

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Model UN Trip

Date: April 18, 2017

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 conference at Northwestern University in Evanston, IL, April 20 – 23, 2017. Included documents are: trip rationale, district travel request forms, and board policy 7050, Educational Travel.

I fully support this trip.

JF:rp

enc.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN X GBS _____ GBE _____ GBOC _____ District _____

II. Initiator Jerome Hoynes Phone 312-203-7766
 Position Social Studies Teacher Date of Submission 4/18/17

III. Date and Times of Leave/Return

Total Number of School Days Missed per Person 1
 Departure Date/Time 4/20/17 @ 4pm Return Date/Time 4/23/17 @ 2pm

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)

Teachers and Staff Jerome Hoynes & Michael Rast

Students Jonny Liss, Sarosh Nagar, Jack Chen, David Wang, Lizzie Doman,
 Minh Cho, Fin Rinder, Kacie Leidwinger

V. Description, Destination, and Reason for Trip

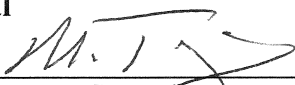
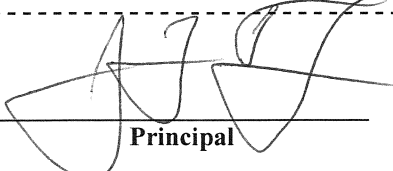
Model UNTeam participation in the Northwestern University Model UN Conference
Northwestern University, Evanston, IL

VI. Cost of Trip

Was this trip included in your Dept. _____ Bldg. _____ District _____ Budget? _____

| | Total Amount | Per Person | Account # |
|--------------------|-----------------|---------------|-------------------|
| Registration | <u>872.00</u> | <u>109.00</u> | <u>820723</u> |
| Lodging | <u>2,539.03</u> | <u>317.38</u> | <u>820723</u> |
| Meals (Advance) | _____ | _____ | _____ |
| Judging | _____ | N/A | _____ |
| Substitute Teacher | _____ | N/A | _____ |
| Transportation | _____ | _____ | _____ |
| Air | _____ | _____ | _____ |
| Bus/Car | _____ | _____ | _____ |
| District Total | _____ | N/A | N/A |
| Cost to Student | _____ | <u>426.38</u> | N/A <u>820723</u> |

VII. Approval

| | | |
|---|--|----------------|
|  |  | _____ |
| Supervisor | Principal | Superintendent |
| <u>4/18/17</u> | <u>4/18/17</u> | _____ |
| Date | Date | Date |

Reminder: No purchase or expenses prior to Board of Education approval.

Form approved by Board of education 12/15/97.



Glenbrook North High School

Student Activities

2300 Shermer Rd., Northbrook, IL 60062-6700 • Phone: 847-509-2671 • Fax 847-509-2411

April 17, 2017

Dr. Finan,

Attached to this memo you will see a field trip request for our Model U.N. Club to travel to Northwestern University for the Model UN Conference. It is an overnight trip that needs approval from Dr. Riggle as it is local. The cost of the trip traditionally is covered by students. You will see that the total per student is over \$400. This year, we were able to procure a sponsorship of \$2500 (they wish to remain anonymous). With this donation, the actual total per student is \$125.

In working with the sponsors (Hoynes and Rast) earlier this year, there was some confusion on who was to turn the paperwork into me, thus the late notice. They collected the \$125 per student in effort to show commitment and we recently finalized the commitment of the \$2500. I have spoken with the sponsors regarding future trips being approved much earlier to gain support for such trips.

Thank you!

A handwritten signature in black ink, appearing to read "M. Tarjan", with a large circular flourish at the end.

Michael Tarjan, Ed.D
Student Activities

Thursday, April 20, 2017

Departing GBN at 4pm for Holiday Inn Evanston, 1501 Sherman Ave, Evanston, IL 60201

Opening Ceremonies 7:00pm — 8:00pm
Committee Session I 8:30pm — 11:00pm

Crisis Committee Session 1:00am — 3:00am
(All 8 GBN Students are in a Crisis Committee)

Friday, April 21, 2017

MUN 101 11:00AM — 12:00PM

Crisis Committee Information Session 11:00AM — 12:00PM

“How to Improve During Conference” 12:00PM — 1:00PM

Committee Session II 1:30pm — 5:00pm
Committee Session III 7:00pm — 10:30pm

Saturday, April 22, 2017

Committee Session IV 9:30am — 12:30pm
Committee Session V 2:00pm — 6:00pm
Delegate Dance 9:00pm — 11:00pm

Sunday, April 23, 2017

Committee Session VI 10:30am — 12:00pm
Closing Ceremonies 1:00pm — 2:00pm

Departing Holiday Inn at 2pm for GBN.

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 2 pages

Section A - Introduction

The Board of Education of District #225 believes that educational travel experiences can provide significant educational experiences for Glenbrook students. However, 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. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for educational tours conducted outside the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more.
3. No student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour. Cost of said insurance shall be assumed by the organization financing the tour. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.
4. The Board of Education is not authorized to use school funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the payment of salaries of necessary personnel while on tour if the personnel are performing in the ordinary course of their employment.
5. All school rules and regulations regarding student conduct shall apply for students participating in educational tours.

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 a school employee or a private agency and which have been recommended for approval by the principal, to use school facilities to inform students of educational travel programs within any of the fifty United States or any foreign country which, 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 or supported 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 agency in publicizing the program must contain a statement to this effect which has been approved by the superintendent. These same materials must also carry the identification of the sponsoring agency.

2. No student or employee may participate in educational travel unless he has accident and health insurance coverage protecting against bodily injury or death and, if an employee, disability while participating in the educational travel. Cost of said insurance shall be assumed by the employee or private agency financing the educational travel. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

Glenbrook equipment, materials or supplies, including stationery, shall be used for school-sponsored activities only, and shall not be used for any educational travel which is not school sponsored.

Section E - Student Trips Exclusion

Student trips are not included within the provisions of this policy.

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