



To: Dr. Charles Johns  
From: Dr. Lauren Fagel  
RE: GBS Model UN Team to Stanford Conference, Stanford, CA  
Date: July 2, 2019

Attached is the formal request from Terry Jozwik and Jesse Sisler to take 24 students of the GBS Model United Nations Team to the Stanford University Model United Nations Conference in Stanford, CA from November 8-11, 2019.

This is a Student Trip covered under Board Policy 7230. This Trip is conducted by the district and partially funded by the district, and it requires approval from the principal, superintendent, and Board.

I support this request and believe this type of experience will enhance the educational experience of our Model United Nations 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

	<u>Instructional / Course Field Trip</u>	<u>Student Activity / Co-Curricular Field Trip</u>
Account Number:	GBN: <input type="checkbox"/> 10L200 4850 0000 00 000000	<input type="checkbox"/> _____
	GBS: <input type="checkbox"/> 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

## Trip Information

Trip Description: Stanford University Model U.N. Conference, November 8-11, 2019

## Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 350.00	Air	\$ 700.00
Bus / Car	\$ 0.00	Bus / Car	\$ 0.00
Lodging:	\$ 575.00	Lodging:	\$ 1150.00
<b>Total Cost:</b>	<b>\$ 925.00</b>	<b>Total Cost:</b>	<b>\$ 1850.00</b>

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

## Student Expenses

Number of Students: 24

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 350.00	Air	\$ 8400.00
Bus / Car	\$ 0.00	Bus / Car	\$ 0.00
Lodging:	\$ 144.00	Lodging:	\$ 3456.00
<b>Total Cost:</b>	<b>\$ 494.00</b>	<b>Total Cost:</b>	<b>\$ 11856.00</b>

## Other Expenses

Registration:	\$ 1920.00
Judging:	\$
Officiating:	\$
<b>Total Cost:</b>	<b>\$ 1920.00</b>

## Total Trip Expenses

Staff Expenses:	\$ 1850.00
Student Expenses:	\$ 11856.00
Other Expenses	\$ 1920.00
<b>Total Cost:</b>	<b>\$ 15626.00</b>

## Payment Responsibility

Paid by Students:	\$ 13200.00	Per Student Cost:	\$ 550.00
Paid by District:	\$ 2426.00		

### Description of Expenses Paid by Students

Lodging, transportation and registration (partially).

Account #830715 will cover remaining cost

## **Glenbrook High School District #225**

### **BOARD POLICY: STUDENT TRIPS**

**7230**

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#### **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 arise whenever 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 always be paramount in our considerations. It shall be the policy of this Board of Education to maintain insurance for the liability of the district, its board members, its employees, and authorized volunteers as a result of student injury, property loss and general liability coverage on student trips. It shall also be the Board's policy to encourage the maintenance of adequate personal automobile liability and medical insurance by our staff members.

#### **Section B - Definition of Student Trips**

A student trip shall be considered to be a school-sponsored activity away from the school premises usually falling within two major areas.

##### **1. Instructional Field Trips and Extended Classroom:**

Instructional field trips provide experiences out of the classroom that are normally carried on during regular class hours and are related to the planned curriculum. In some instances pre- and post-school hours may be utilized.

- a. A field trip implements and/or augments group classroom instruction. Transportation for field trips is restricted by The School Code to Illinois or adjacent states.
- b. An "extended classroom" allows individual students to pursue their studies in various work-related, volunteer, or observation activities outside the classroom.

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### **2. Student Activity Trips:**

Student activity trips are connected with regularly sponsored in school or post-school programs and may include but not be limited to the following:

- a. An activity trip as part of an extracurricular activity
- b. A contest (or practice for a contest) between students representing Glenbrook and another secondary school, or between participants in intramural sports (contestants, cheerleaders, marching band, etc.)
- c. A performance or exhibition displaying special talent by an individual or group of students (e.g., band, chorus, etc.)
- d. A convention or workshop in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop)

### **Section C – General Parameters**

1. All student trips must be approved by and will be subject to the procedures set forth by the school principal or the designated representative.
2. Recommendation of the principal and approval of the superintendent shall be required for all overnight student trips. Recommendation of the principal and the superintendent and approval of the Board shall be required for all student trips conducted outside the State of Illinois or adjacent states.
3. Funding for student trips shall be in accordance with the guidelines adopted by the Board.
4. No student shall be penalized for non-participation in a class field trip. No student shall be penalized for participation in a class field trip or student activity trip.
5. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips. Staff members shall accompany all field trips except “extended classroom” trips.
6. All Board and school policies, procedures and regulations regarding student conduct apply for students on student trips.

## **BOARD POLICY: STUDENT TRIPS**

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7. Transportation on all student trips should be by district-owned vehicles or by commercial vehicles, whenever practical. Occasionally, because of a limited number of participating students, private transportation is permissible when approved by the principal or the designated representative. In these instances, travel may be by private automobile, if the driver is a Glenbrook staff member, parent, or student.
8. Students participating in student trips must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception for good cause is made by the trip's sponsor for the student to be transported by the student, his/her parent or guardian.
9. The Parental Permission Slip and Field Trip Request Application, as specified in the procedures to this policy, shall be used in complying with this policy.

Source: School Code; Section 10-20.19  
10-22.22,  
10-22.29b  
29-3.1

Revised: February 6, 1978  
Revised: September 10, 1984  
Revised: October 28, 1996  
Revised: May 29, 2001  
Revised: July 10, 2006