aware that travel insurance may be available at the participant's expense through the sponsoring agency or another insurance source.

Section C - Educational Travel: Travel Not Sponsored, Supported, or Conducted by the District

1. The Board of Education authorizes the superintendent to approve requests submitted by an employee or a private agency that have been recommended for approval by the principal, to use school facilities without rental charge to inform students and parents of educational travel programs within any of the fifty United States or any foreign country that, in the discretion of the principal and the superintendent, have educational significance for the district's students. Such use may be granted only with the clear understanding that the program is not sponsored, supported, or conducted by the Board of Education and that the Board of Education assumes no legal responsibility or financial liability related to the program. Further, all materials used by the sponsoring employee or agency in publicizing the program must contain a statement to this effect, the language of which has been approved in advance by the superintendent. These same materials must also carry the name, address and phone number of the sponsoring employee or agency.

2. No student may participate in educational travel unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the educational travel. Cost of said insurance when not otherwise existing shall be assumed by the student or private agency financing the educational travel. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to superintendent approval.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

District equipment, materials or supplies, including stationery, shall be used for educational tours under Section B of this policy only, and shall not be used for any educational travel that is not district sponsored.

Section E - Student Trips Exclusion

Student trips as outlined in Board Policy #7230 are not included within the provisions of this policy.

Section F – Parameters for Vendors

All vendors seeking consideration as an educational tour provider must work with the Director of Operations to provide proper documentation and agree to parameters developed by the district administration as outlined in this policy and its procedures. The monetary values of the student insurance requirements as listed in the student travel parameters in the procedures to this policy may be adjusted as necessary by the Superintendent without further action by the Board of Education.

Approved: April 12, 1971
Revised: February 5, 1973
Revised: December 1, 1975
Revised: February 6, 1978
Revised: January 23, 1984
Revised: September 10, 1984
Reviewed: November 14, 1988
Revised: October 28, 1996
Revised: November 27, 2000
Revised: January 25, 2016