



Date: March 14, 2022

To: Mark Maranto, Rosanne Williamson, Charles Johns, District 225 Board of Education

From: Rosanna McManamon

RE: Business Professionals of America (BPA) National Leadership Competition, May 4-May 8, 2022

Dear Board of Education,

Below is a proposal for Business Professionals of America (BPA) trip to the 2022 National Leadership Championship in Dallas, TX. This year's competition takes place May 4-8, 2022. As the trip requires out-of-state, overnight travel, I am requesting approval for BPA qualifying students and chaperones to attend the competition. Students have qualified for the National Competition based on their performance at State. In addition, two students were elected State Officers and will attend Leadership sessions at Nationals.

At this time, the costs of flights and shuttle transportation for the 7 students and 2 chaperones are estimated. All information provided is based on the best timing for departure and arrival from BPA itinerary data. The hotel for the group is the Sheraton Dallas in Dallas, Texas. What cost information is available is attached to this proposal. Competition registration can be canceled up until April 21, 2022. The refund rate is 75%. No refunds will be honored after this date.

COVID Mitigation: 1 student per bed; NLC attendees are required to wear face masks at all times with the exceptions of while actively eating or drinking, in private sleeping rooms. Attendees are also recommended to get vaccinated, test prior to travel, not attend NLC if the test is positive, and socially distance when possible.

Thank you for your time and consideration of this valuable experience for GBS BPA students.

Best,
Rosanna McManamon

Materials Enclosed:

Field Trip Request for Overnight Trips, Cost Allocation Worksheet



Field Trip Request for Overnight Trips

Revised: January 2022

Trip Description

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

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Rosanna McManamon/Caitie Korienek Extension: 4447/4442

Activity / Class Name: Business Professionals of America

Description: Students have qualified for National Competition based on their performance at State. In addition, two students were elected State Officers and will attend Leadership sessions at Nationals.

Date(s) of Trip: May 4-8, 2022

Number of Chaperones: 2 Number of Students: 7

Names of Chaperones: Rosanna McManamon & Caitie Korienek

Transportation Information

Departing from: Chicago O'Hare Airport date: 5/4/2022 at: 8:00 AM PM

Traveling to (complete address): Dallas Love Field Airport then Dallas Shertaon

Returning from (complete address): Dallas Love Field date: 5/8/2022 at: 2:00 AM PM

Returning to: Chicago O'Hare Airport date: 5/8/2022 at: 5:00 AM PM

Students released from class (indicate time or blocks): All classes on 5/4, 5/5, and 5/6/2022

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

Car(s): N/A Bus(es): N/A D225 Van(s): N/A Other: _____

Financial Information

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

Begin Collection on: Mach 28, 2022 End Collection on: April 14, 2022

Cost Per Student

Cost per Student*: \$ 208.35 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

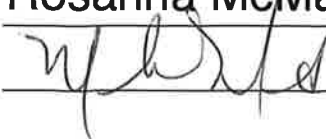
Instructional / Course Field Trip Student Activity / Co-Curricular Field Trip

Account Number: GBN: 10L200 4922 0000 20 000000 AS903110

GBS: 10L300 4922 0000 30 000000 _____

Please write account number above.

Approval

Requestor: Rosanna McManamon Date: 03/02/2022
Instructional Supervisor or Assistant Principal*:  Date: 3/2/22
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: _____

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 F/R Setup
 Notice to Bookstore, Faculty Sponsor, and Administrative Assistant



Cost Allocation Worksh

Trip Information

Trip Description: Business Professionals of America National Leadership Conference 2022

Staff Expenses

Number of Staff: 2

	<u>Per Staff Member</u>		<u>Total Staff Expenses</u>		<u>Meal Per Diem Δ</u>
Meals:	\$ 270.00	Meals:	\$ 540.00		Breakfast \$ 13
Transportation:		Transportation:			Lunch \$ 16
Air	\$ 308.00	Air	\$ 616.00		Dinner \$ 26
Bus / Car	\$ 40.00	Bus / Car	\$ 80.00		Per Day \$ 54
Lodging:	\$ 1009.68	Lodging:	\$ 2019.36		
Total Cost:	\$ 1627.68	Total Cost:	\$ 3255.36		

Student Expenses

Number of Students: 7

	<u>Per Student</u>		<u>Total Student Expenses</u>
Meals:	\$ _____	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 308.00	Air	\$ 2156.00
Bus / Car	\$ 40.00	Bus / Car	\$ 280.00
Lodging:	\$ 485.41	Lodging:	\$ 3397.87
Total Cost:	\$ 833.41	Total Cost:	\$ 5833.87

Other Expenses

Registration:	\$ 1125.00
Judging:	\$ _____
Officiating:	\$ _____
Total Cost:	\$ 1125.00

Total Trip Expenses

Staff Expenses:	\$ 3255.36
Student Expenses:	\$ 5833.87
Other Expenses	\$ 1125.00

Total Cost: \$ 10214.23

Payment Responsibility

Paid by Students: \$ 1458.47

Per Student Cost: \$ 208.35

Paid by District: \$ 8755.76

<p><u>Description of Expenses Paid by Students</u> 25% of hotel, airfare, shuttle to/from airport</p>
