



Glenbrook North High School

2300 Shermer Road, Northbrook, IL. 60062-6700

Principal's Office

Phone: (847) 509-2400

Email: jfinan@glenbrook225.org

Web: <http://www.glenbrook225.org>

To: Dr. Charles Johns

From: Dr. John Finan

Re: GBN Broadcasting Trip to New York

Date: December 3, 2019

Attached is the formal request from Todd Rubin to take broadcasting students and members of the broadcasting club on an educational tour to New York, February 28 – March 2, 2020. The estimated cost of the tour, based on 25 travelers, is \$1650 per student. Students interested in this trip have participated in fundraising opportunities to reduce the cost and will continue their fundraising efforts in the fall.

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

I support this request. It is a unique opportunity for our students to learn about professional options in broadcasting and build community with students and staff. This is a follow up to a very successful trip to Los Angeles in the spring of 2018 that connected current GBN students with GBN alumni working in the industry and included broadcasting and television career path focused experiences.



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): Todd Rubin/Peggy Holecek Extension: 2569

Activity / Class Name: Broadcasting Program (TV, Radio, Sports) & Production Crew

Description: We are planning on taking interested students from primarily our class to New York on a broadcast television/radio tour of New York.

Date(s) of Trip: Feb 28-March 2

Number of Chaperones: 4-5 Number of Students: 25-30

Names of Chaperones: Todd Rubin, Peggy Holecek, at least 2 parents

Transportation Information

Departing from: GBN date: 2/28/20 at: TBD AM PM

Traveling to (complete address): O'Hare Airport

Returning from (complete address): O'Hare Airport date: 3/2/20 at: TBD AM PM

Returning to: GBN date: _____ at: _____ AM PM

Students released from class (indicate time or blocks): Missing school on Friday, 2/28/20 - B Day

Permission Slip Needed? Yes No Waiver Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): 1 D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: ASAP End Collection on: _____

Cost Per Student
Cost per Student*: \$ 250.00 (Deposit)

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

	<u>Instructional / Course Field Trip</u>	<u>Student Activity / Co-Curricular Field Trip</u>
Account Number:	GBN: <input type="checkbox"/> 10L200 4850 0000 00 000000	820835
	GBS: <input type="checkbox"/> 10L300 4850 0000 00 000000	<input checked="" type="checkbox"/> _____
		Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor:	Todd Rubin	Date:	9/25/19
Instructional Supervisor or Assistant Principal*:	Chad Davidson	Date:	10/15/19
Associate Principal:	Ed Solis	Date:	10/15/19

* 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:	John Finan	Date:	10/21/19
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: <input type="checkbox"/> gbnfeesetup@glenbrook225.org	Date:	_____
	GBS: <input type="checkbox"/> 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: GBN Broadcasting to New York Tour

Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ 250.00	Meals:	\$ 500.00
Transportation:		Transportation:	
Air	\$ 600.00	Air	\$ 1200.00
Bus / Car	\$ 200.00	Bus / Car	\$ 400.00
Lodging:	\$ 850.00	Lodging:	\$ 1700.00
Total Cost:	\$ 1900.00	Total Cost:	\$ 3800.00

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast	\$ 4.00
Lunch	\$ 8.00
Dinner	\$ 20.00
Per Day	\$ 32.00

Student Expenses

Number of Students: 25

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 250.00	Meals:	\$ 6250.00
Transportation:		Transportation:	
Air	\$ 600.00	Air	\$ 15000.00
Bus / Car	\$ 200.00	Bus / Car	\$ 5000.00
Lodging:	\$ 600.00	Lodging:	\$ 15000.00
Total Cost:	\$ 1650.00	Total Cost:	\$ 41250.00

Other Expenses

Registration:	\$ _____
Judging:	\$ _____
Officiating:	\$ _____
Total Cost:	\$ 0.00

Total Trip Expenses

Staff Expenses:	\$ 0.00
Student Expenses:	\$ 41250.00
Other Expenses	\$ 0.00
Total Cost:	\$ 41250.00

Payment Responsibility

Paid by Students:	\$ 41250.00	Per Student Cost:	\$ 1650.00
Paid by District:	\$ 0.00		

Description of Expenses Paid by Students
 Fee to Brightspark for total trip cost and includes the cost of 2 faculty chaperones.



Glenbrook North High School

Broadcasting Department

2300 Shermer Road
Northbrook, Illinois 60062
Phone 847.509.2569

Todd Rubin
Broadcasting Teacher
trubin@glenbrook225.org

RE: GBN Broadcasting to New York

Dr. Finan:

Please consider this letter as a formal request to take registered GBN broadcasting students and members of associated GBN broadcasting club on an educational tour of New York from Friday, February 28, 2020-March 2, 2020. Students would miss one school day to attend this educational tour. I've attached our preliminary itinerary and our tour proposal from Brightspark Travel.

Highlights of this tour include:

- Visits to the MLB/NHL Network with a personal interaction with their crew and operations.
- Tour of NBC Studios and a simulation of a live show with our group.
- Audience at a live show taping of ABC's Good Morning America.
- Viewing live taping of the Today Show from outside set
- Attending Bulls vs. Knicks game at Madison Square Garden as well as meeting with the production crew that will produce the game that night.
- Visit Columbia University's film and broadcast school and get an interactive campus tour.
- Visit to Yankee Stadium with a tour at their in house media/broadcast facility
- New York TV and Movie experience to learn about where and how famous TV shows and films use the city as it's backdrop.
- Professional Speaker: Roger Goodman, who has won 29 Emmy Awards for directing and producing such events as the Olympics, Oscar Awards, and many live news broadcasts.

