

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma

Re: DECA International Competition

Date: March 22, 2012

Attached is a request from Mindy Ingersoll and Michael Rast, GBN DECA sponsors, to participate in the DECA International Competition in Salt Lake City, Utah, April 27 through May 2, 2012.

GBN students competed at the local and state levels to qualify for the international competition. This competition has provided meaningful experiences for our students for the past six years. I fully support this opportunity and ask for your support as well.

PP:rp

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

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

II. Initiator Mindy Ingersoll Phone 847-509-2443

Position Teacher/Deca Advisor Date of Submission 3/19/12

III. **Date and Times of Leave/Return**

Total Number of School Days Missed per Person 3

Departure Date/Time 4/27 Flight 4:50pm Return Date/Time Wed 5/2 4:18pm

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

Teachers and Staff Mindy Ingersoll, Michael Rast,

Students 15 Students

V. **Description, Destination, and Reason for Trip**

DECA National Competition – students needed to qualify at state competition in order to
Attend national competition. Final competition for the year.

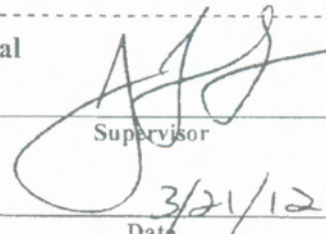
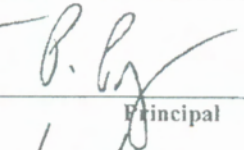
(SEE ATTACHED)

VI. **Cost of Trip**

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

	Total Amount	Per Person	Account #
Registration	SEE ATTACHED		
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

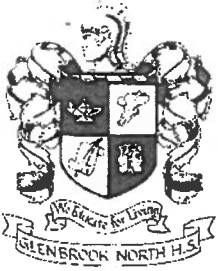
VII. **Approval**

 _____ Supervisor _____ Principal _____ Superintendent _____
 _____ Date 3/21/12 _____ Date 3/22/12 _____ Date _____

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

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



Interoffice Memo

Career & Life Skills Department

Date: March 20, 2012

To: Mike Riggle
Paul Pryma
Mike Tarjan

cc: Mary Kosirog

From: Mindy Ingersoll and Michael Rast

RE: DECA International Competition, April 27– May 2, 2012

For the 6th consecutive year, we are pleased to announce that the Glenbrook North DECA Business club has qualified for the International DECA Competition. This year it is held in Salt Lake City, Utah.

DECA is an IHSA sponsored national organization for students studying marketing, management, finance, hospitality and entrepreneurship at the high school and collegiate level. It also services their teachers as chapter DECA advisors and is recognized as a Career and Technical Student Organization (CTSO), connecting classrooms to careers. DECA is endorsed by the U.S. Department of Education and is chartered through state departments of education. It is a nonprofit organization.

Students compete at the local and state levels in order to qualify for the international competition. DECA's competitive events develop and demonstrate skills through real-world projects and encounters. In these events, students learn to conduct market research, devise promotion plans, start up businesses, participate in Internet challenges and simulations, and encounter realistic workplace challenges. They interact with business community members to learn and to practice their skills.

This year, the Glenbrook North chapter had 72 students participate at the local competition. Of those 72 students, 39 were selected to compete at the state competition in March. Seventy two percent, or 28 GBN DECA competitors, made it into the Top 10 in State for their event category, which is an outstanding number.

Fifteen students from Glenbrook North's DECA Business club have advanced to the International DECA Competition in Salt Lake City, Utah on April 27-May 2nd. Of those 15 student, GBN had eight state champions, two 2nd place, two third place, and four 4th place.

The DECA organization requires a 1 to 8 supervision ratio for students. As DECA sponsors we both plan to chaperone students at the International DECA Competition.

