

OFFICE OF THE PRINCIPAL

GLENBROOK NORTH HIGH SCHOOL

To: District 225 Board of Education

From: Paul Pryma 

Re: Fine Arts Drama Field Trip to New York City

Date: July, 1, 2009

Attached are a cover letter composed by Julie Anne Robinson, Drama Director, tentative itinerary, field trip request form, and estimated travel information. As articulated in Ms. Robinson's letter, this trip will provide our growing number of drama students exposure to Broadway and the NYC theatre world. Connecting with GBN alumni active in NYC theatre makes the trip even more compelling.

Ms. Robinson and Instructional Supervisor, Chad Davidson, have developed a trip cycle for drama that mirrors the rotation for trips in band, choir, and orchestra. In years that choir travels, drama will not and vice versa due to the large number of students involved in both activities.

Please accept my enthusiastic support of this initiative.

## Rationale for Theatre Tour 2009

### New York City

It is my hope to offer a unique and educational opportunity to the students in the Glenbrook North Theatre Program by traveling to the center of the theatre world: New York City. This will be a three-day two-night trip scheduled for October 23-25, 2009. Students would need to be excused from classes on Friday, October 23. We are currently aiming to take approximately 40-50 students, three GBN faculty members, and a number of parent chaperones on this trip. Only next year's sophomores, juniors, and seniors will be considered for this trip, and we will use the thespian point system, based off the number of hours a student has participated in GBN Drama, as criteria for selection. Our plan is to use Educational Tours, Inc., whom the GBN Choral Music Program has used for over thirty-years. Our tour representative and GBN theatre parent, Kristina Orticelli, is currently developing a detailed itinerary and cost breakdown for your perusal. Upon administrative approval, the rest of the details will be finalized.

I believe that this trip is educational for a variety of reasons. Many Glenbrook alumni, including **Noah Weisberg, Chris Hoch, and Alice Lee**, are currently working on Broadway and our students will get a chance to meet with them, tour theatre facilities, and have special opportunities that wouldn't otherwise present themselves. In addition, students will see three or more professional theatre productions. Finally, this tour is not limited to theatre education; students will also have cross-curricular educational experiences by visiting historical landmarks such as the Statue of Liberty, Rockefeller Center, and Ground Zero.

I hope that this tour will set a tradition so future generations of students can experience a meaningful excursion that they might not have the opportunity to take.

## TENTATIVE ITINERARY – GBN THEATRE CLUB – NYC – 10/23-10/25, 2009

### DAY ONE Friday 10/23/09

- Early flight
- Picked up at NYC airport by motor coach
- ½ day guided tour of upper and lower Manhattan with lunch stop and shopping time (from approximately 10 am to approximately 4 pm)
- Option - do you want to try to get a tour at Julliard? - we can decide later
- Dinner in Times Square Area as a group
- Broadway Show
- Check into Hotel in Theatre District

### DAY TWO (no bus this day) Saturday 10/24/09

- Breakfast at hotel
- Broadway Clinics (TBD and can split up between techies and actors if we want depending on interest)
- Rockefeller Center – Top of the Rock and NBC Studios Tour
- Lunch (on own)
- Behind the Scenes at Radio City Music Hall Tour
- Free Time in Times Square Area (with chaperones)
- Target Free Friday at MOMA?
- Dinner as a group in Times Square Area
- Broadway Show
- Return to Hotel

### DAY THREE Sunday 10/25/09

- Breakfast at Hotel
- Check out
- Picked up at hotel by Motor Coach
- Early departure ferry tours of Ellis Island and Statue of Liberty
- Lunch on own – South Street Seaport Area
- Financial District/Ground Zero – walking tour – if time allows or can see on day one
- Broadway matinee
- Group Photo in Times Square
- Depart for Airport



# GLENBROOK NORTH HIGH SCHOOL FIELD TRIP REQUEST APPLICATION

Consent Agenda Item # 8.8  
**FOR OFFICE USE ONLY**

Dated Received \_\_\_\_\_

Bus Ordered \_\_\_\_\_

Van Reserved \_\_\_\_\_

Other Transport \_\_\_\_\_

Instructional Trip     Activity Trip

## 1. DESCRIPTION

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

Students and staff will tour New York City for three days and two nights

## 2. RATIONALE

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

To give students a unique theatrical experience (see attached)

## 3. CLASS/ACTIVITY INFORMATION (Attach two (2) copies of student list with ID numbers)

Class or Activity: Drama      Number of students: 40-50

Chaperones accompanying trip: J. Robinson, J. Maraghan, (~~FBA~~) PAT MURPHY

## 4. TRIP INFORMATION

Trip date(s): 10/23/09 - 10/25/09

Departing from (location): Glenbrook North Parking Lot At: 7:00  AM  PM

Returning from (location): Glenbrook North Parking Lot At: 10:00  AM  PM

Students released from class: all day on 10/23 AM PM      Time returning to school: \_\_\_\_\_ AM PM

