

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma

Re: Glenbrook North Orchestras Dance Company Tour, Orlando, FL
February 15-19, 2013

Date: September 19, 2012

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

Ms. Reynolds and Ms. Figaro continue to provide significant learning opportunities to students in the dance program. The Disney Performing Arts Program is yet one more learning experience for our dance students as they prepare for their spring show in March.

Bob Rogers Travel was reviewed and added to the list of approved vendors by Director of Operations, Dr. Kim Ptak in 2010. Per board policy, students and staff will be required to sign a document verifying that they have appropriate health and accident insurance.

Arranging this trip to include Presidents' Day on Monday, February 18, students will miss only one day of school on Tuesday, February 19. I fully support this exceptional learning opportunity for our students in the orchestras program. If you have any questions or concerns regarding this trip, please contact me.

PP:rp

enc.



Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700

September 18, 2012

Mr. Pryma and Dr. Tarjan,

We are writing as a formal request to take interested Orchestis Dance Company members to Orlando, Florida to take part in the Disney Performing Arts program February 15-19, 2013. To our knowledge, this is the first tour for the dancers and we are very excited to give the girls this opportunity. Enclosed you will find the proposal, itinerary and supplementary documents from our preferred vendor, Bob Rogers Travel.

The Disney Performing Arts program will guarantee a fun, rewarding and educational experience that will allow our company to build confidence, character and camaraderie. Our itinerary includes a performance on a Disney stage as well as workshop taught by Disney professionals. The dancers will be exposed to and a part of the highest level of performance excellence known as the Disney standard in one of the most high-profile venues in the world.

Enclosed you will find three proposals and itineraries from Bob Rogers Travel, a Disney Certified Travel Planner. Although I was in communication with another recommended vendor they failed to submit a proposal and itinerary. Bob Rogers Travel is the recipient of the Walt Disney World Resort PARTNERS AWARD for exemplary leadership and achievement within the student travel industry providing quality experiences and demonstrating business integrity, while embracing and promoting the Magic of Disney. Knowing Bob Rogers Travel has arranged 15 of the Glenbrook tours and having been a chaperone myself with a BRT tour, I feel confident that our decision to accept one of their proposals will prove to be quality and reliable.

The estimated cost per person, which includes the cost for two directors, is \$1,233.00, based on 40-44 participants. The dancers are 100% responsible for the cost. A payment plan will be provided by Bob Rogers Travel. In preparation for the tour, Orchestis has organized fundraising projects to differ some of the dancer's financial responsibility.

Thank you for your time and consideration. If approved, the tour will be a very special and educational experience for everyone.

Sincerely,

Diane De Rosa Reynolds
847-509-2524

Beth Figaro
847-509-2597

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN X GBS GBE GBOC District _____

II. Initiator DIANE DE ROSA REYNOLDS Phone 847-509-2524
 Position ORCHESTRIS DIRECTOR Date of Submission 9/14/12

III. Date and Times of Leave/Return
 Total Number of School Days Missed per Person 1 DAY
 Departure Date/Time 2/15/13 @ 6:05 P Return Date/Time 2/19/13 @ 6:59


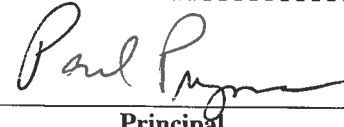
IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff DIANE DE ROSA REYNOLDS, BETH FIGARO
 Students _____

V. Description, Destination, and Reason for Trip
ORCHESTRIS DANCE COMPANY TO PERFORM IN DISNEY PERFORMING ARTS PROGRAM, ORLANDO, FL

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 | _____ | _____ | N/A |

SEE ATTACHED letter.

VII. Approval
 
 Supervisor _____ Principal _____ Superintendent _____
 Date 9/18/12 Date 9/18/12 Date _____

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

Bob Rogers Travel - Orchestis Disney Performing Arts Tour

\$1233.00 will include: (based on quad occupancy, 40-44 participants)

- Round Trip Airfare (ORD-MCO)
- First Checked Bag
- Motor Coach to and from performance venue
- Gratuities of motor coach
- 4 Nights at the Disney All Star Resort
- Private nighttime Security Guard
- 4 Disney breakfast vouchers
- 4 Disney Dining Cards
- Disney Performing Arts 4-Day Park Hopper ticket to Walt Disney World
- Disney Dancin' Workshop
- Group Travel Video Souvenir Package
- 2 Director Packages
- All taxes, service charges, and gratuities for restaurant and hotel facilities
- Bob Rogers Travel Tour Manual
- Insurance Coverage as Recommended by Student Youth Travel Association
- \$200,000 Consumer Protection Plan
- Company Tour Director
- Luggage Tags

Percentage breakdown of package:

Air/Transportation: 44%

Hotel (including private night time security): 16%

Meals: 12%

Activities (park ticket, workshop):19%

Miscellaneous (Group Travel Video, Airport Greeter, Tour Director, gratuities): 9%



BOB ROGERS TRAVEL
Group Travel Specialist

Associations

- ❖ Student & Youth Travel Association (SYTA)
- ❖ National Tour Association (NTA)
- ❖ International Air Transport Association (IATA)
- ❖ American Choral Directors Association (ACDA)
- ❖ Bandmasters Associations- Iowa, Missouri, Texas
- ❖ Midwest Band and Orchestra Clinic
- ❖ Members of 12 State Music Associations
- ❖ Official Sponsor of Make-A-Wish



SYTA
The Voice of Student & Youth Travel™



NTA™
National Tour Association



Official Sponsor of

MAKE-A-WISH®

Accolades

- ❖ Disney's Partners Award
- ❖ Thanksgiving Parade of Bands
- ❖ Disney Youth Travel Planner Symposium (Since 1993)
- ❖ Disney Top 5 Student Travel Planner
- ❖ 2011 Top Overall Producer Award – Disney Performing Arts
- ❖ A Disney Youth Programs PremEar Travel Planner
- ❖ Broadway.com accolade
- ❖ CSO accolade



**Thanksgiving
Parade of Bands**
at the Walt Disney World Resort



**Walt Disney World® Resort
PARTNERS AWARD**

Presented to
Bob Rogers Travel

*For exemplary leadership and achievement
within the student travel industry
providing quality experiences and demonstrating
business integrity, while embracing and
promoting the Magic of Disney*



Financial Protection and Insurance

When you travel with BRT your investment is protected

- ❖ Professional liability insurance
- ❖ Optional Trip Cancellation Insurance
- ❖ Covered by SYTA Consumer Protection Plan for \$200,000



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www.bobrogerstravel.com



SYTA
The Voice of Student & Youth Travel™



Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700

September 14, 2012

Dear Parents of Orchestis Senior Company Members,

We are very excited to announce the planning of our first Orchestis Tour! Pending School Board approval, we are proposing a Disney Performing Arts Tour to the Walt Disney World Resort in Orlando, Florida. Before we continue with our planning, we need to hear from you. The Performing Arts Tour would include a once-in-a-lifetime performance opportunity at one of the most high profile venues in the world as well as a workshop taught by Disney professionals. If there is enough dancer interest we will continue the planning process. Please note, your reply is not a firm commitment.

Tentative Overview:

Friday, February 15 to Tuesday, February 19, 2013

Performance at the Downtown Disney Waterside Stage

2 ½ hour Disney Dancin' Workshop

Enjoyment at Walt Disney World's Magic Kingdom, EPCOT, Disney's Hollywood Studios and Animal Kingdom

Please reply via email by September 19th to indicate whether or not you may be interested. The tour will be offered to the entire Orchestis Company. We are seeking a minimum of 24 dancers. The estimated cost is \$1,233.00. We will provide the opportunity to fundraise to differ a portion of the cost.

There's nothing more exciting or more magical than performing on a Disney stage in front of an international audience.

We look forward to hearing from you!

Diane De Rosa Reynolds
dreynolds@glenbrook225.org
847-509-2524

Beth Figaro
bfigaro@glenbrook225.org
847-509-2597



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Group Travel Specialist

“YOU CREATE THE MUSIC...WE’LL DO THE REST”

GLENBROOK NORTH HIGH SCHOOL ORCHESIS

DIANE REYNOLDS, DIRECTOR

DESTINATION: ORLANDO, FLORIDA

DATES: FEBRUARY 15-19, 2013

PROPOSAL IS BASED ON 40 PAYING PARTICIPANTS

SUMMARY OF INCLUSIONS

- **Personal SERVICE and ATTENTION**
- Round-trip airfare out of **Chicago-O’Hare Airport** (*flight times are always subject to change until day of departure, subject to a fuel surcharge*)
- **First checked baggage** fee (\$50 round trip, anything higher will be covered by the school or individual traveler)
- One (1) 55 passenger, climate controlled, DVD and restroom equipped motor coach for ground transportation in Orlando as stated on the itinerary
- **Gratuities** for your motor coach driver
- Four (4) nights’ accommodation at **Disney All Star Music Resort** (*based on availability*)
- One (1) private nighttime **security guard** at the hotel (10:30 pm-5:30 am)
- Four (4) **Disney breakfast vouchers**
- Four (4) **Disney Dining Cards** (*valued at \$15 each*)
- Disney Performing Arts on Stage **4-Day (Park Hopper) ticket to Walt Disney World**
- Student participation in **Disney Dancin’ Workshop** (*minimum of 26 participants*)
- Assistance with **Performing Arts Onstage Performances** (*based on availability and acceptance*)
- **Assistance** with all PERFORMANCES
- **Group Travel Video Souvenir Package** - *A great keepsake of a fabulous trip! Digital cameras will be sent. Take pictures throughout your trip, then mail back the cameras AND a recording of your music. A souvenir video will be created, and each traveler will receive a DVD copy.*
- Two (2) **COMPLIMENTARY** Director package (*based on single occupancy*)
- All taxes, service charges, and gratuities for restaurant and hotel facilities
- Bob Rogers Travel Tour Manual
- **Bob Rogers Travel Hotel Contract-** *Assurance that the hotel will abide by the student friendly bylaws that BRT has agreed upon with the hotel.*
- Insurance Coverage as Recommended by Student Youth Travel Association
- \$200,000 Consumer Protection Plan
- **Company Tour Director** - *On-site trip coordinator who manages all trip details at your destination*
- **Luggage Tags**



