

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan



Re: GBN FCCLA National Trip

Date: April 28, 2017

Attached is a request from Kathleen Mitchem, GBN Family, Career, and Community Leaders of America (FCCLA) advisor, to allow participation for ten student finalists in the National FCCLA Leadership Competition July 2-6, 2017 in Nashville, TN. Included documents are: trip rationale, routine district travel request forms, and board policy 7230, Student Trips.

GBN students competed in local and state events to qualify for the national competition. Seventeen Glenbrook North High School students were selected to compete at the state competition in April, and all 17 students have qualified for the national competition. However, ten students have chosen to attend nationals. I fully support this opportunity and ask for your support as well.

JF:rp

enc.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District _____
 II. Initiator K. Mitchem, K. Petty Phone 2556 / 2554
 Position FCS Teachers / FCCLA Advisors Date of Submission 4/25/2017

III. Date and Times of Leave/Return
 Total Number of School Days Missed per Person 0
 Departure Date/Time July 2, 2017 - Return Date/Time July 6, 2017

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff Kathleen Mitchem Kim Petty
 Students (See attached)

V. Description, Destination, and Reason for Trip
National FCCLA Conference

Students have qualified to advance to next level of competition

VI. Cost of Trip
 Was this trip included in your Dept. _____ Bldg. _____ District _____ Budget? _____

See attached

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	_____	_____	N/A

VII. Approval

 Supervisor _____
4/26/17
 Date _____

 Principal _____
4/28/17
 Date _____

 Superintendent _____
 Date _____

Reminder: No purchase or expenses prior to Board of Education approval.
 Form approved by Board of education 12/15/97.

Date: April 24, 2017

To: Mike Riggle
John Finan
Mike Tarjan

Cc: Mary Kosirog

From: Kathleen Mitchem and Kim Petty

RE: FCCLA National Leadership Conference, July 2-6, 2017

Ten Glenbrook North student members have qualified and earned the position to represent Illinois at the National FCCLA Leadership Competition in Nashville, TN.

FCCLA (Family, Career, Community Leaders of America) is an IHSA sponsored national organization for students in Family and Consumer Sciences education in public and private schools through grade 12. It also services their teachers as chapter FCCLA advisors and is recognized as a nonprofit national Career and Technical Student Organization (CTSO), connecting classrooms to careers.

Students at the local and state levels in order to qualify for the national competition. FCCLA's STAR (Student Taking Action for Recognition) Events are competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation. In these events, students develop specific lifetime skills in character development, creative thinking, interpersonal communication, practical knowledge, leadership, and career preparation. STAR Events promote the FCCLA Mission to focus on the multiple roles of family member, wage earner, and community leader.

This year, the Glenbrook North chapter had eighteen students participate at the local (Harper College) competition. Of those students, 17 advanced to compete at the state (Springfield) competition in April. 17 students qualified advance to Nationals this July. 10 have chosen to attend.

The FCCLA organization requires a 1 to 3 supervision ratio for students. For every three students attending the conference, the chapter is asked to provide an adult to serve as a national events evaluator. As an FCCLA advisor, I will plan to chaperone students along with Kim Petty. I will fulfill the event evaluator assignment while at the National FCCLA Conference.

Attached you will find a spreadsheet that specifies the financial details of the trip. Our lodging is at the Hilton Garden Inn-Nashville located near the Convention Center where most meetings and competitive events are held, with the exception to selected tours and area attractions. The transportation includes airfare and van rental.

COST FOR TEACHERS & STAFF

Total Number of Staff: 2

Meals for Staff	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
Per Day Cost	\$32.00

Sun - B/L/D
 Mon - B/L/D
 Tues - B/L/D
 Wed - B/L/D
 Thur - B/L/D

	Per Person	Total(Cost times # of staff)	Account#
Food	\$164.00	\$328.00	ENI17140
Transportation:			
Air	\$294.00	\$588.00	820550
Bus/Car	\$83.00	\$166.00	820550
Lodging	\$463.70	\$927.40	ENI17140
TOTAL	\$1,004.70	\$2,009.40	

Van (Shuttle) & public transit card Rental**-estimate
 Sweet Airlines-2 bag free**

COST FOR STUDENTS

Total Number of Students: 10

	Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%	Account #
Transportation:					
Air	\$294.00	\$2,940.00	\$735.00	\$2,205.00	820550
Bus/Car	\$83.00	\$830.00	\$207.50	\$622.50	ENI17140/820550
Lodging	\$370.96	\$3,709.60	\$927.40	\$2,782.20	ENI17140
TOTAL	\$747.96	\$7,479.60	\$1,869.90	\$5,609.70	

COST OF REGISTRATION, JUDGING and/or OFFICIATING

	Total Cost	Account#
Registration	\$3,180.00	ENI17140
Judging/Officiating	\$0.00	
TOTAL	\$3,180.00	

each student = \$280
 each adult = \$235

TOTALS

COST TO DISTRICT:	\$10,799.10	(Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$1,869.90	(Total of the 25% student cost)
COST OF TRIP:	\$12,669.00	(Cost to District plus Cost to Student)

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

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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.

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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