

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma

Re: GBN Choir Trip

Date: September 21, 2010

Attached is a request from Mr. Chad Davidson, Fine Arts I.S. and Mr. Andy Wallace, GBN Choir Director to participate in the Choir Tour to Los Angeles, January 20 - 24, 2011. Included documents are: request letter, Educational Tours agreement, tentative itinerary, and routine district travel request forms.

I fully support this exceptional learning opportunity for our Chorale and Cecilian Singers and ask for your support as well.

PP:ri

enc.

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

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

II. Initiator Chad Davidson Phone x 2455

Position I.S. Fine Arts Date of Submission 9/10/10

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

Total Number of School Days Missed per Person 1

Departure Date/Time Jan 20, 2011 Return Date/Time Jan 24, 2010

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

Teachers and Staff Chad Davidson, Andy Wallace

Students TBD

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

Choir tour to Los Angeles, CA

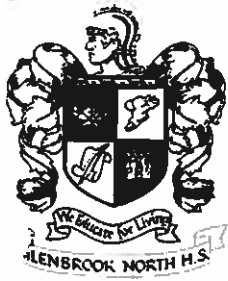
VI. **Cost of Trip** Sub for one day (1/24) is only cost to district
 Was this trip included in your Dept. _____ Bldg. _____ District _____ Budget?

	Total Amount	Per Person	Account #
Registration	\$1,279		
Lodging	incl.		
Meals (Advance)	incl.		
Judging	—	N/A	
Substitute Teacher		N/A	
Transportation			
Air	incl.		
Bus/Car	incl.		
District Total		N/A	N/A
Cost to Student	\$1,279		N/A

VII. **Approval**

Chad Davidson Supervisor [Signature] Principal [Signature] Superintendent
9/10/10 Date 9/17/10 Date 9/24/10 Date

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



Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700

Music Department

<http://www.glenbrook.k12.il.us>

September 21, 2010

Mr. Pryma,

Please consider this letter as a formal request to take the GBN Chorale and Cecilian Singers on a choir tour to Los Angeles, California from January 20-24, 2011. Although you and I have spoken about this trip on several occasions, I would like to provide the documentation that you may need in order to approve this trip. Please find enclosed copies of our itinerary, our proposal from Educational Tours, and other accompanying documents. Should you have further questions, I would be happy to answer them for you.

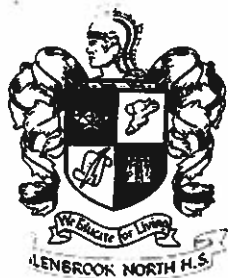
In the meantime, I'd like to provide some background on our tours and how they benefit our students and teachers. For the past 25+ years, the choirs at GBN have participated in choir tours. We go every other year and invite our two advanced choirs, Chorale and Cecilian Singers, to participate. Although we have toured many destinations, including New York, Boston, San Antonio and others, for the past 15 years we have alternated between Orlando, Florida and Los Angeles, California. These two destinations provide our students with many musical and educational opportunities in a safe and friendly environment, for a reasonable price.

The reasons for taking a tour are many. We provide our students with the opportunity to visit some of the top colleges in the country. For our LA tour, we will visit either USC or UCLA to participate in a choral workshop with a member of their conducting faculty. This is a tremendous learning experience for our students and staff alike. We also have the opportunity to perform at the Disneyland theme park as part of their *Disney Magic Music Days Festival*. Performing on stage at Disney is truly a singular experience that cannot be recreated anywhere else. This year, we have the opportunity to participate in a "meet and greet" experience with cast members of a Broadway show, and also with cast members from the television show *Glee*. Over the course of the 4 days of tour, the level of camaraderie and friendship that develops in our students is incredible.

We have a longstanding relationship with Educational Tours in Deerfield, IL and have used them for every choir tour. They have consistently provided excellent service at a fair price. Included in the cost of our trip are all bus and air transportation, hotel, breakfast and dinner daily, overnight security in our hotel, entrance to all attractions, a tour guide at our service 24 hours a day, and a local staff person to work with me to create an itinerary that meets the needs of our students. ET has over 40 years of experience in the travel industry and as a result is able to negotiate prices that we could not get on our own.

