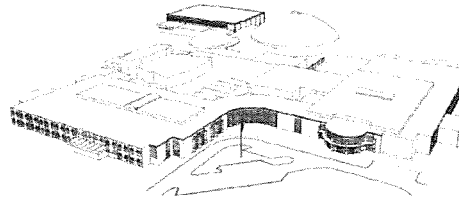


GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225



4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: www.glenbrook225.org/south
Telephone: 847.729.2000
Fax: 847.486.4462

To: Dr. Mike Riggle

From: Ms. Lauren Fagel

A handwritten signature in black ink, appearing to read "L. Fagel". The signature is fluid and cursive, written over the printed name.

Re: GBS Poms National Competition

Date: August 29, 2016

Attached is a travel request from Julie Smith to take the Varsity Titan Poms to the Universal Dance Association National Dance Team Championship in Orlando, Florida. This year represents the 14th time GBS students have qualified for and represented GBS in this prestigious competition. As defined in the attached Board Policy 7050, this will be a Student Trip, which is travel sponsored, conducted, and at least partially financed by the District.

Students will leave on Thursday, February 2, 2017 and return on Monday, February 6, 2017.

I support this request and believe this type of experience will enhance the athletic experience of our students.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

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

II. Initiator Julie Smith Phone _____
Position Varsity Poms Coach Date of Submission 8/23/16

III. Dates and Times of Leave/Return
Total Number of School Days Missed per Person 2
Departure Date/Time 2/2/17 PM Return Date/Time 2/6/17 PM

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
Teachers and Staff Julie Smith, Dayna Parenti
Students 23 students

V. Description, Destination, and Reason for Trip
Trip to National Dance Team championship
in Orlando FL to compete against some of
the best teams in the nation

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

	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
Lauren Angel
Supervisor 8/23/16 Principal 8/23/16 Superintendent _____
Date Date Date

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

Dear Board Members,

I am writing to ask your permission to take the Varsity Titan Poms to the Universal Dance Association National Dance Team Competition. This prestigious competition will take place in Orlando, Florida on February 3rd – February 5, 2017. The Varsity Titan Poms have already begun their preparations for the competition. The Poms qualified for Nationals in July at the UDA Elite camp at Illinois State University. The girls have worked throughout the summer at GBS camp as well as participated in numerous weekend and after school practices to prepare for this privilege. The National Dance Team competition is televised on ESPN and is a fabulous opportunity for our team to grow and progress as dancers and teammates. I very much appreciate your support.

Best regards,



Julie Smith

Cost for Staff

Total Number of Staff

2

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$0.00	\$0.00	
Food	\$150.00	\$300.00	
Transportation			
Air	\$350.00	\$700.00	
Bus/Car		\$0.00	
Lodging (for 4 nights)	\$721.00	\$1,442.00	
Substitute	\$110.00	\$220.00	SUB
Total		\$2,662.00	

Cost for Students

Total Number of Students

23

	Per Student	Total	Account #
Transportation			
Air	\$350.00	\$8,050.00	
Food	\$150.00	\$3,450.00	
Lodging (for 4 nights)	\$556.00	\$12,788.00	
Total		\$24,288.00	

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)	Account #
Registration	\$0.00	\$0.00	

Students	Per Student	Total
Total Cost	\$1,056.00	\$24,288.00
Total Cost to Student	\$1,056.00	\$24,288.00

Summary of Costs

Total Cost for Students and Staff	\$26,950.00
Total Cost for Students and Staff Funded by District	\$220.00
Total Cost Funded by Students	\$26,730.00

TRAVEL PACKAGES

2017 NATIONAL DANCE TEAM CHAMPIONSHIP

February 3-5, 2017



Online Registration will open on September 14, 2016!

- Choose the type of room you wish to stay in (quad, triple, double or single)
- Registration and deposit are due October 27, 2016
- HOTELS MAY FILL UP PRIOR TO PUBLISHED DEADLINES.
- All Walt Disney World® Theme Park tickets are valid Wednesday, February 1 - Saturday, February 15, 2017

FOUR NIGHTS

DISNEY'S ALL STAR RESORT DISNEY'S CARIBBEAN BEACH RESORT

Travel package price for the four nights of:

February 2 (check-in) through February 6 (check-out) or

February 3 (check-in) through February 7 (check-out) includes:

- Four nights and five days hotel accommodations
- Special "UDA Night" at the Magic Kingdom® Park★
- Championship Celebration Party
- Round trip airport transfers through Disney's Magical Express
- Four day Walt Disney World® PARK-HOPPER® ticket
- Three days admission into ESPN Wide World of Sports® Complex
- One counter service meal voucher (One entrée and beverage per voucher - at designated Theme Park dining locations. Lunch or Dinner ONLY.)
- Transportation to all NDTC events
- All taxes and gratuities

	<u>ALL STAR RESORT</u>	<u>CARIBBEAN RESORT</u>
Quad (4 per room)	\$556 per person	\$634 per person
Triple (3 per room)	\$614 per person	\$696 per person
Double (2 per room)	\$721 per person	\$824 per person
Single (1 per room)	\$1006 per person	\$1203 per person

(NONE OF THE ABOVE PRICES INCLUDE AIRFARE.)

★ You may upgrade your Four Day PARK-HOPPER® to a 5 day PARK-HOPPER® for an additional \$30 per person. Please indicate this on your rooming list.

Most rooms will have two double beds however single rooms may have one king bed.