Attached you will find a list of students that qualified for Internationals as well as a spreadsheet that specifies the financial details of the trip. Flights were purchased through JetBlue's group sales office, and the ticket prices were determined to be competitive as compared to that of Orbitz, Expedia and by using a travel agent. A schedule highlighting the conference itinerary is also provided (for your reference).

	Sat 4/28 (Travel Day)	Sun 4/29	Mon 4/30	Tues 5/1
Mrs. J & Mrs. Rast	7:30am 5K Run 8am-11pm DECA Images Open (Blazers & Study Materials) 10-5p DECA Day @ Lagoon (\$40) or other approved activity 8:30pm Opening Session 12:30 curfew	8am-9am, 9-3pm Career Exhibit Open 11/11:30am Lunch together 6-11pm Minor League Baseball Game (\$12) 12:30p Curfew	AM – Advisor work TBD Lunch together. 3-5p Competitor Event Update Briefing for Advisors Dinner together 8:30pm Eli Young Band Concert - \$35 12:30p Curfew	8am General Session 8am-2pm DECA Images Yard Sale Finals rounds/competition OUTING? 2-3pm Written Reports Returned 8pm Grand Awards
Ad Campaign:	See above	9am – Briefing/testing/manual registration	8:30am Competition Prelims	8am General Session 9:30am competition finals (TBD)
Fashion Promotion	See above	9am Briefing/testing/manual registration	8am Completion Prelims	8am General Session 9:30am competition finals 8am General Session (TBD)
Mkt Comm	See above	9am Briefing/Testing	8am Comp. Prelims	8am General Session 9:30am Comp. Finals (TBD)
Retail	See above	9am Briefing/Testing	8am Comp. Prelims	8am General Session 9:30am Comp. Finals (TBD)
Hotel & Lodging	See above	2pm Briefing/Testing	8am Comp Prelims	8am General Session 9:30am Comp. Finals (TBD)
Hospitality Service	See above	2pm Briefing/Testing	8am Comp Prelims	8am General Session 9:30am Comp. Finals (TBD)
HR Mgt	See above	2pm Briefing/Testing	8am Comp. Prelims	8am General Session 9:30am Comp. Finals (TBD)
Sport & Entertain.	See above	1:30pm Briefing/Testing	8am Comp. Prelims	8am General Session 9:30am Comp. Finals (TBD)
Principles of Finance -	See above	2pm Briefing/Testing	1:30pm Comp. Prelims	8am General Session 9:30am Comp. Finals (TBD)
Quick Service	See above	2pm Briefing/Testing	1:30pm Comp. Prelims	8am General Session 9:30am Comp. Finals (TBD)
LEADS Academy	See above	8:30 registration 9-3p conference	9-3p Conference	8am General Session

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	\$148.00	297690	Breakfast \$4.00
Transportation:			Lunch \$8.00
Air	\$378.20	297690	Dinner \$20.00
Bus/Car	\$0.00		Per Day Cost \$32.00
Lodging	\$550.00	297690	
TOTAL	\$1,076.20		

COST FOR STUDENTS

Total Number of Students: 15

Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%	Account #
Transportation:				
Air	\$378.20	\$1,418.25	\$4,254.75	297690 / 820162
Bus/Car	\$0.00	\$0.00	\$0.00	297690 / 820162
Lodging	\$164.00	\$615.00	\$1,845.00	297690 / 820162
TOTAL	\$542.20	\$2,033.25	\$6,099.75	

COST OF REGISTRATION, JUDGING and/or OFFICIATING

Total Cost	Account#
Registration	297690
Judging/Officiating	\$0.00
TOTAL	\$1,955.00

TOTALS

COST TO DISTRICT:	\$10,207.15 (Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$2,033.25 (Total of the 25% student cost)
COST OF TRIP:	\$12,240.40 (Cost to District plus Cost to Student)

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.

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

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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

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.

FOR OFFICE USE ONLY

Date application received _____
Date trip approved _____
Date bus ordered _____
Permission slip with
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