Phone: 847.272.6400

Fax: 847.509.2411



Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700

Music Department

<http://www.glenbrook.k12.il.us>

Although the costs associated with any trip of this scope are substantial, we offer many fundraising opportunities throughout the years to defray the cost of the trip. By touring every other year, students have between 2-4 years to raise money for their trip. Any money raised by our students is kept in an account (managed by our Choral Parents Organization) to be used by them for tour. In the event that a student does not attend a tour, the money then reverts to the CPO and is used to support CPO functions. It is important to note that the only cost to the district is the cost of a substitute teacher for one day (January 24). Although the staff members travel for free while accompanying students, we are all "on-call" 24 hours a day.

Paul, I feel strongly that our tradition of travelling with our choirs is an important part of the experience that GBN choir students receive. I would encourage you to speak to the president of our Choral Parents Organization, Mrs. Cathy Baker at (847) 323-2531 or Mrs. Stacy Simpson, our CPO Tour Chairperson at (847) 863-8608. Both parents have accompanied a choir tour as a chaperone with their older children and have current choir students that plan to travel with us again this year. Either parent can give you their perspective on Educational Tours, our destinations, and the value of our trips.

Performance tours have long been a tradition at the Glenbrooks. The value of them is undeniable and we hope to continue this tradition in the future. Please do not hesitate to contact me if you need clarification or further information.

Best Regards,

Chad Davidson
Instructional Supervisor for Fine Arts
Glenbrook North High School

Phone: 847.272.6400
Fax: 847.509.2411

September 7, 2010

Chad Davidson
Glenbrook North High School
2300 Shermer Road
Northbrook, IL 60062

Dear Chad:

I am pleased to present the following information for your choir tour:

Destination: Los Angeles, California with Disneyland

Dates: January 20 – 24, 2011

Prices: Based on 85-105 paid participants and three complimentary tours for GBN staff. Complimentary tours are based on **SINGLE** occupancy:

Without RGP

\$1279	Quad occupancy
\$1329	Triple occupancy
\$1399	Double occupancy
\$1629	Single occupancy

This year we can offer the optional Refund Guarantee Program (RGP for the choir tour. This program has been offered on our Washington tours for several years. The RGP option of \$115.00 provides the opportunity for an individual to cancel from the tour at anytime for any reason and receive a full refund less the cost of the RGP program. RGP must be accepted with the initial deposit.

Tour Features:

- Roundtrip transfers school/O'Hare.
- Roundtrip flights Chicago/Los Angeles/Chicago. Depart Chicago approximately 4:00 PM on January 20, 2011 and depart Los Angeles approximately 3:00 PM on January 24, 2011.
- Meals: All breakfasts and dinners beginning with breakfast on day two through breakfast on day five. Breakfasts will be a full buffet breakfast served at the hotel.
- All transfers and sightseeing in California aboard excellent coaches. Two 55 passenger coaches have been reserved.
- Four nights lodging in excellent, business-class hotel in Los Angeles

- Admissions: Universal Studios, Disney Magic Music Days, evening activity (TBD), and theatre ticket.
- \$250 honorarium for workshop at USC or UCLA (to be arranged).
- Taxes, tips.
- Insurance coverages are summarized on a separate page.
- Three complimentary tours for GBN staff based on single occupancy.
- Tour director to coordinate all activities.

Payment Schedule:

Deposit: \$300 per person by ~~September 24, 2010~~ October 15, 2010
 \$400 per person by October 29, 2010
 Balance due by December 15, 2010

Cancellations:

More than 45 days before the tour	\$300.00
From 45-16 days before the tour	50 % of tour cost
From 15 days before the tour to date of departure	100% of tour cost.

- If the tour moderator or school cancels the tour, individual cancellation fees apply.
- If the tour moderator or school changes the tour date or destination, all monies received will be transferred to the new tour date/destination. Individual cancellations after the date/destination change will be subject to the same cancellation fees.
- If Educational Tours, Inc. changes the date/destination and you feel it necessary to cancel because of the change(s), a full refund will be provided as long as a letter is received postmarked no more than 14 days after the change is announced.

Refund Guarantee Protection (RGP) – Should a tour participant need to cancel for any reason prior to departure, RGP guarantees you a full refund of all monies paid, less the cost of this option and any NSF or late fees. By accepting RGP, the cost will be included in your 2nd payment invoice (the RGP option may not be available for late registrants). You will not be eligible for RGP unless you pay for the cost of this protection. To decline RGP, simply check the box below. By not accepting RGP, the above stated cancellation policy applies with **no exceptions. **ET strongly recommends accepting RGP as part of your tour package.****

Call Barbara Smith with any questions at 847/509-0088 ext. 203. I can be reached at the same extension.

