


OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma 

Re: Glenbrook North Band Tour, Iowa City, IA.

Date: March 1, 2013

Attached are a summary letter and travel request, summary of trip inclusions furnished by Brightspark Travel, and a copy of Board Policy 7050.

Messrs. Rich Chapman and Mark Running continue to build upon the significant learning experiences provided to students in the band program. I'm grateful for the thoughtful planning of this trip which will include performances, band clinics, exposure to college level bands, and campus tours of the University of Iowa and Coe College.

Brightspark Travel is an agency on the list of district approved vendors. Per board policy, students and staff will be required to sign a document verifying that they have appropriate health and accident insurance.

I fully support this exceptional learning opportunity for our students in the band program. If you have any questions or concerns regarding this trip, please contact me.

PP:rp

enc.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

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

II. Initiator Mark Running/Rich Chapman Phone 2435

Position Band Directors Date of Submission 2/22/13

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

Total Number of School Days Missed per Person 1

Departure Date/Time 10/4/13@5:30 am Return Date/Time 10/6/13@4:30 pm

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

Teachers and Staff Mark Running, Rich Chapman, Megan Vacarello

Students Spartan Marching Band, and Select Concert Band members

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



Educational & Performance tour to Ames and Cedar Rapids Iowa to perform in University of Iowa Homecoming Parade, and tour the campuses of the University of Iowa and Coe College. We will also perform at an invitational marching band contest in Cedar Rapids.

VI. **Cost of Trip**

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

	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*	350.00	_____	N/A

VII. **Approval**

 _____ Supervisor	 _____ Principal	_____ Superintendent
<u>2/22/13</u> _____ Date	<u>3/10/13</u> _____ Date	_____ Date

* Since this is a Band Parents Organization sponsored trip, we do not anticipate any expense related to the trip to be incurred by District 225.

Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700

Music Department

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

January 18, 2013

Mr. Pryma,

Please consider this letter as a formal request to take the GBN Band on a tour to Iowa City, Iowa from October 4 through October 6, 2013. Please find enclosed copies of our itinerary and our proposal from Brightspark Student Travel. Should you have further questions, we would be happy to answer them for you.

In the meantime, we'd like to provide some background on our tours and how they benefit our students and teachers. For the past 30+ years, the band at GBN has taken tours. We go every other year and, generally, invite all of our band members to participate. Over the last 15 or more years we have alternated between a US based tour and an overseas tour. Next year we are scheduled to stay within the US.

The reasons for taking a tour are many. We provide our students with the opportunity to perform in outstanding venues, to visit other countries and to experience other cultures. This tour will feature our participation in the University of Iowa Homecoming Parade as well as a marching band contest in Cedar Rapids. We will also be touring the campuses of University of Iowa and Coe College. This is a tremendous learning experience for our students and staff alike.

We have a previous relationship with Brightspark and their service has been excellent. They have provided excellent service at a fair price. The attached proposal outlines all items that are covered in the price of the trip.

In preparation for this trip we will offer many fundraising opportunities throughout to defray the cost. Any money raised by our students is kept in an account (managed by our Band Parents Organization) to be used by them for tour. In the event that a student does not attend a tour, the money then can be used for other band related expenses. It is important to note that there is no cost to the district associated with this tour.

We feel strongly that our tradition of traveling with our band is an important part of the experience that GBN band students receive. 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 either one of us if you need clarification or further information.

Best Regards,

Rich Chapman
Mark Running

Phone: 847.272.6400

Fax: 847.509.2411



Simplifying Student Travel

Bringing Together Educational Tours, National Events, New Horizons and Travel Adventures

December 12, 2012

IT3 (revised)

PROPOSED ITINERARY - FOR REVIEW ONLY - NOT TO BE USED ON TOUR, NOT TO BE GIVEN TO PARENTS - THIS IS ONLY A SUGGESTED ITINERARY FLOW - THIS ITINERARY IS NOT FINAL UNTIL ALL SITES/RESTAURANTS ARE BOOKED AND CONFIRMED

Glenbrook North High School Band from Northbrook, IL Traveling to Iowa City, IA, Oct. 4 – 6, 2013

Tour Sponsor/Moderator:
Mark Running – Band Director
847-509-2435
mrunning@glenbrook225.org

Tour Consultant: John Aboud
Tour Support: Kimberly Summers

Tour Director: TBA Name/cell phone number
Touring Motorcoach: TBA Company Name, Dispatch #

Friday, October 4, 2013 **1** **Meals included: L, D**

Glenbrook staff pick up an equipment truck from Pensky Auto Rental,
Reservation # 40563886 400 N. Milwaukee Ave
Wheeling IL 60090
847-952-8383

- 5:30 AM Motor coaches arrive at Glenbrook North High School for loading.
2300 Shermer Road
Northbrook IL 60062
- 6:00 AM Depart for Iowa City
- 10:30 AM Arrive at the University of Iowa
**** Meet Your Tour Guide Here. ****
Enjoy your tour of the University of Iowa campus. (done in small groups)
- 12:00 PM **Lunch on the University of Iowa Campus**
- 1:30 PM **Observe a rehearsal of the University of Iowa Symphonic Band.**
- 3:30 PM Change for the parade.
Light snacks provided here.



