

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma 

Re: FCCLA National Competition

Date: May 20, 2013

Attached is a request from Kathleen Mitchem, GBN Family, Career, and Community Leaders of America (FCCLA) advisor, to allow participation for nine student finalists in the National FCCLA Leadership Competition July 7-11, 2013 in Nashville, TN. 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 12 Glenbrook North High School students selected to compete at the state competition in April, nine 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 MITCHEM Phone 2556

Position FACS TEACHER Date of Submission 5-6-13

III. Date and Times of Leave/Return

Total Number of School Days Missed per Person -0- (SUMMER)

Departure Date/Time JULY 7, 2013 8:15am Return Date/Time JULY 11, 2013 5pm

IV. Name of Individuals Participating in Tour: (Attach list if necessary.) MIDWAY AIRPORT MIDWAY AIRPORT

Teachers and Staff K. MITCHEM K. PETTY

(9) Students (See attached list)

V. Description, Destination, and Reason for Trip

FCLA NATIONAL LEADERSHIP CONFERENCE 2013

NASHVILLE, TN

Students have advanced to the National level of competition.


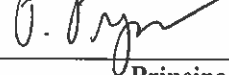
VI. Cost of Trip

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

See attached cost sheet

| | 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 |
| <u>5/15/13</u> Date | <u>5/16/13</u> Date | _____ Date |

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

Form approved by Board of education 12/15/97.

Request For Travel
With Cost to Student

COST FOR TEACHERS & STAFF

Total Number of Staff: 2

| Per Person | Total(Cost times # of staff) | Account# | Meals for Staff |
|-----------------|------------------------------|-------------------|-----------------------------|
| Food | \$160.00 | \$320.00 | Breakfast \$4.00 |
| Transportation: | | | Lunch \$8.00 |
| Air | \$259.00 | \$518.00 | Dinner \$20.00 |
| Bus/Car | \$81.00 | \$162.00 | Per Day Cost \$32.00 |
| Lodging | \$412.00 | \$824.00 | |
| TOTAL | \$912.00 | \$1,824.00 | |

Van Rental**-estimate gas est ~70, Van:\$435
Sweet Airlines-2 bag free**

COST FOR STUDENTS

Total Number of Students: 9

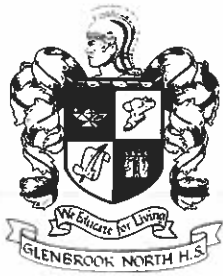
| Per Person | Total(Cost times # of students) | Student Cost 25% | District Cost 75% | Account # |
|-----------------|---------------------------------|-------------------|-------------------|-----------|
| Transportation: | | | | |
| Air | \$262.00 | \$589.50 | \$1,768.50 | |
| Bus/Car | \$51.00 | \$114.75 | \$344.25 | |
| Lodging | \$282.00 | \$640.50 | \$1,921.50 | |
| TOTAL | \$595.00 | \$1,344.75 | \$4,034.25 | |

COST OF REGISTRATION, JUDGING and/or OFFICIATING

| Total Cost | Account# |
|---------------------|-------------------|
| Registration | \$2,590.00 |
| Judging/Officiating | \$0.00 |
| TOTAL | \$2,590.00 |

TOTALS

| | |
|--------------------------|---|
| COST TO DISTRICT: | \$8,448.25 (Staff total plus Registration plus Total District Cost 75%) |
| COST TO STUDENT: | \$1,344.75 (Total of the 25% student cost) |
| COST OF TRIP: | \$9,793.00 (Cost to District plus Cost to Student) |



Interoffice Memo

Career & Life Skills Department

Date: May 21, 2013

To: Mike Riggle
Paul Pryma
Mike Tarjan

cc: Mary Kosirog

From: Kathleen Mitchem

RE: FCCLA National Leadership Conference, July 7-11, 2013

Nine Glenbrook North FCCLA student members have qualified and earned the position to represent Illinois at the National FCCLA Leadership Competition in Nashville, TN.

