


OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma 

Re: FCCLA National Competition

Date: May 18, 2011

Attached is a request from Kathleen Mitchem, GBN Family, Career, and Community Leaders of America (FCCLA) advisor, to allow participation for three student finalists in the National FCCLA Leadership Competition July 10-14, 2011 in Anaheim, California. Included documents are: trip rationale, routine district travel request forms, guidelines for student trips, and board policy 7230, Student Trips.

GBN students competed in local and state events to qualify for the national competition. Of the 15 Glenbrook North High School students selected to compete at the state competition in April, three students have qualified for the national competition. I fully support this opportunity and ask for your support as well.

PP:rp

enc.

# GLENBROOK HIGH SCHOOLS

## Travel Requests Requiring Board of Education Approval

I. School GBN  GBS  GBE  GBOC  District       

II. Initiator Kathleen J. Mitchem Phone 2556  
 Position FACS Teacher / FCCA Advisor Date of Submission 5-6-11

III. Date and Times of Leave/Return  
 Total Number of School Days Missed per Person (NONE - Summer)  
July 10-14, 2011  
 Departure Date/Time 7/10 8:45am (O'Hare) Return Date/Time 7/14/11 8pm (O'Hare)

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers and Staff Kathleen Jo Mitchem  
 Students 3 students

V. Description, Destination, and Reason for Trip  
FCCA National Leadership Conference  
Anaheim, CA  
Students have advanced to the National level of competition

VI. ★ Cost of Trip  
 Was this trip included in your Dept.        Bldg.        District        Budget?       

\* Please see attached spreadsheet

|                    | 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  
[Signature] Supervisor [Signature] Principal        Superintendent  
5/13/11 Date 5/14/11 Date        Date

**Reminder:** No purchase or expenses prior to Board of Education approval.

## SUMMARY – TRIPS, TOURS AND TRAVEL MATRIX

| TYPE OF TRIP   | REQUIRES APPROVAL OF: |                |       |
|--|-----------------------|----------------|-------|
|  | PRINCIPAL             | SUPERINTENDENT | BOARD |
| Student Trips  | X                     |                |       |
| Student Trips Overnight                                      | X                     | X              |       |
| Student Trips Outside of Illinois or Adjacent States         | X                     | X              | X     |
| Educational Tours  | X                     | X              |       |
| Educational Tours Outside of Illinois or Adjacent States     | X                     | X              | X     |
| Education Tours Requiring One Day or More of Student Absence | X                     | X              | X     |
| Educational Travel   | X                     | X              |       |

**BRIEF DESCRIPTION:**

- Student Trips:** Sponsored, conducted and usually financed by District. Includes field trips, activity trips, athletic trips, etc.
  
- Educational Tours:** Conducted by District but not financed by District. Example: Band tour to Arizona.
  
- Educational Travel:** Not sponsored or financed by District. Sponsor allowed to “inform” students of travel plans.

## Request For Travel

With Cost to Student

### COST FOR TEACHERS & STAFF

Total Number of Staff: 1

| <b>Meals for Staff</b> |                |
|------------------------|----------------|
| Breakfast              | \$4.00         |
| Lunch                  | \$8.00         |
| Dinner                 | \$20.00        |
| <b>Per Day Cost</b>    | <b>\$32.00</b> |

|                 | Per Person        | Total(Cost times # of staff) | Account# |
|-----------------|-------------------|------------------------------|----------|
| Food            | \$156.00          | \$156.00                     | 136342   |
| Transportation: |                   |                              |          |
| Air             | \$500.00          | \$500.00                     | 136342   |
| Bus/Car         | \$50.00           | \$50.00                      | 136342   |
| Lodging         | \$854.00          | \$854.00                     | 136342   |
| <b>TOTAL</b>    | <b>\$1,560.00</b> | <b>\$1,560.00</b>            |          |

