

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN _____ GBS _____ GBE _____ GBOC _____ District _____

II. Initiator _____ Phone _____

Position _____ Date of Submission _____

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person _____

Departure Date/Time _____ Return Date/Time _____

IV. Individuals Participating in Tour: _____

Teachers and Staff (Identified) _____

Number of Students (Identity to be provided to the Principal) _____

V. Description, Destination, and Reason for Trip

VI. Cost of Trip

Was the trip included in your Dept. _____ Bldg. _____ District _____ Budget?

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	_____	_____	N/A

VII. Approval

_____ **Supervisor** _____ **Principal** _____ **Superintendent**

_____ **Date** _____ **Date** _____ **Date**

Reminder: No purchases or expenses allowed prior to Board of Education approval.
Form approved by Board of Education

**Acknowledgment Form for Sponsoring Agent Regarding
Educational Travel**

(name of person or agency sponsoring program)

(destination)

(dates)

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a district-sponsored activity, but rather, is sponsored solely by _____;
- (2) your acknowledgment that Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination; or legal or financial responsibility or liability in the event of trip cancellation, postponement, or other change, or trip financial default.
- (3) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorney's fees and costs expended in defense thereof, incurred or resulting from any student or employee's participation in this trip and transportation to and therefrom; or legal or financial responsibility or liability in the event of trip cancellation, postponement, or other change, or trip financial default.
- (4) your acknowledgment, if a district employee, that your sponsorship of this program is not within the scope of your employment with Northfield Township High School District No. 225; and is, in fact, strictly outside the scope of your employment; provided however, that your conduct remains governed by all rules of conduct to which employees of the district are subject while engaged in employment by the district.
- (5) your acknowledgment that you are not being paid by Northfield Township High School District No. 225 to sponsor this program.
- (6) if an employee of the district, please state any consideration or benefits having any monetary value that you have received or will receive from the party conducting the trip in consideration for participating in the trip: _____

Signature of person or director of agency sponsoring program

Date

**Acknowledgment and Waiver Form
Regarding Educational Travel**

Your child, _____, has been offered the opportunity to participate in a trip to _____ on the following dates _____.

Disclosures:

This trip is not sponsored by Northfield Township High School District No. 225. It is being sponsored solely by _____.

Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination or legal or financial responsibility or liability for the cancellation, postponement, or other change, or other trip financial default.

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a district-sponsored activity, but rather, is sponsored solely by _____;
- (2) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including or resulting from your child's participation in this trip and transportation to and therefrom.
- (3) your acknowledgment of the above Disclosures,
- (4) that you have read, and agree to be bound by, Board Policy 7050 and its Procedures.

Signature of Parent or Guardian

Date

GLENBROOK HIGH SCHOOL DISTRICT #225: STUDENT TRAVEL PARAMETERS

Please sign and acknowledge your company is in compliance with Glenbrook High School District #225's student travel parameters. Please note any exceptions.

1. Insurance Requirements

In accordance with Board Policy 7050 Section B, no student may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death while participating in the tour.

The organization providing the tour must have the following insurance coverage in accordance with monetary standards set by SSCRMF:

- professional liability
- general liability
- accident
- illness
- dental
- life
- disability

2. Company Requirements

Company organizing the tour must meet the following requirements:

- A. Must be in existence for a minimum of three years under the same U.S. management company.
- B. Must have a minimum of 10 positive references from high school districts organizing similar trips.
- C. Must be an accredited member of the Student and Youth Travel Association.
- D. Must not charge fees or penalties for payment plans, or use of credit cards.
- E. Must refund 100% of travel cost not covered by travel insurance purchased (applies only when travel insurance is purchased).
- F. Must provide a consumer protection plan in an amount no less than the lesser of \$50,000 or the aggregate amount of payments paid by participants.

3. Gifts

In accordance with Board Policy 9030, Section IV, no employee shall intentionally accept any gift from a prohibited source. Food, refreshments, lodging, transportation, and other benefits offered to an employee by company organizing the trip, must be a requirement of said trip and must be fully disclosed to and approved by the assistant superintendent for business affairs prior to acceptance.

Referral payments to any employee by the company organizing the trip, or any other vendors, are not allowed.

All parameters can be met with the following exception(s):

Company Name: _____

Contact Person: _____

Signature: _____

Adopted: October 28, 1996
 Revised: November 27, 2000
 Revised: January 25, 2016