

OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Choir and Theater Trip to Los Angeles, CA.

Date: April 13, 2018

Attached is the formal request from Chad Davidson to take choir students and inducted Thespians on a performance and educational tour to Los Angeles, CA. from January 17 – 21, 2019. The estimated cost of the tour, based on 90 travelers, is \$1945 per student. Students interested in this trip can begin to participate in fundraising opportunities which can significantly reduce the cost, given that the students have a year before the tour takes place.

This is an Educational 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 refine their performance skills and build community with students and staff while providing a valuable learning experience.

JF:rp

Chad Davidson  
Fine Arts Department  
cdavidson@glenbrook225.org  
(847) 509-2455



## Glenbrook North High School

Northfield Township High School District 225  
2300 Shermer Road  
Northbrook, IL 60062

April 9, 2018

Dr. Finan,

Please consider this as my formal request to take registered choir students and inducted Thespians on a combined Choir/Theatre tour to Los Angeles, CA, from January 17-21, 2019. I've included our preliminary itinerary along with hotel, flight, and other travel information.

Highlights of this tour include a performance at Disneyland, a college tour and choral workshop at UCLA, tickets to a Broadway show at the Pantages Theater, and behind-the-scenes tours of the Dolby Theater (which hosts the Oscars) and other Hollywood venues. I have worked closely with our representative at Brightspark Travel to create this exciting and educational itinerary. Having traveled with Brightspark many times in the past (we have used them for over 40 years), I am confident that we can provide a great experience at a good price. Included in the cost of our trip are:

- Round trip coach bus transportation between GBN and O'Hare
- Air fare and hotel (with overnight security guard) in LA
- Breakfast and dinner daily
- Entrance to Disneyland and Universal Studios
- Theatre ticket
- Guided tours of local attractions
- College tour and workshop at UCLA
- Local tour manager who will accompany our tour 24 hours a day
- All tickets, transfers, and tips

We will continue to provide significant opportunities for students to fundraise in order to defray all or part of the cost of the trip. In the past, motivated students have earned enough from these fundraisers to pay for the entire cost of previous trips. Our current trip is priced at \$1,945 based on 90 paying travelers. We will have 4 staff members and approximately 10 parent chaperones, so students will be safe and well supervised. Please let me know if you need additional information about our proposal. Thank you for your consideration,

Chad Davidson



# 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



## Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

### Trip Information

Trip Description: Choir Tour to Los Angeles, CA, January 17-21, 2019

### Staff Expenses

Number of Staff: 4

	<u>Per Staff Member</u>		<u>Total Staff Expenses</u>
Meals:	\$ _____	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ _____	Air	\$ 0.00
Bus / Car	\$ _____	Bus / Car	\$ 0.00
Lodging:	\$ _____	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 \$ 32.00</b>

### Student Expenses

Number of Students: 90

	<u>Per Student</u>		<u>Total Student Expenses</u>
Meals:	\$ 445.00	Meals:	\$ 40050.00
Transportation:		Transportation:	
Air	\$ 750.00	Air	\$ 67500.00
Bus / Car	\$ _____	Bus / Car	\$ 0.00
Lodging:	\$ 750.00	Lodging:	\$ 67500.00
<b>Total Cost:</b>	<b>\$ 1945.00</b>	<b>Total Cost:</b>	<b>\$ 175050.00</b>

### Other Expenses

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

### Total Trip Expenses

Staff Expenses:	\$ 0.00
Student Expenses:	\$ 175050.00
Other Expenses	\$ 0.00
<b>Total Cost:</b>	<b>\$ 175050.00</b>

### Payment Responsibility

Paid by Students:	\$ 175050.00	Per Student Cost:	\$ 1945.00
Paid by District:	\$ 0.00		

Description of Expenses Paid by Students

CHAD DAVIDSON

Glenbrook North High School Choir and Theatre  
2300 Shermer Rd  
NORTHBROOK, Illinois 60062-6722

February 4, 2018

Dear Chad,

I am excited to help plan your group's tour to Los Angeles! Based on our previous discussions, I've prepared a custom tour proposal to ensure your specific needs are met. Please review this proposal carefully and let me know if there are any adjustments you would like to make.

The next page outlines the specifics of your tour, but the main details are as follows:

- Glenbrook North High School Choir and Theatre will travel to Los Angeles from January 17, 2019 through January 21, 2019.
- Brightspark Travel will provide inclusions as listed on the following page.
- Pricing is listed on the following page, and is based on 100 paying participants and 4 complementary chaperones. Changes to the passenger count may result in pricing changes unless RGP is included.
- Brightspark Travel will administer all participant billing and collection through its individual billing program.

If everything looks good, we can move to the next phase of the planning process! Just sign and return the agreement to me via email or fax. Then, we will start booking reservations and participants can begin enrolling in your tour.

Keep in mind the pricing I have listed here is only guaranteed until May 4, 2018. I look forward to speaking with you soon!

