

To: Dr. Mike Riggle
From: Dr. Lauren Fagel & Dr. John Finan
RE: Glenbrook Symphony Orchestra & Glenbrook South Jazz Ensembles Tour
Date: July 20, 2018

Attached is a travel request from Ms. Kristin Meyer, Mr. Aaron Wojcik, Mr. Brian Boron, and Mr. Aaron Kaplan regarding their Glenbrook Symphony Orchestra and Glenbrook South Jazz Ensembles trip to New York City. This trip will occur over spring break from Sunday, March 24, 2019 to Friday, March 29, 2019, so the students will not miss any school. They will perform three times and also experience a full itinerary of cultural attractions and music venues.

As defined by Board Policy 7050 (attached), this is an educational tour, which is conducted by the District, but not financed by the District. As has been the practice, bids were solicited, and Bob Rogers Travel is recommended due to their pricing and level of service.

We support this valuable experience. Please let us know if you need anything further.



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: <input type="checkbox"/> 10L200 4850 0000 00 000000 | <input type="checkbox"/> _____ |
| | GBS: <input type="checkbox"/> 10L300 4850 0000 00 000000 | <small>Please write account number above.</small> |

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: Glenbrook Symphony Orchestra and GBS Jazz Band trip to New York City - 2 performance opportunities

Staff Expenses

Number of Staff: 4

| <u>Per Staff Member</u> | | <u>Total Staff Expenses</u> | |
|-------------------------|----------------|-----------------------------|----------------|
| Meals: | \$ 0.00 | Meals: | \$ 0.00 |
| Transportation: | | Transportation: | |
| Air | \$ 0.00 | Air | \$ 0.00 |
| Bus / Car | \$ 0.00 | Bus / Car | \$ 0.00 |
| Lodging: | \$ 0.00 | 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 |
| Per Day | \$ 32.00 |

Student Expenses

Number of Students: 100

| <u>Per Student</u> | | <u>Total Student Expenses</u> | |
|--------------------|-------------------|-------------------------------|---------------------|
| Meals: | \$ 1299.00 | Meals: | \$ 129900.00 |
| Transportation: | | Transportation: | |
| Air | \$ 427.00 | Air | \$ 42700.00 |
| Bus / Car | \$ 275.00 | Bus / Car | \$ 27500.00 |
| Lodging: | \$ 199.00 | Lodging: | \$ 19900.00 |
| Total Cost: | \$ 2200.00 | Total Cost: | \$ 220000.00 |

Other Expenses

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

Total Trip Expenses

| | |
|--------------------|---------------------|
| Staff Expenses: | \$ 0.00 |
| Student Expenses: | \$ 220000.00 |
| Other Expenses | \$ 0.00 |
| Total Cost: | \$ 220000.00 |

Payment Responsibility

| | | | |
|-------------------|--------------|-------------------|------------|
| Paid by Students: | \$ 220000.00 | Per Student Cost: | \$ 2200.00 |
| Paid by District: | \$ 0.00 | | |

Description of Expenses Paid by Students
 Everything paid by students, nothing paid by district. Approx \$1100 for attractions, performances, tour guide, security, etc. Those costs are included under "meals".

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