Sincerely,

Mitchell L. Slotnick, Ph.D.
 President

Chad Davidson/Date
 Glenbrook North H.S.

**GLENBROOK NORTH CHOIR TOUR TO LA
1/20/2011 – 1/24/2011**

Preliminary Itinerary

Thursday, January 20 th	Bus Transfers from GBN to Airport Late Afternoon Departure from ORD Evening Arrival to LAX Dinner sponsored by PTO (Pizza or similar) Hotel Check In
Friday, January 21 st	Hollywood Bus Tour Kodak Theatre Tour Madame Tussaud's Santa Monica – 3 rd St Promenade "Hair" Performance Meet and Greet with Performer
Saturday, January 22 nd	Universal Studios Dinner and free time at City Walk Griffith Observatory OR "Glee" Dinner and Q&A?
Sunday, January 23 rd	Disneyland with Performance Getty Museum
Monday, January 24 th	USC or UCLA Clinic (or other university) Other non admissible site seeing like walk along the beach (Manhattan, Venice), Rodeo Drive, Melrose Main Malls are Beverly Center and Century City Late Afternoon Departure from LAX Evening Arrival to ORD Bus Transfers from airport to School

Meals included are breakfasts and dinners from January 21, 2011 through January 24, 2011 (4 breakfasts, 4 dinners). Lunches are on own.

Note: This is a preliminary itinerary pending Disney performance scheduling and venue hours of operations. Itinerary will be finalized once appointments are known.



EDUCATIONAL TOURS, INC.

A  TUI Student Travel Company

Travel Learn
experience
Are you ready?

Dear Parents/Guardians:

I am offering the students of the Glenbrook High School Choir the opportunity to participate in an outstanding tour of Los Angeles on January 20-24, 2011. The tour will depart from school the evening of January 20 and return the afternoon of January 24. Your student will have the unique opportunity to experience a virtual "living classroom" with fellow classmates and teachers. A list of sites and special features of this tour is presented on the next page.

The tour has been prepared for us by Educational Tours, Inc., a fully insured agency specializing in student group travel with over 40 years of experience.

The price of the tour is \$1,279.00 per participant based on 85-105 paid participants per bus. Participants are housed in quad occupancy (four to a room, two beds). We recommend that you also include the optional REFUND GUARANTEE PROTECTION (RGP). The RGP option provides the opportunity to cancel the tour at any time, for any reason, and receive a full refund less the cost of the protection. The cost of the RGP option is \$115.00 and must be included with your deposit in order to use this protection. **Please read the General Information page carefully.**

Standard features of this all-inclusive tour are:

- Roundtrip Airport Transfers
- Flights on Scheduled Airlines
- Dinner & Breakfast on Day 2 through Day 5. Lunches on own.
- Three (3) Adult Chaperones
- Hotel Security
- Excellent Hotel (4 nights)
- Premium Sightseeing Bus(es)
- Complete Lectured Sightseeing
- ET Staff/24 Hour Service
- All Taxes, Tips/Insurance Coverage
- All Admissions

To register your child for this once-in-a-lifetime opportunity, please visit www.EducationalTours.com and enter **Booking I.D. XXX-XXXXX** to pay by credit card (no checks online). You may also register by sending a **\$300.00** deposit (plus **\$115.00** for RGP, if desired) by check (payable to Educational Tours, Inc.) or Visa/MasterCard/Discover along with the completed application form to Educational Tours, Inc. by **Friday, September 24, 2010**. A 2nd payment of **\$400.00** (plus **\$115.00** for RGP, if desired) is due by **October 29, 2010**. Final payment is due by **Wednesday, December 15, 2010** and will reflect the balance due. Invoices will be sent. **NOTE: As a limited amount of air, bus, admissions, and hotel space has been reserved, applications will be accepted on a first come basis. Late registrants will be subject to a higher initial deposit amount based on the payment plan listed above.**

If you have any questions about the tour, please call me at school (847-272-6400). You may also call Educational Tours, Inc., 9:00AM to 5:00PM, CST, Monday through Friday, at 847-509-0088 or visit ET's website at www.EducationalTours.com.