Sun - L/D  
 Mon - B/L/D  
 Tues - B/L/D  
 Wed - B/L/D  
 Thur - B/L/D

### COST FOR STUDENTS

Total Number of Students: 3

|                 | Per Person      | Total(Cost times # of students) | Student Cost 25% | District Cost 75% | Account #       |
|-----------------|-----------------|---------------------------------|------------------|-------------------|-----------------|
| Transportation: |                 |                                 |                  |                   |                 |
| Air             | \$500.00        | \$1,500.00                      | \$375.00         | \$1,125.00        | 136342 / 820550 |
| Bus/Car         | \$50.00         | \$150.00                        | \$37.50          | \$112.50          | 136342 / 820550 |
| Lodging         | \$305.00        | \$915.00                        | \$228.75         | \$686.25          | 136342 / 820550 |
| <b>TOTAL</b>    | <b>\$855.00</b> | <b>\$2,565.00</b>               | <b>\$641.25</b>  | <b>\$1,923.75</b> |                 |

### COST OF REGISTRATION, JUDGING and/or OFFICIATING

|                     | Total Cost        | Account# |
|---------------------|-------------------|----------|
| Registration        | \$1,065.00        | 136342   |
| Judging/Officiating | \$0.00            |          |
| <b>TOTAL</b>        | <b>\$1,065.00</b> |          |

### TOTALS

|                   |            |  |
|-------------------|------------|--|
| COST TO DISTRICT: | \$4,548.75 | (Staff total plus Registration plus Total District Cost 75%) |
| COST TO STUDENT:  | \$641.25   | (Total of the 25% student cost)                              |
| COST OF TRIP:     | \$5,190.00 | (Cost to District plus Cost to Student)                      |



# Interoffice Memo

## Career & Life Skills Department

**Date:** May 9, 2011

**To:** Mike Riggle  
Paul Pryma  
Mike Tarjan

**cc:** Mary Kosirog

**From:** Kathleen Mitchem

**RE:** FCCLA National Leadership Conference, July 10-14, 2011

Three Glenbrook North FCCLA student members have qualified and earned the position to represent Illinois at the National FCCLA Leadership Competition in Anaheim, California.

FCCLA (Family, Career, and Community Leaders of America) is an IHSA sponsored national organization for students in Family and Consumer Sciences education in public and private schools through grade 12. It also services their teachers as chapter FCCLA advisors and is recognized as a nonprofit national Career and Technical Student Organization (CTSO), connecting classrooms to careers.

Students compete at the local and state levels in order to qualify for the national competition. FCCLA's STAR (Students Taking Action for Recognition) Events are competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation. In these events, students develop specific lifetime skills in character development, creative and critical thinking, interpersonal communication, practical knowledge, leadership, and career preparation. STAR Events promote the FCCLA Mission to focus on the multiple roles of family member, wage earner, and community leader.

This year, the Glenbrook North chapter had 20 students participate at the local competition. Of those 20 students, 15 were advanced to compete at the state competition in April.

Three students from Glenbrook North's FCCLA club have advanced to the National FCCLA Conference in Anaheim, California on July 10-14, 2011.

GBN qualifying students receiving the top score at April's State Leadership Conference include:

- [REDACTED] (Senior): Food Innovations
- [REDACTED] (Senior): Job Interview
- [REDACTED] Freshman): Recycle and Redesign

The FCCLA organization requires a 1 to 3 supervision ratio for students. For every three students attending the conference, the chapter is asked to provide an adult to serve as a national events evaluator. As an FCCLA advisor, I will plan to chaperone students and fulfill the event assignment while at the National FCCLA Conference.

Attached you will find a spreadsheet that specifies the financial details of the trip. Our lodging is at the Anaheim Marriott and Convention Center and all meetings and competitive events are on the property, with the exception to selected tours and area attractions. The transportation includes airfare and motor coach (shuttle service) to and from the airport. The shuttle service fee was noted on the bus/car line item. Flights were purchased through a travel agent, and the ticket prices were determined to be competitive as compared to that of Orbitz and Expedia. A schedule highlighting the conference itinerary is also provided (for your reference).

