



**To:** Dr. Charles Johns  
**From:** Dr. Lauren Fagel  
**Re:** GBS Band Trip to Hawaii  
**Date:** October 31, 2019

Attached is the formal request from band directors Aaron Wojcik and Brian Boron to take the GBS Band Program students (Marching Band, Symphonic Band, and Jazz Ensemble) to Waikiki, Hawaii, during Spring Break, from March 21 to March 27, 2020. The main purpose of the trip is to perform at four different venues, including the Pearl Harbor Concert of Heroes, as well as to participate in three clinics, including a clinic at the Kaneohe Marine Base (or Pearl Harbor Naval Base). Stacey Wolfe, Instructional Supervisor for Special Education, will also be chaperoning the trip.

Based on cost comparisons, the Fine Arts Department's recommendation is to use Bob Rogers Travel for the trip, with an all-inclusive cost of \$2,700.00 per person, based on room occupancy.

This is an Educational Tour covered under Board Policy 7050. This Educational Tour is conducted by the district, but not financed by the district, and requires approval of the principal, superintendent, and Board of Education.

I support this request and believe this type of experience will enhance the band's performance quality and sense of community, while giving the students a greater understanding of the site of a critical event in United States history.



# 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

**Trip Information**

Trip Description: Glenbrook South Band Program: Marching Band, Symphonic Band, and Jazz Ensemble Hawaii Tour

**Staff Expenses**

Number of Staff: 3

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ <u>                    </u>	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ <u>                    </u>	Air	\$ 0.00
Bus / Car	\$ <u>                    </u>	Bus / Car	\$ 0.00
Lodging:	\$ <u>                    </u>	Lodging:	\$ 0.00
<b>Total Cost:</b>	<b>\$ 0.00</b>	<b>Total Cost:</b>	<b>\$ 0.00</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: 150

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 905.00	Meals:	\$ 135750.00
Transportation:		Transportation:	
Air	\$ 1320.00	Air	\$ 198000.00
Bus / Car	\$ 200.00	Bus / Car	\$ 30000.00
Lodging:	\$ 275.00	Lodging:	\$ 41250.00
<b>Total Cost:</b>	<b>\$ 2700.00</b>	<b>Total Cost:</b>	<b>\$ 405000.00</b>

**Other Expenses**

Registration:	\$ <u>                    </u>
Judging:	\$ <u>                    </u>
Officiating:	\$ <u>                    </u>
<b>Total Cost:</b>	<b>\$ 0.00</b>

**Total Trip Expenses**

Staff Expenses:	\$ 0.00
Student Expenses:	\$ 405000.00
Other Expenses	\$ 0.00
<b>Total Cost:</b>	<b>\$ 405000.00</b>

**Payment Responsibility**

Paid by Students:	\$ 405000.00	Per Student Cost:	\$ 2700.00
Paid by District:	\$ 0.00		

Description of Expenses Paid by Students  
 "Meals" includes expenses for attractions, performances, and permits for the trip.



GLENBROOK SOUTH HIGH SCHOOL BAND  
AARON WOJCIK and BRIAN BORON, DIRECTORS

DESTINATION: HAWAII

DATES: MARCH 21-27, 2020

Travel Consultant: Stacey Kilroy  
Travel Coordinator: Molly Feeney

SUGGESTED ITINERARY AS OF  
OCTOBER 31, 2019

**SATURDAY, MARCH 21**

**3 ½ hr prior to flight--**

- AM Call time at **Glenbrook South High School**
- AM Load **motor coaches**; depart for **Chicago-O'Hare Airport**

**2 ½ hr prior to flight--**

- AM Group arrives at **Chicago O'Hare airport**, proceed through check in and security  
Meet your BRT Airport Greeter to assist with airport check in

*Upon arrival* Begin check-in process and head through security. **EVERYONE** needs to bring a picture ID along with their ticket. Anyone 18 yrs. and older will require a state issued identification. Keep them handy throughout check-in and security processing.