## 5. TRANSPORTATION INFORMATION

Transportation: Car(s): \_\_\_\_\_ Bus(es): X 1      Glenbrook 225 Van(s): \_\_\_\_\_

Other (specify): \_\_\_\_\_ Should the bus remain with the trip?  Yes  No

Permission Waiver Slip Needed?  Yes  No      Bookstore Auth. to Collect Needed?  Yes  No

## 6. COST/SUBSTITUTE INFORMATION

Estimated cost of transportation: \_\_\_\_\_ Estimated cost of substitute teacher(s): \_\_\_\_\_

on 10/23 Substitute Needed for Blocks: 1  2  3  4  5  6  7  8  9  10      Lunch 1  2  3      A  B Day

[Signature] 6/5/09  
Teacher Requesting Trip      Date

[Signature] 6/5/09  
Instructional Supervisor's Approval      Date

[Signature] 6/5/09  
Associate Principal's Approval      Date

[Signature] 6/5/09  
Activities Director's Approval      Date

## 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
Education 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.

## Glenbrook North High School

### Standard Tour Features- Living Classroom Tour Program

This custom tour program features NYC. Pricing for groups of fully paid participants and complimentary chaperones per sightseeing bus is provided below.

<b>40-50 paid participants (2 complimentary chaperones)</b>	<b>\$1,369.00</b>
35-39 paid participants (2 complimentary chaperones)	\$1,399.00
30-34 paid participants (2 complimentary chaperones)	\$1,449.00
25-29 paid participants (2 complimentary chaperones)	\$1,499.00

\*Price based on quad occupancy rooms (4 people in 2 beds)

This pricing includes:

- **Roundtrip Transfers** to/from airport on deluxe motorcoach
- **Roundtrip Transportation** to/from NYC by air. Regularly scheduled flights on commercial airlines are used.
- **Lodging in first class hotels in the NYC area for two nights.** Full service properties are used. Hotels are chosen with concern for chaperoning and security in mind. Where possible, groups are placed in hotels with a swimming pool and/or game room. Students are housed four per room
- **All sightseeing transfers aboard deluxe air conditioned/restroom equipped coach with professional driver.**
- **All sightseeing lecturing** provided by a **licensed local guide**
- **Two complimentary chaperones.** Complimentary chaperones are housed two to a room.
- **Meals: all dinners and breakfasts in NYC** beginning with dinner on day 1 through dinner on day 3.
- **Dedicated security guard (floor monitor) each evening.** In the hotel assigned to your hotel floor from 10:30 p.m. to 5:30 a.m. This is in addition to hotel staff/security and ET staff.
- **ET staff** responsible for the operation of your tour
- All **ADMISSIONS** for features specified in your itinerary
- All **taxes and tips**
- Complete **packet of pre-tour materials** including custom designed itineraries, parent letters (registration forms) and a unique ID/emergency information card with lanyard
- **Complete bookkeeping services** if you wish payments sent directly to our office
- **Use of visa/mastercard** for parents to make their payment
- **Liability/accident/illness/dental/life insurance provided for all tour participants** (see enclosed letter for specific coverage amounts, accreditation and bonding information)
- **Use of ET online** that allows for 24/7 access for trip manifest information for all parents
- **Your own personal ET tour consultant.** Our "one voice" system gives you the convenience of speaking to one professional account manager for **ALL** of your tour needs.



## **EDUCATIONAL TOURS, INC.**

Extraordinary Student Travel

### **INSURANCE/BOND PROVISIONS**

As protection for you, the Tour Moderator, as well as your chaperones and school, Educational Tours, Inc., maintains extensive coverages. Certificates of insurance are available. A summary of the coverages follows:

#### **INSURANCE**

- **\$2,000,000 Total Public and Products Liability Coverage**  
Policy is issued by Axa Corporate Solutions. All coverage is in addition to the coverages provided by all of our suppliers.
- **Accident, Medical, and Dental coverage's** for each tour participant issued by AIG Insurance Company. \$5,000 accident, \$1,500 illness, \$750 dental, \$5,000 life. Note: Pre-existing conditions are not covered.

#### **BOND**

- **\$70,000 Maximum Bond** directly applicable to air tickets issued by Travelers Casualty and Surety Company.
- **\$200,000 in Consumer Protection** held by the Student Youth Travel Association.

#### **CREDENTIALS**

- **Educational Tours is a fully Accredited Travel Provider** with the Student and Youth Travel Association (SYTA). This elite accreditation status is awarded annually to firms who meet strict criteria for financial soundness, insurance, safety, integrity, and service.
- **ET is a member of the Student and Youth Travel Association, American Bus Association, National Tour Association, and the American Society of Travel Agents.** Membership in these associations attests to the financial integrity of ET and gives you added assurance that your money is secure and the operation of your tour is guaranteed.

**Effective 02/23/06**