Handwritten text at the top of the page, mostly illegible due to fading.

Three lines of handwritten text in the bottom right corner, possibly a signature or date.



# GLENBROOK NORTH HIGH SCHOOL FIELD TRIP REQUEST APPLICATION

FOR OFFICE USE ONLY  
Dated Received 5/13/11  
 Bus Ordered \_\_\_\_\_  
 Van Reserved \_\_\_\_\_  
 Other Transport \_\_\_\_\_

Instructional Trip       Activity Trip

## 1. DESCRIPTION

Describe the trip requested, listing the address(es) of the place(s) to be visited and the itinerary for the trip - include approximate times:

National FCCA 2011 Leadership Conference  
July 10-14, 2011  
Location: Anaheim Marriott & Convention Center, Anaheim CA

## 2. RATIONALE

Describe the purpose of the trip as it relates to specific course objectives or sponsored activity:

Students have advanced to the National level of competition

## 3. CLASS/ACTIVITY INFORMATION (Attach two (2) copies of student list with ID numbers)

Class or Activity: FCCA      Number of students: 3

Chaperones accompanying trip: Kathleen Mitchem

## 4. TRIP INFORMATION

Trip date(s): July 10-14 2011

Departing from (location): O'Hare Airport      7/10/11      At: 9:45  AM  PM

Returning from (location): Anaheim, CA      7/14/11      At: 2:07 AM  PM

Students released from class: \_\_\_\_\_ AM PM      Time returning to school: \_\_\_\_\_ AM PM  
7/14/11 OHARE/NBK 8 pm

## 5. TRANSPORTATION INFORMATION

Transportation: Car(s): —      Bus(es): —      Glenbrook 225 Van(s): —

Other (specify): AIR - AA & UNITED      Should the bus remain with the trip?  Yes  No

Permission Waiver Slip Needed?  Yes  No      Bookstore Auth. to Collect Needed?  Yes  No

## 6. COST/SUBSTITUTE INFORMATION

Estimated cost of transportation: \_\_\_\_\_      Estimated cost of substitute teacher(s): \_\_\_\_\_

(NO Substitute Needed) for Blocks: 1 2 3 4 5 6 7 8 9 10      Lunch 1 2 3      A / B Day

K. Mitchem      5-6-11  
Teacher Requesting Trip      Date

[Signature]      5/13/11  
Instructional Supervisor's Approval      Date

\_\_\_\_\_  
Associate Principal's Approval      Date

[Signature]      5/13/11  
Activities Director's Approval      Date

# Glenbrook High Schools Guidelines for Student Trips

## **Standards for Approval**

- Contests/activities must be approved by the IHSA or meet the guidelines established by the National Association of Secondary School Principals in its publication: "National Advisory List of Approved Student Contests and Activities"
- Contests/activities must comply with the provisions of Board Policy 7230: Student Trips
- Any student trips resulting from a state, contiguous state, or national competition must be pre-approved by the school administration
- Entry fees, registration, judging and/or officiating will be paid by the school district
- Expenses for students on free/reduced lunch will be handled in accordance with Board Policy 8170: Student Aid for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education

## **Local (Within Cook or Contiguous Counties)**

- The school district will provide transportation
- Meals and lodging will be provided by the students, parents, or sponsoring organization through fundraising activities

## **State/Contiguous State**

- The school district will provide transportation and lodging
- Meals will be provided by the students, parents, or sponsoring organization through fundraising activities

## **National**

- The school district will provide 75% of the transportation and lodging expenses
- Meals and the remaining 25% of transportation expenses will be provided by the students, parents, or sponsoring organization through fundraising activities



**Glenbrook High School District #225**

**BOARD POLICY: STUDENT TRIPS**

7230

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 arise whenever 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 always be paramount in our considerations. It shall be the policy of this Board of Education to maintain insurance for the liability of the district, its board members, its employees, and authorized volunteers as a result of student injury, property loss and general liability coverage on student trips. It shall also be the Board's policy to encourage the maintenance of adequate personal automobile liability and medical insurance by our staff members.