- AM **First checked baggage fee** has been included for each participant. Please carry on any instruments that are trumpet size or smaller. Larger instruments will be checked as a 2<sup>nd</sup> piece of luggage.

**TIP:** To **alleviate crowding** at Security—head to Gate in small groups

AM Passengers depart out of Chicago O'Hare  
 PM Arrive in **Honolulu**  
**\*\*\*BRT will research non stop and connecting flights. The group may be split on multiple flights**

*Upon arrival* Receive a **fresh flower lei greeting in the baggage claim area** after arriving in Honolulu

Continued on the next page...

---

**SATURDAY, MARCH 21**

- PM Board motor coaches; depart for **your Waikiki Beach hotel**
- 5:00 PM Meet in the lobby and walk to the **Welcome Pizza Dinner and Orientation**
- PM **Rehearsal space** provided at the hotel for jazz band and concert band rehearsal
- 10:00 PM All Students in rooms-Chaperone meeting

- **Private nighttime security at the hotel (10:30 pm to 5:30 am.)** -

**SUNDAY, MARCH 22**

7:30 AM Enjoy breakfast at the hotel  
AM Set up in the Ballroom for clinics

9:00 AM Glenbrook South H.S. Concert Band participates in a **CLINIC**

10:00 AM Glenbrook South H.S. Jazz Band participates in a CLINIC

10:45 AM Depart for **Tamarind Park- Bishop Square**  
101 Bishop St, Honolulu, HI 96813

12:00 PM Glenbrook South H.S. Band **PERFORMANCE**

1:00 PM Lunch on own in the area (student cost)

2:00 PM Return to the hotel

2:30 PM Free time on the beach

4:30 PM Change and freshen up for this evening's events

5:00 PM Walk over to **Hard Rock Cafe**  
280 Beach Walk, Honolulu, HI 96815  
Phone: 808-955-7383

5:30 PM Enjoy a group dinner at **Hard Rock Café**

PM Glenbrook South HS Jazz Band **performance** at Hard Rock Café Honolulu

6:45 PM Enjoy the evening shopping near Waikiki

10:00 PM All Students in rooms-Chaperone meeting

- **Private nighttime security at the hotel (10:30 pm to 5:30 am.)** -

---

**MONDAY, MARCH 23**

7:00 AM Enjoy a breakfast at the hotel

8:00 AM Transfer to **Pearl Harbor or Kaneohe Marine Base.**

9:00 AM	<b>Exchange Concert / workshop with the Pacific Fleet Band</b> or the <b>Marine Forces Pacific Band</b> (pending confirmation)
---------	---

12:00 PM Load motor coaches; return to the hotel

PM Quick snack on own (*student cost*)

2:30 PM Change clothes and prepare for afternoon/evening activity

3:30 PM Freshen up and change for this evening's Luau

4:45 PM Load motor coaches and depart for **Germaine's Luau**

*Germaine's Luau provides the grandeur of the Royal Court and Polynesian Show extravaganza to a sumptuous all-you-can-eat feast with your favorite beverages, it's a fun-filled evening that will bring Hawaii home to your heart!*

9:30 PM Load motor coaches; return to the hotel

10:30 PM All Students in rooms-Chaperone meeting

- **Private nighttime security** at the hotel (10:30 pm to 5:30 am.) -





**TUESDAY, MARCH 24**

- 7:00 AM Enjoy breakfast at hotel
- 8:00 AM Depart for a **Diamond Head Crater Hike**  
*45-minute hike to the top, some time at the top and then the descent*
- 10:30 AM Board motor coaches for **Central Oahu / North Shore Tour**  
*Enjoy a fully narrated tour through the fertile central valley and learn that pineapples don't grow on trees.*
  
