

OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Model UN Trip

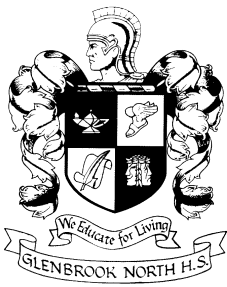
Date: November 6, 2018

Attached is a request from Jerry Hoynes and Michael Rast, Model UN sponsors at GBN, for the GBN Model UN team to participate in a national conference at the United Nations Headquarters in New York, NY, March 6 - 9, 2019. Included documents are a trip rationale and district travel request forms.

I fully support this trip.

JF:rp

enc.



# Interoffice Memo

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**Date:** October 29, 2018

**To:** Mike Riggle, John Finan, Mike Tarjan, and District 225 Board of Education

**From:** Michael Rast and Jerome Hoynes

**RE:** GBN Model UN - National High School Model United Nations Conference (NHSMUN), March 6-9, 2018 in New York City, New York

Glenbrook North Model UN student leaders have demonstrated an unparalleled dedication, passion, and excellence to the values and mission of Glenbrook North and to the United Nations. Last year, a group of sophomore leaders set out to pursue a small goal: to gain enough member support to attend a conference at the UN Headquarters their senior year. Over the past year, their hard work and steadfast commitment to that goal brought them to this moment, a year earlier than planned. To give an insight into these student leaders' determination and commitment to making Model UN a possibility to all students, they reached out directly to the Executive Director of the International Model United Nations Association to reduce the delegate and conference fees, which they agreed. They then worked directly with the Hilton Hotel and the NHSMUN staff to reduce the hotel cost from 399.99 per night to \$272.99 per night. Without these cost savings, the trip would be an impossibility, and it is a true testament to the student leaders' dedication, passion, and excellence.

A total of nine students, eager and equally passionate about world affairs, would like to attend this year's National High School Model United Nations Conference (NHSMUN) held in New York City on March 6-9, 2019. As the trip requires out-of-state, overnight travel, we are requesting approval to send these nine students and one chaperone to New York City from Wednesday, March 6 through Saturday, March 9. Enclosed you will find the required approval documents: Field Trip Request for Overnight Trips, Student and Chaperone List, Cost Allocation Worksheet for Overnight Trips, and the NHSMUN Itinerary with Flight and Hotel Information

Thank you for your time and consideration of this valuable experience for GBN Model UN students.

Michael Rast

Enclosed: Field Trip Request for Overnight Trips; Student and Chaperone List; Cost Allocation Worksheet for Overnight Trips; NHSMUN Itinerary with Flight and Hotel Information



# 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: GBN Model UN NHSMUN March 6-March 9, 2019

### Staff Expenses

Number of Staff: 1

	<u>Per Staff Member</u>		<u>Total Staff Expenses</u>
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 180.00	Air	\$ 180.00
Bus / Car	\$ 30.00	Bus / Car	\$ 30.00
Lodging:	\$ 597.00	Lodging:	\$ 597.00
<b>Total Cost:</b>	<b>\$ 807.00</b>	<b>Total Cost:</b>	<b>\$ 807.00</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: 9

	<u>Per Student</u>		<u>Total Student Expenses</u>
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 180.00	Air	\$ 1620.00
Bus / Car	\$ 30.00	Bus / Car	\$ 270.00
Lodging:	\$ 272.99	Lodging:	\$ 2456.91
<b>Total Cost:</b>	<b>\$ 482.99</b>	<b>Total Cost:</b>	<b>\$ 4346.91</b>

### Other Expenses

Registration:	\$ 1045.00
Judging:	\$ _____
Officiating:	\$ _____
<b>Total Cost:</b>	<b>\$ 1045.00</b>

### Total Trip Expenses

Staff Expenses:	\$ 807.00
Student Expenses:	\$ 4346.91
Other Expenses	\$ 1045.00
<b>Total Cost:</b>	<b>\$ 6198.91</b>

### Payment Responsibility

Paid by Students:	\$ 6198.91	Per Student Cost:	\$ 688.77
Paid by District:	\$ 0.00		

Description of Expenses Paid by Students

Hotel, Airfare, Conference fees and Registration, and Transportation to/from NYC airport to Hotel.

# Conference Schedule & Sessions

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## NHSMUN 2019 **TENTATIVE SCHEDULE**

Both NHSMUN 2019 sessions will feature the same activities and programming. The conference officially begins in the afternoon of Day 1, and concludes in the afternoon of Day 4. Below is a tentative schedule. Specific times, as well as more detailed activities, will be provided closer to the conference dates.

### **CONFERENCE DAY 1** (Friday, March 1 or Wednesday, March 6)

All Day: Conference Registration

Afternoon: Mission Briefings; Delegate Training Sessions

Early Evening: Opening Ceremonies

Evening: Committee Session 1

### **CONFERENCE DAY 2** (Saturday, March 2 or Thursday, March 7)

Morning: Speaker Series; Mission Briefings

Afternoon: Committee Session 2

Evening: Committee Session 3

### **CONFERENCE DAY 3** (Sunday, March 3 or Friday, March 8)

Morning: Committee Session 4

Afternoon: Committee Session 5

Evening: Delegate Social

### **CONFERENCE DAY 4** (Monday, March 4 or Saturday, March 9)

Morning: Plenary Session and Closing Ceremonies

The NHSMUN schedule offers activities all day and evening. Many of these activities are optional, and schools wishing to explore New York City's many cultural activities will have plenty of time to do so. Alternatively,

many schools choose to arrive a couple of days early or to extend their trip by a couple of days after the conclusion of the conference. We encourage you to build the schedule that best suits your team.

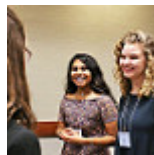
**Note!** NHSMUN 2019 will offer an expanded set of optional **training and preparation sessions**, as well as practice simulations, the **day prior** to Day 1 of the conference (February 28 and March 5). The sessions are available for beginner, intermediate, and advanced students and are open to all interested schools. We will also run training sessions during the afternoon of Day 1 of the conference (March 1 and March 6).

If you are interested in a customized training session for your students the day prior to the start of the conference, please contact us no later than January 1, 2019 to arrange the scheduling and content to be covered. We enjoy the ability to interact with students in advance of the conference, as we have found that it makes them more comfortable in committee sessions and enriches their conference experience.

## WHICH SESSION WILL I ATTEND?

Inevitably, schools will have different preferences regarding which session to attend. Some schools tend to prefer a specific session because of scheduling or because they can miss fewer days of class; others prefer a session because airfare is cheaper over the given set of dates. Many schools prefer whichever session allows them to receive their top choice of country to represent. Regardless of your situation, we will do our best to accommodate your requests. Both of our conference sessions feature the same programming and activities, and both committees and topics will be the same at both sessions. Students and teachers can look forward to the same, top-quality level of debate across our two sessions, coupled with a number of annual enhancements to boost the overall delegate experience.

### PHOTO GALLERY



([https://farm2.staticflickr.com/1891/43801322854\\_bf09de99c9\\_b.jpg](https://farm2.staticflickr.com/1891/43801322854_bf09de99c9_b.jpg))



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