**Section B - Definition of Student Trips**

A student trip shall be considered to be a school-sponsored activity away from the school premises usually falling within two major areas.

1. Instructional Field Trips and Extended Classroom:

Instructional field trips provide experiences out of the classroom that are normally carried on during regular class hours and are related to the planned curriculum. In some instances pre- and post-school hours may be utilized.

- a. A field trip implements and/or augments group classroom instruction. Transportation for field trips is restricted by The School Code to Illinois or adjacent states.
- b. An "extended classroom" allows individual students to pursue their studies in various work-related, volunteer, or observation activities outside the classroom.

## **BOARD POLICY: STUDENT TRIPS**

7230

Page 2 of 3 pages

### 2. Student Activity Trips:

Student activity trips are connected with regularly sponsored in school or post-school programs and may include but not be limited to the following:

- a. An activity trip as part of an extracurricular activity
- b. A contest (or practice for a contest) between students representing Glenbrook and another secondary school, or between participants in intramural sports (contestants, cheerleaders, marching band, etc.)
- c. A performance or exhibition displaying special talent by an individual or group of students (e.g., band, chorus, etc.)
- d. A convention or workshop in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop)

### **Section C – General Parameters**

1. All student trips must be approved by and will be subject to the procedures set forth by the school principal or the designated representative.
2. Recommendation of the principal and approval of the superintendent shall be required for all overnight student trips. Recommendation of the principal and the superintendent and approval of the Board shall be required for all student trips conducted outside the State of Illinois or adjacent states.
3. Funding for student trips shall be in accordance with the guidelines adopted by the Board.
4. No student shall be penalized for non-participation in a class field trip. No student shall be penalized for participation in a class field trip or student activity trip.
5. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips. Staff members shall accompany all field trips except “extended classroom” trips.
6. All Board and school policies, procedures and regulations regarding student conduct apply for students on student trips.

7. Transportation on all student trips should be by district-owned vehicles or by commercial vehicles, whenever practical. Occasionally, because of a limited number of participating students, private transportation is permissible when approved by the principal or the designated representative. In these instances, travel may be by private automobile, if the driver is a Glenbrook staff member, parent, or student.
8. Students participating in student trips must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception for good cause is made by the trip's sponsor for the student to be transported by the student, his/her parent or guardian.
9. The Parental Permission Slip and Field Trip Request Application, as specified in the procedures to this policy, shall be used in complying with this policy.

Source: School Code; Section 10-20.19  
10-22.22,  
10-22.29b  
29-3.1

Revised: February 6, 1978  
Revised: September 10, 1984  
Revised: October 28, 1996  
Revised: May 29, 2001  
Revised: July 10, 2006

Section A - General Regulations

1. Activities that can be attended after school or on weekends should be attended at that time.
2. Field trips may not be taken during the first two weeks and the last two weeks of each semester. They cannot be taken on the day prior to any vacation period , and they cannot be taken during the last week of each quarter. Exceptions must be approved by the principal or the designated representative.
3. Transportation will be provided by the district whenever possible.
4. Whenever practical, field trips should not necessitate eating lunch away from school. If it is required that lunch be obtained away from school, the students will remain in a group with the sponsor, staff member or parent chaperone.
5. Student attendance on trips is not required. Students who elect not to participate in the trip will be informed by the trip sponsor as to where they should report during their normal class period.
6. Certified staff members shall accompany all field trips. It is recommended that for groups of less than twenty-five students, one certified staff member is required. It is recommended for groups of twenty-five or more, one certified staff member and one additional adult are required for each bus.
7. Students shall be under the immediate supervision of staff members during the entire trip.
8. When it is anticipated that the trip will return to the school after normal school hours, the trip sponsor shall make arrangements to assure that access to the building will be available. When trips return to the building after normal school hours, staff members shall remain with the students until the students have departed the school.

