

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District

II. Initiator Kathleen Jo Mitchem Phone 847-509-2556

Position FACS Teacher Date of Submission 4-23-09

III. Date and Times of Leave/Return

Total Number of School Days Missed per Person July 11-16 6 days (school not in session)

Departure Date/Time 7-11-09 AM Return Date/Time 7-16-09 PM

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

Teachers and Staff Kathleen Mitchem

Students Isabel Levin Angelica Karpinski
Jowita Chomentowska

V. Description, Destination, and Reason for Trip

FCCIA National Leadership Conference
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?

	Total Amount	Per Person	Account #
Registration	<u>820.00</u>	<u>(175.00) = 215.00</u>	<u>175.00 Adult</u>
Lodging	<u>959.00 ADULT</u>	<u>459.00 adult</u>	<u>340.00 student</u>
Meals (Advance)	<u>192.00 ADULT</u>	<u>192.00</u>	
Judging	<u>N/A</u>	<u>N/A</u>	
Substitute Teacher	<u>N/A</u>	<u>N/A</u>	
Transportation			
Air	<u>690.00</u>	<u>170.00</u>	
(SHUTTLE) Bus/Car	<u>140.00</u>	<u>35.00</u>	
District Total		<u>N/A</u>	<u>N/A</u>
Cost to Student		<u>102.19</u>	<u>N/A</u>

See attached sheet

VII. Approval

[Signature] Supervisor [Signature] Principal [Signature] Superintendent

4/24/09 Date 4/24/09 Date 5/4/09 Date 5/4/09 Date 5/5/09 Date

Request For Travel
With Cost to Student

COST FOR TEACHERS & STAFF

Total Number of Staff: 1

Per Person	Total(Cost times # of staff)	Account#	Meals for Staff
Food	\$192.00	\$192.00	Breakfast \$4.00
Transportation:			Lunch \$8.00
Air	\$170.00		Dinner \$20.00
Bus/Car	\$35.00		Per Day Cost \$32.00
Lodging	\$959.00		
TOTAL	\$1,356.00		

COST FOR STUDENTS

Total Number of Students: 3

Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%	Account #
Transportation:				
Air	\$170.00	\$127.50	\$382.50	
Bus/Car	\$35.00	\$26.25	\$78.75	
Lodging	\$340.00	\$255.00	\$765.00	
TOTAL	\$545.00	\$408.75	\$1,226.25	

COST OF REGISTRATION, JUDGING and/or OFFICIATING

Total Cost	Account#
Registration	\$820.00
Judging/Officiating	\$0.00
TOTAL	\$820.00

TOTALS

COST TO DISTRICT:	\$3,402.25 (Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$408.75 (Total of the 25% student cost)
COST OF TRIP:	\$3,811.00 (Cost to District plus Cost to Student)

[REDACTED]	[REDACTED]	[REDACTED]	12
Chomentowska, Jowita I.	100333 847-562-0115		11
Karpinski, Angelica	101105 847-498-9442		11
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Levin, Isabel	101360 847-205-1834		11
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

TO: Paul Pryma
John Finan
Mike Targian
Pat Compobasso

From: Kathleen Mitchem

RE: 2009 FCCLA National Leadership Conference
July 11-16, 2009

Date: April 23, 2009

The attached paperwork provides an estimate for students to attend the FCCLA National Leadership Conference in Nashville, TN this summer. Following this past weekend's attendance at the FCCLA State Leadership Conference, April 16-18, three students have qualified to attend Nationals.

I have prepared an estimate for travel based on one (myself) adult chaperone. As explained by our Executive Director, for every three students in attendance there should be one adult serving as a national events evaluator. I will plan to serve in this capacity while in attendance.

Our lodging is at the Gaylord Opryland Resort and Convention Center and all meetings and competitive events are on the property, with 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.