THREE NIGHTS

DISNEY'S ALL STAR RESORT DISNEY'S CARIBBEAN BEACH RESORT

The travel package price for the three nights of

February 3 (check-in) through February 6 (check-out) or

February 4 (check-in) through February 7 (check-out) includes:

- Three nights and four days hotel accommodations
- Special "UDA Night" at the Magic Kingdom® Park★
- Championship Celebration Party
- Round trip airport transfers through Disney's Magical Express
- Four day Walt Disney World® PARK-HOPPER® ticket
- Three days admission into ESPN Wide World of Sports® Complex
- One counter service meal voucher (One entrée and beverage per voucher, No Dessert - at designated Theme Park dining locations. Lunch or Dinner ONLY.)
- Transportation to all NDTC events
- All taxes and gratuities

	<u>ALL STAR RESORT</u>	<u>CARIBBEAN RESORT</u>
Quad (4 per room)	\$528 per person	\$577 per person
Triple (3 per room)	\$567 per person	\$621 per person
Double (2 per room)	\$642 per person	\$711 per person
Single (1 per room)	\$864 per person	\$1002 per person

(NONE OF THE ABOVE PRICES INCLUDE AIRFARE.)

★ You may upgrade your Four Day PARK-HOPPER® to a 5 day PARK-HOPPER® for an additional \$30 per person. Please indicate this on your rooming list.

Most rooms will have two double beds however single rooms may have one king bed.

★ You will need to use your WDW Park Hopper Pass in order to attend this event!

TWO NIGHTS

DISNEY'S ALL STAR RESORT DISNEY'S CARIBBEAN BEACH RESORT

The travel package price for the two nights of

February 2 (check-in) through February 4 (check-out) or

February 3 (check-in) through February 5 (check-out) includes:

- Two nights and three days hotel accommodations
- Special "UDA Night" at the Magic Kingdom® Park★
- Round trip airport transfers through Disney's Magical Express
- Three day Walt Disney World® PARK-HOPPER® ticket
- Three day admission into ESPN Wide World of Sports™ Complex
- Transportation to all NDTC events
- All taxes and gratuities

	<u>ALL STAR RESORT</u>	<u>CARIBBEAN RESORT</u>
Quad (4 per room)	\$478 per person	\$519 per person
Triple (3 per room)	\$495 per person	\$552 per person
Double (2 per room)	\$542 per person	\$614 per person
Single (1 per room)	\$721 per person	\$819 per person

(NONE OF THE ABOVE PRICES INCLUDE AIRFARE.)

Most rooms will have two double beds however single rooms may have one king bed.

EXTRA NIGHTS

(ONLY WITH THE FOUR NIGHT TRAVEL PACKAGE!)

DISNEY'S ALL STAR RESORT DISNEY'S CARIBBEAN BEACH RESORT

I would like to stay an extra night on:

WEDNESDAY, February 1, 2017 THURSDAY, February 2, 2017

TUESDAY, February 7, 2017

Optional Extra Nights (Wednesday, February 1, Thursday, February 2, or Tuesday, February 7). Since the hotel has very limited space available for these nights, reservations for the extra nights will be accepted on a first come-first served basis. Disregard this section if you plan to stay the regular four nights and five days.

	<u>ALL STAR RESORT</u>	<u>CARIBBEAN RESORT</u>
All rooms	\$135 per room	\$220 per room

(REGARDLESS OF OCCUPANCY)

Commuter Participant Fee: \$265

For those participants not purchasing the travel package, there is a \$265 per participant registration fee. This fee includes:

- Three Day Walt Disney World® PARK HOPPER Pass
- Three days admission into ESPN Wide World of Sports™ Complex
- All registration fees for the NDTC

Dancers who will be competing in the School and All Star Competition will have a \$100 per dancer crossover fee.

PLEASE MAKE ANY CHECKS PAYABLE TO NDTC!

School checks, money orders, cashier's checks or credit cards ONLY!!!

Online Registration opens Sept. 14, 2017!

For more information contact us at 1-800-DANCEUDA (326-2383)

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 3 pages

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 can arise when 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 be paramount in our considerations and judgment. 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 involving an overnight stay prior to submission to the Board for approval.
3. No student may participate in an educational tour unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the tour. Cost of said insurance, when not otherwise existing, shall be assumed by the organization conducting the tour. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to Board approval.
4. The Board of Education is not authorized to use district funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the compensation of necessary personnel while on tour if the personnel are performing duties in the ordinary course of their employment.
5. All school rules and regulations regarding student and employee conduct shall apply for students and employees participating in educational tours.
6. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip whenever it believes that the safety of the participants may be at risk. Should a trip be cancelled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants. Participants should be aware that travel insurance may be available at the participant's expense through the sponsoring agency or another insurance source.

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 an employee or a private agency that have been recommended for approval by the principal, to use school facilities without rental charge to inform students and parents of educational travel programs within any of the fifty United States or any foreign country that, 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, supported, or conducted 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 employee or agency in publicizing the program must contain a statement to this effect, the language of which has been approved in advance by the superintendent. These same materials must also carry the name, address and phone number of the sponsoring employee or agency.
2. No student may participate in educational travel unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the educational travel. Cost of said insurance when not otherwise existing shall be assumed by the student or private agency financing the educational travel. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to superintendent approval.

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

District equipment, materials or supplies, including stationery, shall be used for educational tours under Section B of this policy only, and shall not be used for any educational travel that is not district sponsored.

Section E - Student Trips Exclusion

Student trips as outlined in Board Policy #7230 are not included within the provisions of this policy.

Section F – Parameters for Vendors

All vendors seeking consideration as an educational tour provider must work with the Director of Operations to provide proper documentation and agree to parameters developed by the district administration as outlined in this policy and its procedures. The monetary values of the student insurance requirements as listed in the student travel parameters in the procedures to this policy may be adjusted as necessary by the Superintendent without further action by the Board of Education.

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
Revised: January 25, 2016