9. All normal school rules and regulations are to be observed while on the trip. For overnight trips, the sponsor shall have in his/her possession emergency medical and contact information on all trips. If an unusual incident occurs while on the trip, such as the malfunctioning of one of the buses, an accident, an injury, or if one of the students becomes separated from the group, the sponsor shall take those actions on the scene which an ordinary, reasonable, and prudent person would take. In all cases, the sponsor will telephone the assistant/associate principal in charge of curriculum, or if not available, the principal or designee to report the incident and receive further instructions. If the incident occurs after normal school hours and involves a student, the sponsor will attempt to contact the student's parent/guardian, and if it is impossible to contact the parent/guardian, to contact the local police department.
10. Questions pertaining to field trips are to be directed to the assistant/associate principal in charge of curriculum.
11. Requests for exceptions to these procedures are to be submitted in writing to the assistant/associate principal in charge of field trips.
12. The approval of the principal and the superintendent are required for all overnight trips.

Section B B Responsibilities of the Supervising Staff Member

1. Complete the Field Trip Request Form and attach to it an alphabetical list of participants including student I.D. numbers. This form must be approved by the instructional supervisor at least one week prior to the trip
2. Obtain approval for the trip from the assistant/associate principal in charge of curriculum.
3. Make the necessary arrangements with the personnel at the trip site. If the trip is an overnight trip, coordinate lodging and meal arrangements.
4. Obtain from the assistant/associate principal in charge of curriculum a sufficient number of Parental Permission Slips.
5. Issue the Parental Permission Slips to the students. Instruct them to obtain their parent's signature. This shall be completed prior to the trip.

6. Collect completed Parental Permission Slips and maintain them for reference during the trip.
7. If the students are to be assessed a fee for the trip, make appropriate arrangements with the bookstore for the collection of the fees.
  - a. Provide a list of names of the students to the bookstore. This list shall include the name of the trip's sponsor and the name, date, and cost of the trip.
  - b. Instruct the students to pay their trip fee at the bookstore. The bookstore shall issue a receipt for each payment.
  - c. The deadline for the payments shall be established by the assistant/associate principal in charge of curriculum and the bookstore manager in cooperation with the Business Office allowing for the necessary time to issue checks for the field trips(s).
8. For overnight trips, obtain emergency contact and medical information for all participating students.
9. Coordinate the scheduling of substitutes when necessary with the instructional supervisor and prepare appropriate lesson plans.
10. Arrange for additional adults to serve as chaperons, as required.
11. Immediately before leaving for the trip, turn in an accurate trip attendance report at the Attendance Office.

Section C B Administrative Responsibilities

1. For all field trips, the assistant/associate principal in charge of curriculum shall:
  - a. approve the trip.
  - b. arrange for transportation.

2. The instructional supervisor shall:
  - a. approve the trip.
  - b. determine the number of classroom substitutes required and arrange for these substitutes.
  - c. arrange for additional certified staff to serve as trip chaperons, if required.

Section D – Records

The assistant/associate principal in charge of curriculum shall maintain a record of all field trips, including their date(s), purpose and destination, sponsors, staff, parent chaperones, duration, and the list of participants.

Section E B Funding

Funding for student trips shall be in accordance with the guidelines adopted by the School Board.

Summary--Trips, Tours, and Travel, Matrix

| Type of Trip   | Requires Approval of: |                |       |
|--|-----------------------|----------------|-------|
|  | Principal             | Superintendent | Board |
| Student Trips  | X                     |                |       |
| Student Trips Overnight  | X                     | X              |       |
| Student Trips Outside of Illinois or Adjacent States           | X                     | X              | X     |
| Educational Tours  | X                     | X              |       |
| Educational Tours Outside of Illinois or Adjacent States       | X                     | X              | X     |
| Educational Tours Requiring one day or more of Student Absence | X                     | X              | X     |
| Educational Travel   | X                     | X              |       |

Brief Description

Student Trips: Sponsored, conducted and usually financed by District. Includes field trips, activity trips, athletic trips, etc.