- 12:30 PM Arrive at the famous surfing village of **Haleiwa Town**
- Afternoon Enjoy lunch (student cost) & maybe some famous Hawaiian Shaved Ice
- 2:00 PM Let's "Hit the Beach".  
*Experience the North Shore where surfing daredevils gather from around the world to compete riding the monster waves that are often taller than most buildings. Depending on the season, we may be able to catch a few surfers in action. **Sunset Beach** is the local favorite and is legendary for it's 20 foot waves. The North Shore is also the home of the famous **Banzai Pipeline**. "Banzai" is used as a toast or a battle cry meaning "go for it". In the 1950's, a surfer yelled, "Banzai" as he rode a massive wave and name stuck. When the ocean hits the shallow coral shelf offshore, a wave forms that is so steep that it rolls and makes a nearly perfect tube or pipeline. It is the holy grail of surf challenges.*
- Note: *Swimming (2:30pm – 4:30pm) subject to surf conditions.*
  
- 5:00 PM Enjoy a **catered local style picnic dinner at the Beach**  
*Fare could include a hot dog/hamburger combination with fruit, punch and dessert*
- 6:00 PM Board motor coach for return to Waikiki
- 7:00 PM Arrive at the hotel
- 10:00 PM All Students in rooms-Chaperone meeting

- **Private nighttime security** at the hotel (10:30 pm to 5:30 am.) -

**WEDNESDAY, MARCH 25**

8:00 AM Enjoy breakfast at the hotel

10:00 AM Depart for **Pearl Harbor**  
*Home to the final resting place for the USS Arizona and many of the 1,177 crewmen who lost their lives on December 7, 1941.*

11:30 AM Glenbrook South HS Band **performs** in a **Remember the Heroes Concert**

AM Tour the **U.S.S. Bowfin**  
*We'll go below deck to wind our way through the narrow compartments where the Bowfin's crew worked, ate and slept through nine harrowing war patrols. You will learn about the Bowfin, which served with great distinction in WWII and earned her nickname "**The Pearl Avenger.**"*

12:30 PM Enjoy a **boxed lunch**

2:45 PM Group will be broken into smaller groups to view the movie and visit the memorials

Afterwards Board the Navy Launch to visit the resting place of the U.S.S. Arizona.

4:15 PM Depart for a guided **Honolulu City Tour**  
*The Honolulu City Tour. We'll drive past the Iolani Palace—the only royal palace on American soil, the King Kamehameha Statue, Hawaii State Capitol, and through China Town.*

5:30 PM Arrive at **Ala Moana Center**  
PM Dinner at Makai Market (student cost)

7:00 PM Glenbrook South H.S. Jazz Band **PERFORMANCE** (25 minutes)

7:30 PM Free time to enjoy the nation's largest open air shopping center.

9:30 PM Return to our Hotel

10:00 PM All Students in rooms-Chaperone meeting

- **Private nighttime security** at the hotel (10:30 pm to 5:30 am.) -

**THURSDAY, MARCH 26**

7:00 AM Enjoy breakfast at the hotel

8:00 AM Last day at the beach!

10:00 AM Return to the hotel

11:00 AM Check out of the hotel

11:30 AM Load motor coaches

12:00 PM Depart for the airport

12:30 PM Group arrives at **Honolulu Airport**

*Upon arrival* Begin check-in process and head through security. **EVERYONE** needs to bring a picture ID along with their ticket. Anyone 18 yrs. and older will require a state issued identification. Keep them handy throughout check-in and security processing.

AM **First checked baggage fee** has been included for each participant. Please carry on any instruments that are trumpet size or smaller. Larger instruments will be checked as a 2<sup>nd</sup> piece of luggage.

**TIP:** To **alleviate crowding** at Security—head to Gate in small groups

PM	Passengers depart out of <b>Honolulu</b>
----	--

**FRIDAY, MARCH 27**

AM	Passengers arrive at <b>Chicago-O’Hare</b>
<b>***BRT will research non stop and connecting flights. The group may be split on multiple flights</b>	

AM Depart for luggage claim

AM Load **motor coaches**; return to **Glenbrook South HS**

AM Arrive at **Glenbrook South HS—Welcome Home!**

**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