Chad Davidson
Tour Moderator

NOTE: Airline checked bag fees are not included in the price of the tour. You can avoid checked bag fees by using carry-on luggage whenever possible. A suggested packing list for carry-on luggage will be sent along with final tour information prior to departure.

REGISTER ONLINE – BOOKING I.D. XXX-XXXXX
WWW.EDUCATIONALTOURS.COM



INSURANCE/BOND PROVISIONS

As protection for you, the Tour Moderator, as well as your chaperones and school, Educational Tours, Inc., maintains extensive coverages. Certificates of insurance are available. A summary of the coverages follows:

INSURANCE

- **\$2,000,000 Total Public and Products Liability Coverage**
Policy is issued by Axa Corporate Solutions. All coverage is in addition to the coverages provided by all of our suppliers.
- **Accident, Medical, and Dental** coverage's for each tour participant issued by AIG Insurance Company. \$5,000 accident, \$1,500 illness, \$750 dental, \$5,000 life. Note: Pre-existing conditions are not covered.

BOND

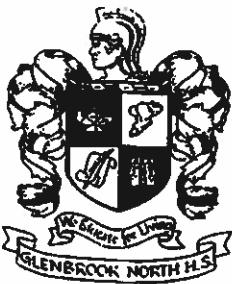
- **\$70,000 Maximum Bond** directly applicable to air tickets issued by Travellers Casualty and Surety Company.
- Member in good standing of USTOPA and in full compliance with the terms and conditions of the **USTOPA One Million Dollar Travelers Assistance Program**.

CREDENTIALS

- **Educational Tours** is a fully **Accredited Travel Provider** with the Student and Youth Travel Association (SYTA). This elite accreditation status is awarded annually to firms who meet strict criteria for financial soundness, insurance, safety, integrity, and service.
- **ET is a member of the Student and Youth Travel Association, American Bus Association, National Tour Association, United States Tour Operators Association and the American Society of Travel Agents.** Membership in these associations attests to the financial integrity of ET and gives you added assurance that your money is secure and the operation of your tour is guaranteed.

Updated 08/24/09





GLENBROOK NORTH HIGH SCHOOL FIELD TRIP REQUEST APPLICATION

FOR OFFICE USE ONLY

Dated Received 9/17
 Bus Ordered _____
 Van Reserved _____
 Other Transport _____

09-17-2010 RCVD

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:

Choir tour to Los Angeles, CA January 20-24, 2011

2. RATIONALE

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

Musical performance at Disneyland, choral workshop at USC or UCLA and other local attractions.

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

Class or Activity: Chorale + Cecilian Number of students: ~ 85

Chaperones accompanying trip: Davidson, Wallace + parent chaperones

4. TRIP INFORMATION

Trip date(s): Jan 20-24

Departing from (location): GBN At: ~ 3 AM PM

Returning from (location): LAX At: ~ 10 AM PM

Students released from class: _____ AM PM Time returning to school: _____ AM PM

5. TRANSPORTATION INFORMATION

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

Other (specify): _____ 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): 1 day

Substitute Needed for Blocks: 1 2 3 4 5 6 7 8 9 10 Lunch 1 2 3 A/B Day

Chad Vacker 9/10/10
Teacher Requesting Trip Date

Chad Vacker 9/10/10
Instructional Supervisor's Approval Date

[Signature] 9/17/10
Associate Principal's Approval Date

Activities Director's Approval Date

Four Leading Travel Companies Merge to form the Brightspark Brand to Better Serve the Growing U.S. Student Travel Market



Brightspark to Specialize in Providing World-class Educational and Performance Student Trips For Middle School and High School Students

(PRWEB) September 21, 2010 -- Four leading U.S. student travel companies have merged under the new Brightspark brand (www.brightsparktravel.com). The four companies – Educational Tours, National Events, New Horizons Tour and Travel and Travel Adventures, U.S.-based and managed subsidiaries of Tui Travel PLC, are being brought together to form a full-service student tour operator. Brightspark will develop, plan and manage educational and performance trips for student and youth groups.

Brightspark combines the best of each of the sister companies, for the benefit of educators and students, to offer exclusive travel experiences with simplified and streamlined trip planning and management services. From traveling through history in our nation's capital to college bowl game performances to exploring a different culture, the depth and expertise of Brightspark's staff enables the company to offer a wide range of travel experiences that are specifically geared to educate and inspire students.