I have worked closely with Kris Orticelli from Brightspark Travel to customize an itinerary that will not only create amazing memories but will also give many of our broadcasting students a clearer picture of professional options in the broadcasting world. We believe we have negotiated a fair price with Brightspark for this ambitious tour. We took a group of 25 students to Los Angeles in 2018 and that was wildly successful. Our plan is to give our students this experience every other year.

Included in the cost of the tour are:

- *All tour admissions
- *Breakfast and dinner daily
- *Chartered tour bus with driver

Glenbrook North High School is committed to building a learning community grounded in respect for individual dignity and human diversity and dedicated to the growth of understanding.

- *Airfare between Chicago and New York
- *Hotel
- *Overnight security
- *A 24-hour tour guide at our service who is a local expert and assigned to our group.

Brightspark has quoted our tour to be \$1715 for 25 paying attendees and \$1650 if we get up to 30 paying attendees. For a 4-day, 3-night trip with airfare, hotel, meals, transportation, and activities we feel this is an extremely reasonable price. We have already started to raise funds to defray the cost of this trip. In the spring of 2019, we sold Portillo's chocolate cake at Springfest. Alone, this fundraiser brought in over \$500, which lowers each student's cost by \$50.

Considering the customer service we are getting and the detailed plans we are making, I believe Brightspark is an outstanding partner to use for this trip. Other educational tour company quotes came in at a higher starting point with much less flexibility. We will also work with any student who needs financial assistance to make this trip viable. Note that there is zero cost to the district for this trip. All we ask is that the school provides us with yellow bus service to and from the airport here in Chicago.

Both Peggy Holecek and I will be advisors on this trip, and we have 2 additional parents who will act as chaperones on the tour.

Please let me know if you have any additional questions.

Best regards,

Todd Rubin
Broadcasting Teacher
Glenbrook North High School

Day One - Friday February 28, 2020

- 4:00 AM Arrive at the airport
- 6:00 AM Depart on () Airlines flight # () from () Airport
- 6:00 AM Depart on American Airlines Flight 129 from Chicago O'Hare International Airport (ORD)
Fly with American Airlines
- 7:00 AM Deluxe XX Passenger Motor Coach
- 7:00 AM Generic Filler
- 9:05 AM Flight arrives
- 9:05 AM Arrive at LaGuardia Airport (LGA)
Tour Director meets group in baggage claim
- 9:50 AM Board motorcoach and depart for sightseeing
- 11:00 AM **NHL or MLB Network Visit - Group Arranged**
Lunch is at your own expense
- 3:00 PM **Columbia University admissions and campus tour**
- 5:30 PM Hotel Check-In: Hampton Inn Manhattan / Times Square South
337 W 39th St
New York, NY 10018
(212) 967-2344
- 7:30 PM **Dinner at Naples 45 Restaurant**
- 9:30 PM Return to the hotel
Private overnight security at the hotel each evening

Day Two - Saturday February 29, 2020

- 6:00 AM **Enjoy breakfast at your hotel.**
(Touring for remainder of tour is via the NYC Subway or walking. Subway Pass included in tour.)
- 6:15 AM Depart for sightseeing
- 7:00 AM **View NBC's the Today Show from Outside**
- 9:40 AM **NBC Studio tour**
- 12:30 PM **Yankee Stadium, home of the New York Yankees tour**
Lunch at Hard Rock Cafe
- 3:30 PM **Behind the scenes look at the production of an NBA basketball game through the eyes of the production crew and announcers. (group arranged)**
- 5:00 PM **New York Knicks basketball game**
Dinner with \$20 meal money
- 8:30 PM Return to the hotel
- 9:30 PM Team Building Event at hotel

Day Three - Sunday March 1, 2020

- 8:30 AM **Enjoy breakfast at your hotel.**
- 9:00 AM Depart for sightseeing
- 10:00 AM **NYC TV & Movie Tour. On this guided sightseeing bus tour you will see over 60 NYC locations featured in your favorite TV shows and movies.**
Lunch is at your own expense
- 2:30 PM **Admission to The Paley Center for Media NYC, NY.**
- 6:00 PM **Dinner at the Playwright Restaurant**
- 8:00 PM **Top of the Rock Observatory**
- 10:00 PM Return to the hotel

Day Four - Monday March 2, 2020

- 6:00 AM **Enjoy breakfast at your hotel.**
- 6:30 AM Depart for sightseeing
- 7:00 AM **Good Morning America set visit and live taping -(group arranged)**
- 7:00 AM Deluxe XX Passenger Motor Coach
- 9:30 AM Return to the hotel
- 10:00 AM **Professional speaker, Roger Goodman, veteran television director and producer and winner of 30 Emmy Awards. (Group Arranged)**
- 11:30 AM Visit an active sound stage and set for a network television show. (allocate an hour). (arranged by group)
- 12:30 PM Load luggage on to coach and depart
Lunch is at your own expense
- 4:15 PM Depart for the airport
- 4:30 PM Arrive at the airport
Dinner is at your own expense
- 6:30 PM Depart on () Airlines flight # () from () Airport
- 6:30 PM Depart on American Airlines Flight 380 from LaGuardia Airport (LGA)
Fly with American Airlines
- 8:15 PM Flight arrives
- 8:15 PM Arrive at Chicago O'Hare International Airport (ORD)

In keeping with Brightspark's commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations giving drivers at least 9 hours off each night and a maximum of 15 hours on duty during any 24 hour period.

Your Brightspark Tour Director and Guides reserve the right to revise your group's itinerary due to unforeseen circumstances such as traffic, road closures, site closures, and weather. Your Tour Director or Guide will consult with the Group Leader and Bus Driver(s) on any changes.

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