Educational Tours: Conducted by District but not financed by District. Example: Band tour to Arizona

Educational Travel: Not sponsored or financed by District. Sponsor allowed to “inform” students of travel plans.



PLEASE READ THE EXCURSIONARY  
PROCEDURES ON THE REVERSE SIDE.

|  |
|--|
| <b>FOR OFFICE USE ONLY</b>                         |
| Date application received _____                    |
| Date trip approved _____                           |
| Date bus ordered _____                             |
| Permission slip with<br>one student list due _____ |
| Substitute(s) Needed Yes ___ No ___ # _____        |
| Substitute(s) Hired _____                          |

**GLENBROOK FIELD TRIP REQUEST APPLICATION**

Circle: 1. Instructional Trip    2. Activity Trip

Please fill out completely.

Today's Date: \_\_\_\_\_

1. Describe the trip requested, listing the address(es) of the place(s) to be visited and the itinerary for the trip--include approximate times.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Trip Rationale: Describe the purpose of the trip as it relates to specific course objectives or sponsored activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Class or activity: \_\_\_\_\_ Number of students: \_\_\_\_\_

4. Chaperones accompanying trip: \_\_\_\_\_

\_\_\_\_\_

5. Date of trip: \_\_\_\_\_ Departure time \_\_\_\_\_ and Location: \_\_\_\_\_

6. Transportation: Car(s) \_\_\_\_\_ Bus(es) \_\_\_\_\_ Other  
(Specify) \_\_\_\_\_

7. Should bus remain with the trip? Circle: YES NO

8. Hours of trip: Departure from School: \_\_\_\_\_ Bus Pick-up for Return: \_\_\_\_\_ Where \_\_\_\_\_ Return to school \_\_\_\_\_

9. Estimated cost of transportation: \_\_\_\_\_ Estimated cost of substitute teacher(s): \_\_\_\_\_

\_\_\_\_\_  
Teacher Requesting Trip / Date

\_\_\_\_\_  
Instructional Supervisor's Approval / Date

\_\_\_\_\_  
Associate Principal's Approval / Date

Field Trip Permission and Waiver Form

Students have many opportunities to participate in various extra class activities as an outgrowth of classroom interests or through special interest clubs. On occasion it will be to their advantage to attend activities away from the High School on an optional basis ("field trips"). However, the Board of Education and School District 225 cannot assume responsibility for the safety and welfare of students while engaged in a field trip beyond making reasonable provision for activity chaperons.

I understand that my child must abide by all District 225 rules, regulations and chaperon instructions on the field trip identified below. I understand that District chaperons cannot prevent injuries because they cannot always control the conditions present or be present at all times.

Your signature below constitutes and is evidence of your agreement to (1) accept general liability for the participation of your child in the field trip identified below and (2) indemnify and hold harmless Northfield Township High School District 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 attorneys' fees and costs expended in defense thereof, incurred or resulting from your child's participation in this trip and transportation to and therefrom.

1. High School: \_\_\_\_\_ Class/Activity: \_\_\_\_\_

2. Faculty Sponsor: \_\_\_\_\_

3. Student: \_\_\_\_\_ has my permission to take part  
in a field trip to \_\_\_\_\_  
on \_\_\_\_\_.

4. Travel Arrangement: I understand my child will travel by \_\_\_\_\_  
\_\_\_\_\_, leaving at approximately \_\_\_\_\_  
and returning at approximately \_\_\_\_\_

5. Cost of this trip is \_\_\_\_\_ for chartered bus, and/or other expenses and is payable at the bookstore.

\_\_\_\_\_  
(Parent or Guardian Signature)

Phone (residence): ( ) \_\_\_\_\_ - \_\_\_\_\_  
(work): ( ) \_\_\_\_\_ - \_\_\_\_\_

Revised: October 28, 1996

Revised: May 29, 2001

Revised: July 10, 2006