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 16 students participate at the local (Harper College) competition. Of those 16 students, 12 advanced to compete at the state (Springfield) competition in April. In addition, Glenbrook North was a pilot school invited to develop a team project International Experience and present at the state conference. This team of 4 individuals chose Ecuador as their focal country for the exhibit. GBN's team was awarded the Most Outstanding presentation at state. Governor Quinn commended the team for work "beyond the traditional classroom." Their project will be showcased at the national conference under "Spotlight on Projects" and they were asked to submit a digital copy for national board review. It is the hope of IL FCCLA Executive Secretary, Marta Lockwood that this submission will convince the board to make International Experience an official S.T.A.R. event. Students advancing to Nationals this July include:

| | |
|---------------------------------|-------------------|
| Career Investigation | 1 Junior Student |
| Recycle and Redesign | 1 Junior Student |
| Food Innovations (Team) | 3 Junior Students |
| International Experience (Team) | 4 Junior Students |

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 along with Kim Petty. I will fulfill the event evaluator 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 Gaylord Opryland Hotel where most meetings and competitive events are on the property, with the exception to selected tours and area attractions. The transportation includes airfare and van rental. A schedule highlighting the conference itinerary is also provided (for your reference).

2013 National Leadership Conference – Nashville, Tennessee
Schedule At-A-Glance
 (Tentative agenda as of February 21, 2013, – Subject To Change)

