

To: Lauren Fagel
John Finan
Rosanne Williamson

From: Scott Field

CC: Matthew Whipple
Danita Fitch
Cameron Muir
Michael Riggle

Date: Tuesday, October 16, 2018

Re: Glenbrook Academy of International Studies French Trip to Quebec and Montreal

Trip Proposal: The proposed trip is for current juniors in the Glenbrook Academy of International Studies. The junior class has been studying French for the past three years. While the proposed trip would allow students to use their French language skills in a real-life context, it would also give them a perspective on a region whose history and culture are intertwined with those of the United States. During the 4 day trip, students will visit Quebec City and its environs as well as Montreal. The trip would tentatively start on March 23 and end March 27 returning from Montreal. A more detailed itinerary is attached to this document.

Rationale: This international traveling experience for the current juniors in the Glenbrook Academy of International Studies aligns with the essential questions of the Academy. Currently studying French language and culture across multiple themes and French-speaking contexts, students will improve their communicative skills and experience firsthand a province whose culture products and perspectives are points of study. The experience, leading to their senior year, will help to prepare them for the Advanced Placement French Language and Culture exam.

The logistics of travel would impact current juniors in the Glenbrook Academy of International Studies thusly:

- The trip to Quebec will take place during Spring Break. Our tentative departure date is March 23rd, 2019.
- Walking Tree Travel (in collaboration with Smithsonian Student Adventures) is the company that will service the trip.
- The approximate cost will be \$2,090 per student. This cost covers airfare, all accommodations, 3 meals per day, ground transportation, group activity and entry fees, guides, taxes and tips.
- Students who participate can purchase insurance: The estimated cost of Walking Tree's premium plan is \$136 (by BCS Insurance Company or Jefferson Insurance Company. The plan includes, among other things, Emergency Medical and Dental \$50,000 as well as Emergency Medical Transportation.

Board Approval: I am seeking board approval for several reasons. This is an educational tour conducted--but not financed--by the district. The program has direct relevance to the Academy French Language and Culture curriculum, and participation will build on students' cultural knowledge of the French-speaking world while increasing while building their competency and confidence in the language itself. Please see the attached documentation for a more detailed itinerary and details.



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: <input type="checkbox"/> 10L200 4850 0000 00 000000	<input type="checkbox"/> _____
	GBS: <input type="checkbox"/> 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 Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
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

2019 Glenbrook South Canada Cultural Journey



Dear Families, Friends, and Travelers – Welcome to the 2019 Glenbrook South Canada Cultural Journey! We have created two webpages dedicated to this exciting program so that travelers are as informed as possible throughout the process. The first page, *Pre-Enrollment*, is meant to share exciting details, highlights and pertinent info that participants will want to know before enrolling. Once enrolled, the *Post-Enrollment* page, is meant to prepare travelers for participation on the adventure ahead. Please be sure to review the information on the appropriate page thoroughly and we can't wait to start our enriching adventure in French Canada!

Travel Dates:	March 23, 2019 - March 27, 2019 <i>Dates are Tentative, Spring 2019</i>
Group Organizer(s):	Scott Field ✉ sfield@glenbrook225.org
WTT/SSA Contact:	Gabriel Duncan ✉ gabriel@walkingtree.org ☎ 303-396-5653
Program Tuition:	\$1,490 - or - \$1,416 with discount if paid in full
Estimated Airfare:	\$600

Deadline(s):	Formal enrollment deadlines, forthcoming. Submit a deposit and complete an Enroll Now
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form to secure a spot on the adventure!

[Enroll Now →](#)

[Share](#)

[Email](#)

[Refer A Friend](#)

Tuition Calculator

Our admissions team makes the payment process simple, offering multiple payment options and easy monthly payment plans.

Program Tuition: \$1,490

[Make a Payment](#)

Pay in Full

Pay in full at the time of enrollment and receive a 5% discount off your program tuition! Your program tuition with this discount would be:

\$1,415.50

Payment Plan

Pay a \$500 deposit at the time of enrollment, then we set up an automatic monthly payment plan. If you apply today, your estimated* monthly payments would be:

\$436.76

* This is an approximate price. Your exact total will be confirmed by the Admissions Director upon enrollment.

Canada Cultural Journey

Don't want to fly cross the ocean to experience Europe? Quebec is the answer! Canada's largest province is also the most multicultural. It has the most unique mixes of old-world meets new-world, English meets French, and history meets today in all of North America. People from just about every walk of life can be found in Quebec, and the province boasts a multi-faceted geography, gorgeous landscapes and diverse climate. Four very distinct seasons put their stamp on this vast territory, and no matter what time of year you come, this friendly, romantic province is full of festivals and appeal.



Program Highlights

Check out some of the possible featured experiences of your coming adventure!



Visit the Chutes Montmorency, a spectacular waterfall in Quebec



Take a ghost tour as costumed guides wander with lanterns through the streets of Old Quebec



Tour McGill University



Practice French with language classes and local interactions



Explore the oldest military building in Canada and other architectural wonders

The Itinerary

We work hard to create engaging, educational, and truly immersive itineraries for our travelers. However, we also know that travel can be unpredictable, so we always design our experiences to be flexible enough to allow for adjustments based on group interests, unexpected opportunities, and any weather or safety concerns that may arise during your program. Should changes to the itinerary occur, we will notify travelers and families as quickly as possible.