5:00 PM Arrive at the staging area for the Parade.

5:45 PM University of Iowa Homecoming Parade begins.

Glenbrook North High School Band Participates in the 2013 University of Iowa Homecoming Parade.

8:30 PM Dinner at Genghis Grill in Cedar Rapids

10:00 PM Arrive at your Cedar Rapids Hotel, the Clarion Inn and check in.

Saturday, October 5

2

Meals Included: B,L

7:00 AM **Breakfast** and free time in your hotel

8:30 AM Depart for the Coe College Football Stadium.

9:00 AM **Marching Band Rehearsal and clinics** at the Coe College stadium.

11:30 AM Rehearsal ends

12:00 PM **Lunch on the Coe College Campus (optional campus tour)**

2:00 PM **Band Community Building session with Alan Feirer** www.groupdynamics.us
Bands work together better when they feel a strong sense of community. Through story, guided activity and involvement, the students will move closer to each other and develop a deeper understanding of group dynamics. In the process, they will become more comfortable, more candid, and more cohesive. This increased togetherness creates an atmosphere where harder work and higher standards can be achieved.

(3:00 PM) (Five Seasons Marching Festival (in Cedar Rapids) Begins - anticipated)
**** Festival Admission paid by Glenbrook North High School ****

4:30 PM Return to your hotel - Change into Uniform

5:30 PM Depart for Kingston Stadium

Dinner on your own at the stadium. (All participants sit on the "Home Side" of the stadium.)

TBD **Glenbrook North High School Band performance at the
2013 FIVE SEASONS MARCHING BAND FESTIVAL**

10:00 PM **Awards Ceremony**

11:00 PM Return to your hotel



Sunday , October 6

3

Meals Included: B

- 10:00 AM **Breakfast** and check out of your hotel
- 11:30 AM Depart for Northbrook IL
(Allowing for one short stop.)
- 4:30 PM Arrive at Glenbrook North High School.

**THANK YOU FOR TRAVELING WITH BRIGHTSPARK TRAVEL INC.
WE HOPE YOU HAVE MADE MANY MUSICAL MEMORIES THAT WILL LAST A LIFETIME!**



Glenbrook High School District #225

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 2 pages

Section A - Introduction

The Board of Education of District #225 believes that educational travel experiences can provide significant educational experiences for Glenbrook students. However, it is the policy of the Board of Education that such travel experiences should not be scheduled to conflict with normal student attendance days. Under extraordinary circumstances, the Board may approve exceptions to this policy.

Section B - Educational Tours: Travel Conducted, but Not Financed, by the District

1. The Board of Education is authorized by Illinois statute to conduct educational tours as a supplement to particular courses of instruction, within or without the district, the State of Illinois, or the United States.
2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for educational tours conducted outside the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more.
3. 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 of business affairs.
4. The Board of Education is not authorized to use school funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the payment of salaries of necessary personnel while on tour if the personnel are performing in the ordinary course of their employment.
5. All school rules and regulations regarding student conduct shall apply for students participating in educational tours.

Section C - Educational Travel : Travel Not Sponsored, Supported, or Conducted by the District

1. The Board of Education authorizes the superintendent to approve requests submitted by a school employee or a private agency and which have been recommended for approval by the principal, to use school facilities to inform students of educational travel programs within any of the fifty United States or any foreign country which, in the discretion of the principal and the superintendent, have educational significance for the district's students. Such use may be granted only with the clear understanding that the program is not sponsored or supported by the Board of Education and that the Board of Education assumes no legal responsibility or financial liability related to the program. Further, all materials used by the sponsoring agency in publicizing the program must contain a statement to this effect which has been approved by the superintendent. These same materials must also carry the identification of the sponsoring agency.

2. No student or employee may participate in educational travel unless he has accident and health insurance coverage protecting against bodily injury or death and, if an employee, disability while participating in the educational travel. Cost of said insurance shall be assumed by the employee or private agency financing the educational travel. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

Glenbrook equipment, materials or supplies, including stationery, shall be used for school-sponsored activities only, and shall not be used for any educational travel which is not school sponsored.

Section E - Student Trips Exclusion

Student trips are not included within the provisions of this policy.

Approved: April 12, 1971
Revised: February 5, 1973
Revised: December 1, 1975
Revised: February 6, 1978
Revised: January 23, 1984
Revised: September 10, 1984
Reviewed: November 14, 1988
Revised: October 28, 1996
Revised: November 27, 2000