Best,

**Kristina Orticelli**

*Tour Consultant*

(708)831-7124

[korticelli@brightsparktravel.com](mailto:korticelli@brightsparktravel.com)

**Expand  
Worldviews**

**Foster  
Independent  
Learning**

**Promote  
Higher  
Education**

**Inspire  
Career  
Choices**



### Tour Details

**Destination:** Los Angeles

**Departing:** Thursday January 17, 2019

**Returning:** Monday January 21, 2019

### Tour Pricing by Participation

<b>Paying Passengers</b>	<b>100</b>	<b>90</b>
<b>Complimentary Chaperones</b>	<b>4</b>	<b>4</b>
<b>Student Price</b> (Quad Occupancy)	<b>\$ 1895</b>	<b>\$ 1945</b>
<b>Paying Adult Price</b> (Double Occupancy)	<b>\$ 2195</b>	<b>\$ 2245</b>

### What's Included

#### Transportation

- Round-trip transportation via Air (with airport coach)

#### Accommodation

- 4 Nights - **Embassy Suites LAX**
- Quad occupancy for Students (2 beds per room)
- Single occupancy for Complimentary Chaperones
- Double Occupancy for paying adults (Upgrade to single is \$500 pp)

#### Meals

- 4 Breakfasts
- 5 Dinners

#### Additional Inclusions

- All Taxes and Gratuities
- Professional Tour Director
- Online Tour Management Tool
- 24/7 Emergency Support
- Overnight Hotel Security
- Brightspark Drawstring Bags, Lanyards & Luggage Tags
- Travel Guard Health & Accident Insurance
- Travel Guard Trip Delay Protection
- General Liability Insurance

### Tour Highlights

- Disneyland Resort theme parks with a 1 Day Park Hopper Ticket
- Perform at the Disneyland Resort
- Universal Studios Hollywood
- Red Line Tours Hollywood Behind-the-Scenes Tour
- Madame Tussauds
- Pantages Theatre ticket
- Dolby Theatre in Hollywood guided tour
- Pacific Park on Santa Monica Pier unlimited ride wristband
- Choir Clinic
- All Admission Fees to Scheduled Activities
- Brightspark Staff including 24-Hour Emergency Hotline
- All Taxes and Gratuities
- Lanyards and Emergency Cards for Each Passenger
- Drawstring Backpacks
- A one-of-a-kind, fun-filled educational experience

### Brightspark Advantage

- 30+ Years of Experience
- Member of Student & Youth Travel Association
- Member of American Bus Association
- Member of National Association for Music Educators
- Member of US Tour Operators Association
- Most comprehensive refund guarantee plan in the industry



### NO REGRETS.

Get a full refund at any time, for any reason.

#### WHAT IS REFUND GUARANTEE PROTECTION (RGP)?

For parents, student tours are an investment—but they don't have to be a risky one. With RGP, parents can cancel their child's tour at any time, for any reason, and every penny spent on trip payments will be returned to them. Right up until the moment a tour departs, parents are guaranteed a 100% refund on all payments\*—including the nonrefundable deposit.

*\*The cost of RGP will not be refunded in case of cancellation*

#### Refund Guarantee Protection (RGP)

- Cost for individual participation: **\$ 189.00** per person



### Payment Schedule

Installment	Due Date	Quad Occupancy
Registration Fee	May 15, 2018	\$350 (+\$189.00 RGP)
2	June 16, 2018	\$350
3	Sept 14, 2018	\$350
4	Oct. 15, 2018	\$350
5	Nov. 16, 2018	FINAL BALANCE

The undersigned has read and understands this agreement and accepts the Terms and Conditions accompanying this Tour Agreement. By signing this Tour Agreement the undersigned, on behalf of Glenbrook North High School Choir and Theatre, agrees to contract for the above stated trip with Brightspark Travel, Inc.

#### On Behalf of Glenbrook North High School Choir and Theatre Representative:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

#### On Behalf of Brightspark Travel, Inc. Representative:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Kristina Orticelli**  
\_\_\_\_\_  
Name

**Tour Consultant**  
\_\_\_\_\_  
Title

**Please email or fax (708-377-2288) this tour agreement to your  
Tour Consultant today!**





**Day One - Thursday January 17, 2019**

- 1:00 PM Motorcoaches arrive at Glenbrook North High School (back of school near gym and stage door area).
- 1:30 PM Board motorcoaches and depart for airport.
  - Flight departs
  - Flight arrives
- 9:30 PM Check in to hotel: Embassy Suites - LAX
- 10:00 PM **Enjoy Dinner**
- 11:00 PM Private overnight security at the hotel each evening

**Day Two - Friday January 18, 2019**

- 7:30 AM Depart
- 7:30 AM **Enjoy breakfast at your hotel.**
- 10:00 AM **Explore both Disneyland Resort theme parks with a 1 Day Park Hopper Ticket**
  - Perform at the Disneyland Resort**
  - Lunch - Pay On Own
- 5:30 PM **Dinner at Buca di Beppo**
- 10:00 PM Return to the hotel

**Day Three - Saturday January 19, 2019**

- 7:30 AM **Enjoy breakfast at your hotel.**
- 8:30 AM Depart
- 10:00 AM **Red Line Tours Hollywood Behind-the-Scenes**
  - Lunch - Pay On Own
- 1:30 PM **Dolby Theatre in Hollywood guided tour**
- 3:00 PM **Madame Tussauds**
- 5:30 PM **Dinner at Hard Rock Cafe**
- 7:00 PM **Pantages Theatre ticket**
- 10:00 PM Return to the hotel

**Day Four - Sunday January 20, 2019**

- 7:30 AM **Enjoy breakfast at your hotel.**
- 8:30 AM Depart
- 10:00 AM **Explore the rides and attractions of Universal Studios Hollywood**
  - Lunch - Pay On Own
- 8:00 PM **Dinner at Rusty's Surf Ranch at Santa Monica Pier.**
  - Pacific Park on Santa Monica Pier unlimited ride wristband (Note: Depending upon Park closing hours, this event may be moved to another night.)

10:00 PM Return to the hotel

**Day Five - Monday January 21, 2019**

- 7:30 AM **Enjoy breakfast at your hotel.**
- 8:30 AM Depart
- 10:00 AM **Participate in a Choir Clinic**
  - Lunch - Pay On Own
- 2:00 PM Depart for Airport
  - Dinner with meal money
  - Flight departs
  - Flight lands
- 11:58 PM Board motorcoach
- 11:59 PM Approximate arrival at school - Welcome Home!

*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.*