



**To:** Dr. Charles Johns  
**From:** Dr. Lauren Fagel  
**Re:** GBS Poms National Competition  
**Date:** August 23, 2019

Attached is a travel request from Julie Smith to take the Varsity Titan Poms to the Universal Dance Association's National Dance Team Championship in Orlando, Florida from January 30 to February 3, 2020. This represents the 17<sup>th</sup> time GBS students have qualified for and represented GBS in this prestigious competition. As defined in the attached Board Policy 7050, this will be an Educational Tour: travel conducted, but not financed by the District.

Students will leave on Thursday, January 30, 2020 and return on Monday, February 3, 2020.

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): \_\_\_\_\_ 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 \_\_\_\_\_ GBN:  gbnfeesetup@glenbrook225.org Date: \_\_\_\_\_  
Services Department: \_\_\_\_\_ 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: Titan Poms trip to the National Dance Team Championship in Orlando, FL

### Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>	<u>Total Staff Expenses</u>	
Meals: \$ _____	Meals: \$ <u>0.00</u>	
Transportation: _____	Transportation: _____	
Air \$ <u>350.00</u>	Air \$ <u>700.00</u>	
Bus / Car \$ _____	Bus / Car \$ <u>0.00</u>	
Lodging: \$ <u>689.00</u>	Lodging: \$ <u>1378.00</u>	
<b>Total Cost:</b> \$ <b><u>1039.00</u></b>	<b>Total Cost:</b> \$ <b><u>2078.00</u></b>	

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

### Student Expenses

Number of Students: 27

<u>Per Student</u>	<u>Total Student Expenses</u>	
Meals: \$ _____	Meals: \$ <u>0.00</u>	
Transportation: _____	Transportation: _____	
Air \$ <u>350.00</u>	Air \$ <u>9450.00</u>	
Bus / Car \$ _____	Bus / Car \$ <u>0.00</u>	
Lodging: \$ <u>689.00</u>	Lodging: \$ <u>18603.00</u>	
<b>Total Cost:</b> \$ <b><u>1039.00</u></b>	<b>Total Cost:</b> \$ <b><u>28053.00</u></b>	

### Other Expenses

Registration: \$ _____	
Judging: \$ _____	
Officiating: \$ _____	
<b>Total Cost:</b> \$ <b><u>0.00</u></b>	

### Total Trip Expenses

Staff Expenses: \$ <u>2078.00</u>	
Student Expenses: \$ <u>28053.00</u>	
Other Expenses \$ <u>0.00</u>	
<b>Total Cost:</b> \$ <b><u>30131.00</u></b>	

### Payment Responsibility

Paid by Students: \$ <u>30131.00</u>	Per Student Cost: \$ <u>1115.96</u>
Paid by District: \$ <u>0.00</u>	

Description of Expenses Paid by Students

All costs associated with the trip (travel, lodging, auxillary costs, etc)

**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