| Thursday, July 4 | Saturday, July 6 | Sunday, July 7 | Monday, July 8 | Tuesday, July 9 | Wednesday, July 10 | Thursday, July 11 |
|---|---|--|---|---|--|---|
| <p>2:00 p.m. - 4:00 p.m. Board of Directors Executive Committee Meeting</p> <p>5:00 p.m. - 9:00 p.m. Board of Directors Committee Meetings</p> | <p>EARLY REGISTRATION 7:00 a.m. - 8:00 a.m. State Advisers Only</p> <p>8:00 a.m. - 12:00 p.m. 1:30 p.m. - 6:00 p.m. All Delegates</p> | <p>REGISTRATION 7:30 a.m. - 12:00 p.m. 1:30 p.m. - 6:00 p.m.</p> | <p>REGISTRATION DESK 7:30 a.m. - 7:00 p.m.</p> | <p>REGISTRATION DESK 7:30 a.m. - 3:00 p.m.</p> | <p>REGISTRATION DESK 7:30 a.m. - 5:30 p.m.</p> | <p>REGISTRATION DESK 7:30 a.m. - 3:00 p.m.</p> |
| <p>Friday, July 5</p> <p>9:00 a.m. - 12:00 p.m. Board of Directors Committee Meetings</p> <p>1:00 p.m. - 6:00 p.m. Board of Directors Meeting</p> <p>12:00 noon - 7:00 p.m. CEAT Meeting</p> <p>3:00 p.m. - 6:00 p.m. New State Advisers Orientation</p> <p>6:15 p.m. - 10:15 p.m. Tours</p> | <p>8:30 a.m. - 1:00 p.m. State Advisers Business Meeting and Professional Development</p> <p>8:30 a.m. - 10:15 p.m. Tours</p> <p>9:00 a.m. - 10:00 a.m. NOC Test</p> <p>10:30 a.m. - 12:00 p.m. NOC Adviser Orientation</p> <p>10:30 a.m. - 12:00 p.m. NOC Orientation</p> <p>12:00 p.m. - 1:00 p.m. NOC Nominating Committee Meeting</p> <p>1:00 p.m. - 3:00 p.m. NOC Think Tank</p> <p>1:00 p.m. - 6:00 p.m. Competitive Events Registration Packet Pick-up (Advisers Only)</p> <p>1:00 p.m. - 9:00 p.m. NOC Nominating Committee Interviews</p> <p>3:00 p.m. - 4:00 p.m. FACS Knowledge Bowl Volunteer Orientation</p> <p>3:30 p.m. - 4:30 p.m. Culinary Arts - Consultants & Evaluators Meeting</p> | <p>6:00 a.m. - 6:30 a.m. FCCLA Run4Red 5k Fun Run/ Walk Registration & Warm Up</p> <p>6:30 a.m. - 8:30 a.m. FCCLA Run4Red 5k Fun Run/ Walk</p> <p>6:00 a.m. - 11:00 p.m. State Photos</p> <p>7:00 a.m. - 5:00 p.m. Culinary Arts Competition (offsite)</p> <p>9:00 a.m. - 11:00 a.m. NOC Think Tank</p> <p>9:00 a.m. - 11:00 a.m. State Officer Training I</p> <p>9:00 a.m. - 3:00 p.m. NOC Nominating Committee Interviews</p> <p>9:00 a.m. - 9:15 p.m. Tours</p> <p>9:30 a.m. - 11:30 a.m. STAR Events Lead/Asst Lead Consultants Organizational Meeting</p> <p>10:00 a.m. - 12:00 p.m. Adviser Academy Track 1 (By Appointment Only)</p> <p>11:00 a.m. - 11:45 a.m. FACS Knowledge Bowl Participant Orientation</p> | <p>6:00 a.m. - 7:00 a.m. Zumba®</p> <p>7:30 a.m. - 8:00 a.m. Voting Delegates Packet Pickup</p> <p>7:30 a.m. - 7:30 p.m. Swag Stop Hours</p> <p>8:00 a.m. - 10:00 a.m. NOC Networking</p> <p>8:00 a.m. - 9:30 a.m. and 9:45 a.m. - 11:15 a.m. Adviser Professional Development Sessions</p> <p>8:00 a.m. - 3:00 p.m. STAR Events</p> <p>8:00 a.m. - 3:45 p.m. Leadership Academy</p> <p>9:00 a.m. - 9:45 a.m. Volunteer Usher Orientation - Youth Workshop</p> <p>10:00 a.m. - 10:45 a.m. Volunteer Usher Orientation- General Sessions</p> <p>10:30 a.m. - 12:00 p.m. NOC Speeches - Group A (NEC, Voting Delegates & Spectators)</p> <p>10:30 a.m. - 12:00 p.m. NOC Team Building - Group B</p> | <p>6:00 a.m. - 7:00 a.m. Zumba®</p> <p>7:00 a.m. - 7:15 a.m. NOC Nominating Committee Meeting</p> <p>7:15 a.m. - 7:30 a.m. NOC Letter Drop #2</p> <p>7:30 a.m. - 7:30 p.m. Swag Stop Hours</p> <p>8:00 a.m. - 10:00 a.m. Adviser Academy-Track 3 (By Appointment Only)</p> <p>8:00 a.m. - 11:30 a.m. Career Explorations</p> <p>8:00 a.m. - 9:00 a.m.; 9:15 a.m. - 10:15 a.m.; and 10:30 a.m. - 11:30 a.m. Youth Sessions (Rotates with Exhibits)</p> <p>8:00 a.m. - 1:00 p.m. Exhibits and Spotlight on Projects</p> <p>8:00 a.m. - 3:00 p.m. STAR Events</p> <p>8:15 a.m. - 9:45 a.m. and 10:00 a.m. - 11:30 a.m. Adviser Professional Development Sessions</p> <p>9:00 a.m. - 9:00 p.m. 2013-2014 NEC Workshop</p> | <p>7:00 a.m. - 12:00 p.m. 2013-2014 NEC Workshop</p> <p>7:30 a.m. - 7:30 p.m. Swag Stop Hours</p> <p>8:00 a.m. - 10:15 a.m. State Officer Training II</p> <p>8:00 a.m. - 11:00 a.m. Adviser Recognition Session</p> <p>8:00 a.m. - 9:00 a.m.; 9:15 a.m. - 10:15 a.m.; and 10:30 a.m. - 11:30 a.m. Youth Workshops</p> <p>8:00 a.m. - 12:00 p.m. STAR Demo Taping</p> <p>8:00 a.m. - 12:30 p.m. Exhibits</p> <p>8:00 a.m. - 3:45 a.m. Leadership Academy</p> <p>8:30 a.m. - 10:00 a.m. National Association of Parliamentarians Membership Exam</p> <p>10:30 a.m. - 11:30 a.m. Capitol Leadership Kickoff</p> <p>11:00 a.m. - 12:00 p.m. FCCLA 102</p> <p>11:00 a.m. - 12:00 p.m. NOC Debrief</p> | <p>7:30 a.m. - 9:30 a.m. STAR Events Recognition Session - North Atlantic/Pacific Region</p> <p>9:30 a.m. - 3:30 p.m. STAR Events Results Pick-up (State Advisers Only)</p> <p>10:00 a.m. - 12:00 p.m. STAR Events Recognition Session - Central Region</p> <p>12:30 p.m. - 2:30 p.m. STAR Events Recognition Session - Southern Region</p> |

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

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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.

I. 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

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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.

BOARD POLICY: STUDENT TRIPS

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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

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