Date	Location	Description	Lodging
March 23	Québec	Bienvenue! The group will fly from Chicago to Québec City. After arrival, the group will settle into their hotel and have an orientation meeting. We'll take a tour of Old Québec, a UNESCO world Heritage site and the only fortified city in North America.	Québec Hotel
March 24	Québec	We'll start the day with a photographic scavenger hunt (upper and lower town), then have lunch at Paillard. We will visit the Citadel, the oldest military building in Canada which is part of the fortifications of Québec City. Depending on the time of the visit, we may be able to see the changing of the guard, a ceremony in which sentries that are performing ceremonial guard duties at important institutions are relieved by a new batch of sentries. We'll take a ghost tour where costumed guides will light their lanterns and take us on a 90 minute walk through the streets of Old Quebec. We will hear 400 years of haunting stories! The cobblestone streets and ancient buildings set the stage for a truly unique experience.	Québec Hotel
March 25	Québec	French language class will take place in the morning, or a history class in French. Later we will visit the Chutes Montmorency a few minutes from Quebec City. It's one of the province's most spectacular sites, standing at 30 meters (98.5 feet) higher than Niagara Falls. We will then get on the road and head to Montreal.	McGill Dorms
March 26	Montreal	The group will take a morning tour of Old Montréal, followed by lunch in the old port. We'll go hiking on Mont-Royal, where you will see the best view of Montreal.	McGill dorms
March 27	Montreal	The group will enjoy a last tasty French Canadian breakfast before boarding our flight back home. Au revoir!	Your own bed!

Accommodations

In order to provide a safe and memorable experience for our travelers, teachers, staff, Program Leaders and Country Directors, we follow strict guidelines when deciding on lodging, making reservations, and assigning program participants to rooms.

Travelers will always be grouped in rooms and/or sleeping areas by gender, and will never share rooms with people who are not associated with their Walking Tree group. Group Organizers and Program Leaders will be roomed separately from each other and from other students. Walking Tree partners with locally-operated, three star or equivalent hotels that are centrally located, clean, safe and wifi-enabled.

Below are a few examples of our partner hotels. Although these are our preferred providers, they are subject to change based on availability. Your final itinerary will provide complete information on your accommodations in the cities you will be visiting.



Hotel Universel Quebec

Conveniently located, the hotel is close to Laval University and is minutes away from the business district of Sainte-Foy, downtown, and Old Quebec. What distinguishes the Hotel Universel from other hotels is undoubtedly its exotic indoor garden with heated pool and Nordic spa, not to mention the proximity of Laval University and PEPS.

[Learn More](#)





McGill Dorms

The McGill dormitories provide our students with an opportunity to experience college style accommodations while studying French at the university. There are a wide variety of downtown residences that make up the dorms, 13 undergraduate downtown residences that include 3 hotel-style residences, 6 dorm-style residences, and 4 apartment-style residences.

[Learn More](#)

Safety and Support



EASY FUNDRAISING & PAYMENT



24/7 GLOBAL EMERGENCY LINE



HIGHLY VETTED PARTNERS



EXPERT LEADERSHIP



PRIVATE GROUP GUARANTEE



COMPREHENSIVE CURRICULUM SUPPORT



DEDICATION TO CULTURAL ENGAGEMENT



ALL-INCLUSIVE PRICING

Lovett's trip to Morocco was a once in a lifetime trip for a lot of our students. It was great to hear how the students raved about the trip to their parents upon return. Overall a wonderful trip that the students and staff loved!

Sabrina

Group Organizer on Morocco Service Adventure

Program Tuition Includes



Estimated Airfare

In order to give our travelers the best possible price, we break out airfare from the Program Tuition. We will still handle all booking and ticketing via our flight partner who has access to special fares not available to the general public. We will provide full transparency in cost so that families pay what the flight costs and nothing more. You will be invoiced for the flight once we are able to secure the group's airline contract.

Program Tuition Excludes: Travel insurance, baggage fees, airline minor fees, passport/visa fees, laundry, souvenirs, and activities not listed on itinerary.

Need to Raise Money? We have you covered.

Our travelers are provided with fundraising opportunities that are easy to implement and fun to take part in. Our flagship fundraiser involves selling bird-friendly, fair trade coffee from our host countries. There is no limit to the amount you can raise, so get started now by selling coffee or referring your friends to earn credit toward your program!

[FUNDRAISING CENTER](#)

[REFERRAL BONUS](#)





Resource Center

Why should high school students travel abroad? What happens if a participant gets sick? How quickly do we need to enroll? We're sure you have plenty of questions and we've got you covered! Visit our Resource Center to discover the answers to your most pressing questions and contact us anytime with additional questions.

[Learn More](#)

Ready to Get Started?

[Enroll Now →](#)

Contact Us

Phone: +1 303-242-8541
Fax: 720-306-3204
Email: info@walkingtree.org

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Denver, CO 80218

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Interested in having a longterm, trusted travel partner for your school? Contact us today, we can help.

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