



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, January 9, 2023

**Re:** Overnight Student Trip for Glenbrook South Students to Attend the Boston University Model United Nations Conference in Boston, Massachusetts

### **Recommendation**

It is recommended that the Board of Education an overnight trip for Glenbrook South students to attend the Boston University Model United Nations Conference from Friday, February 10, 2023, through Sunday, February 12, 2023, in Boston, Massachusetts.

### **Background**

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

As Mr. Jesse Sisler shared in his memo, BosMUN is a national competition that draws schools from across the country. The Glenbrook South Model U.N. team has not attended this conference before but is seeking to maintain momentum after winning the Stanford University conference in November. To participate in this conference, students must demonstrate commitment to the program and success at other competitions. Being a highly competitive conference, BosMUN also prepares our students well for future competitions.

A detailed overview of the trip is provided in the attached materials. Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

**Table 1**  
**Summary of Trip Conditions and Parameters**

Condition or Parameter	Summary
Number of Staff	2
Number of Students (estimate)	24
Trip Category	Other Trip: All other overnight trips over 400 miles from the school district.
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Not Required
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	All Other Overnight Trips Over 400 Miles: The Board of Education will cover 0% of expenses.  Students will be responsible for covering 100% of expenses, including those of chaperones.
Fee Collection Method	N/A
Amount Paid by Each Student	\$450.00
Remaining Trip Costs Paid by District	\$0.00



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**Date:** December 2nd, 2022

**To:** Mark Maranto, Barbara Georges, Charles Johns, District 225 Board of Education

**From:** Jesse Sisler

**RE:** Boston University Model United Nations Conference, February 10th-12th, 2023

Dear Board of Education,

Below is a proposal for the Glenbrook South Model United Nations team to attend the Boston University Model United Nations Conference (BosMUN) in Boston, MA. This year's competition takes place February 10th-12th. As the trip requires overnight travel, I am requesting approval for students and chaperones to attend the competition.

BosMUN is a national competition that draws schools from across the country. Our Model U.N. team has not attended this conference before, though it comes with a strong reputation. Furthermore, we are looking to maintain momentum after winning the Stanford University conference in November. Students we invite to this conference have to demonstrate commitment to our program and success at other competitions. Being a highly competitive conference, BosMUN also prepares our students well for future competitions.

As a team, we most recently attended the aforementioned Stanford University conference. It was the first conference we attended that required travel since February 2020, and it was a great success. Our students demonstrated outstanding growth as a team and individuals, and enjoyed an excellent learning experience.

The cost allocation worksheet is attached.

**COVID Mitigation:** 1 student per bed; BosMUN attendees are required to follow Boston University and CDC mitigation policies.

Sincerely,  
Jesse Sisler

**Materials Enclosed:** Field Trip Request for Overnight Trips, Cost Allocation worksheet

**Part 1. Trip Description**

School:  Glenbrook North  Glenbrook South  Other: \_\_\_\_\_

Type of Trip:  Instructional / Co-Curricular  Athletics  Student Activity

Trip Category:  Illinois State Contest  National Contest  All Other Overnight Trips Less Than 400 Miles from the School District  
 All Other Overnight Trips More Than 400 Miles from the School District  Study Abroad / Student Exchange Experience

Description: **BosMUN Model U.N. Conference**

Student Group Eligible for Trip: **Model United Nations students**

Departure Date: **Friday, February 10, 2023** Return Date: **Sunday, February 12, 2023**

Days/Blocks Missed by Students: **All day Friday, 2/10 (Blue Day)**

Number of Staff: **2** Number of Other Chaperones: **0** Number of Students: **24** Total: **26**

**Part 2. Transportation Information**

Departing from: **Glenbrook South High School** Date: **2/10/23** Time: \_\_\_\_\_

Building: **GBS** Door: **TT**

Traveling to: **O'Hare International Airport**

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: **1**  
 Personal Vehicle (Waiver Required)  Public Transportation: \_\_\_\_\_

*If flying, complete the details below:*

**Flight to Destination:**

Airport: **ORD**

Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Destination Airport: **BOS** Departure Time: \_\_\_\_\_

**Transportation After Arrival**

Transportation:  Coach Bus  School Bus  Rental Car Number of Vehicles: \_\_\_\_\_  
 Public Transportation: \_\_\_\_\_

**Flight from Destination:**

Airport: **BOS**

Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Destination Airport: **ORD** Departure Time: \_\_\_\_\_

Returning from: **O'Hare International Airport** Date: **2/12/23** Time: \_\_\_\_\_

Traveling to: **Glenbrook South High School**

Building: **GBS** Door: **TT**

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: **1**  
 Personal Vehicle (Waiver Required)  Public Transportation: \_\_\_\_\_

**Part 3. Bookstore Collection Information**

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

Begin Collection on: **1/3/23** End Collection on: **2/9/23**

Cost per Student\*: **\$450.00** Can the Student Pay in Installments?  Yes  No

\* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

AS903650

#### Part 4. Staff Meals Information

Does this trip require staff members to purchase their own meals?  Yes  No

*If "Yes", complete the details below:*

Insert the number of meals for one staff member using the fields provided:

Breakfast:	<u>2</u>	Lunch:	<u>2</u>	Dinner:	<u>3</u>	Total Cost Per Staff Member:	<u>\$134.00</u>
	\$13.00		\$15.00		\$26.00		

#### Part 5. Approval

Requestor: Jesse Sisler Date: 12/2/22

Instructional Supervisor or Assistant Principal: Mark Maranto Date: 12/2/22

**Part 1. Trip Information**

Trip Description: BosMUN Model U.N. Conference

**Part 2. General Expenses**

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$75.00	0%	Registration:	\$75.00	Proportionally paid by students:	\$1,197.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$0.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	<b>Total Cost:</b>	<b>\$1,197.00</b>
Bus/Car Expense:	\$156.00	0%	Bus/Car Expense:	\$156.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$966.00	n/a	Staff Expenses (Paid by Students):	\$966.00		
<b>Total Cost:</b>	<b>\$1,197.00</b>		<b>Total Cost:</b>	<b>\$1,197.00</b>		

\* Other Description:

**Part 3. Staff Expenses**

Number of Staff: 2

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Staff Member</u>		% Covered by District				
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$966.00
Meals:	\$134.00	0%	Meals:	\$268.00	The district will pay:	\$0.00
Air Fare:	\$140.00	0%	Air Fare:	\$280.00	<b>Total Cost:</b>	<b>\$966.00</b>
Lodging:	\$209.00	0%	Lodging:	\$418.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$483.00</b>		<b>Total Cost:</b>	<b>\$966.00</b>		

**Part 4. Student Expenses**

Number of Students: 24

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Student</u>		% Covered by District				
General Expenses:	\$49.88	n/a	General Expenses:	\$1,197.00	Each student will pay:	\$493.88
Registration:	\$95.00	0%	Registration:	\$2,280.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	<b>Total Cost:</b>	<b>\$11,853.00</b>
Air Fare:	\$140.00	0%	Air Fare:	\$3,360.00		
Lodging:	\$209.00	0%	Lodging:	\$5,016.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$493.88</b>		<b>Total Cost:</b>	<b>\$11,853.00</b>		

**Part 5. Payment Responsibility Summary**

Paid by Students:	\$11,853.00		
Paid by Fundraising:	\$1,053.00	Account(s):	AS903650
Each Student Will Pay:	\$450.00	Method:	
Paid by District:	\$0.00	Account(s):	
<b>Total Cost:</b>	<b>\$12,906.00</b>		