“Our staff is dedicated to creating superior travel and learning opportunities and takes care of all the planning and trip management details. Many of us are former teachers who understand first-hand the importance educators place on creating eye-opening and life-changing educational experiences for their students,” said Mitchell Slotnick, Ph.D, President of Brightspark. “Understanding the challenges that educators face in planning and managing student travel, we recognized the benefits of combining our strengths to help change the way educators and students plan and experience trips that enhance classroom learning.”

Brightspark is addressing the concerns teachers raised when they attempt to coordinate the logistics for student travel on their own. The feedback from teachers is that taking care of countless details, managing trip payments or dealing with unexpected contingencies while touring may even discourage some educators from travelling with their students altogether. Brightspark is uniquely focused on simplifying the teacher experience – from initial planning through the completion of the trip and beyond. Brightspark's solution offers full-service, custom trip planning and management; streamlined, direct-to-parents billing and payment processing that does not require teacher involvement; parent-friendly payment and cancellation terms, as well as 24/7 customer support while on tour.

Additionally, Brightspark offers unmatched access to unique venues and exclusive “Only with Brightspark” travel opportunities. High-quality educational tours include language immersion

trips, music performance at world class venues, social studies, science, and various international tours. All trips are customized to meet specific educational objectives and budget parameters.

Slotnick added: “Brightspark’s platform will raise the bar and fundamentally change the way student tours are planned and managed. We expect this to have a profound effect on the quality of the student and teacher experience as well as on the number of educators who participate in the process.”

About Brightspark:

Brightspark (www.brightsparktravel.com) was formed when Educational Tours, National Events, New Horizons Tour & Travel and Travel Adventures, all wholly owned subsidiaries of the global company TUI Travel PLC, came together in 2010 to simplify student travel for teachers. The four sister companies, each a student travel leader in their own right, have more than 100 years of combined travel experience. Brightspark offers educators custom travel services and solutions, including exclusive tours to a broad range of national and international destinations as well as streamlined tour planning and management services. Based out of Deerfield, Illinois, with regional offices across the country, Brightspark is a wholly owned subsidiary of the global company TUI Travel PLC, which brings hundreds of thousands visitors annually to the United States and serves more than 30 million visitors worldwide.

About TUI Travel PLC

TUI Travel PLC is the world’s leading international travel group which operates in approximately 180 countries worldwide and serves more than 30 million customers in over 27 source markets. Headquartered in Crawley, near Gatwick airport in the UK, the Group employs approximately 50,000 people and operates a pan-European airline consisting of 146 aircraft. The company is organized and managed through three business Sectors: Mainstream, Specialist & Activity and Accommodation & Destinations. For more information visit www.tuitravelplc.com.

Glenbrook High School District #225

STUDENT TRAVEL PARAMETERS

1. Insurance Requirements

In accordance with Board Policy 7050 Section B, no student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour. Cost of said insurance shall be assumed by the organization financing the tour. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent for business affairs.

Acceptable insurance must provide the following coverage:

- \$1,000,000 professional liability
- \$2,000,000 general liability
- \$5,000 accident
- \$1,500 illness
- \$750 dental
- \$5,000 life
- \$5,000 disability

2. Company Requirements

Company organizing the tour must meet the following requirements:

- A. Must be in existence for a minimum of three years under the same U.S. management company.
- B. Must have a minimum of 10 positive references from high school districts organizing similar trips.
- C. Must be a member of the United States Tour Operators Association (USTOA).
- D. Must be an accredited member of the Student and Youth Travel Association.
- E. Must not charge fees or penalties for payment plans, use of credit cards or late payments.
- F. Must refund 100% of travel if travel insurance is purchased.
- G. Must provide a consumer protection plan in an amount no less than \$50,000.

3. Gifts

In accordance with Board Policy 9030, Section IV, no employee shall intentionally accept any gift from a prohibited source. Food, refreshments, lodging, transportation, and other benefits offered to an employee by company organizing the trip, must be a requirement of said trip and must be fully disclosed to and approved by the assistant superintendent for business affairs prior to acceptance.

Referral payments to any employee by the company organizing the trip, or any other vendors, are not allowed.