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Group Travel Specialist

DISNEY Performing Arts – 4 Day Park Hopper

The prices below **includes** the *Disney Performing Arts on Stage* - 4 Day Park Hopper Ticket -- includes 4 days admission to the **Magic Kingdom, Epcot, Hollywood Studios, and Animal Kingdom** Theme Parks. Also included are a Disney Performing Arts **drawstring backpack**, and the use of the Walt Disney World Transportation System.

NON-INCLUSIONS / OPTIONS

- Meals stated as student cost
- **Rental costs** for any chairs or keyboard for performances / clinics
- **Baggage Fees** for oversize/overweight luggage or instruments
- **Reduce** Park Hopper ticket to a One Day One Park ticket save \$15 per person

***AIR LUGGAGE NOTE:** Many airlines have implemented new luggage policies effective immediately. At this time, we are unable to estimate air luggage costs due to frequent changes in airline fees. **Baggage fees of \$50 per person are included in the package prices listed.** Anything over \$50 per person will be covered by the school or each individual.

ESTIMATED TOUR PACKAGE COSTS (based on 45-49 Paying Participants)

\$1,212.00/person (based on quad occupancy)
\$1,296.00/person (based on triple occupancy)
\$1,370.00/person (based on double occupancy)
\$1,667.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 40-44 Paying Participants)

\$1,233.00/person (based on quad occupancy)
\$1,317.00/person (based on triple occupancy)
\$1,391.00/person (based on double occupancy)
\$1,687.00/person (based on single occupancy)

“You create the music...we’ll do the rest!”

September 10, 2012—SK
Proposal Valid for 30 days



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“YOU CREATE THE MUSIC...WE’LL DO THE REST”

GLENBROOK NORTH HIGH SCHOOL ORCHESIS
DIANE REYNOLDS, DIRECTOR
DESTINATION: ORLANDO, FLORIDA
DATES: FEBRUARY 15-19, 2013

SUGGESTED ITINERARY
AS OF
SEPTEMBER 10, 2012

FRIDAY, FEBRUARY 15

4:00 PM **Glenbrook North HS Orchesis** arrives at **Chicago O’Hare Airport**
(school to provide transportation to the airport)
PM Begin check-in process and head through security. **EVERYONE** needs to bring a picture ID along with their ticket. Keep them handy throughout check-in and security processing.
TIP: To **alleviate crowding** at Security—head to Gate in small groups

| | | |
|------|----|---|
| 6:05 | PM | Passengers depart out of Chicago O’Hare Airport on United Flt. #308 |
| 9:45 | PM | Arrive at Orlando International Airport |

Upon Arrival Head to baggage claim to meet your tour director
PM Load **Disney’s Magical Express**; depart for **Disney’s All Star Music Resort**
11:00 PM Check in; get settled in your rooms

- Private Nighttime Security Guard on duty from 10:30 p.m.-5:30 a.m.



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SATURDAY, FEBRUARY 16

7:00 AM Enjoy a breakfast at the hotel (**meal coupon** provided)
8:00 AM Load motor coach; depart for **workshop location**

TBD Glenbrook North HS Orchestra *participates* in **Disney Dancin' Workshop**
Students begin with a simulated Disney audition taught by a professional Disney dancer. Congratulations, you passed the audition! Now it's time to learn how the magic is created. Your clinician leads your group through a simulated "rehearsal" of a Disney show. The workshop culminates in a very special mock performance incorporating all the necessary elements of creating a "Disney Magical Moment!"
*****All workshops are subject to acceptance and availability*****

11:30 AM Load motor coach; depart for **Epcot**
(Motor coach will drop the group at Epcot and will depart. Nothing is to be left on the motor coach after the drop at Epcot)

PM Enjoy your day in **Epcot®**
Celebrate the fascinating cultures and numerous wonders of the world around you through dazzling shows, interactive experiences and amazing attractions. Marvel at the power of human imagination to set the spirits soaring.

PM Lunch in park *(student cost)*

Don't Miss: **Mission: Space!**
Blast into Mission: SPACE for this summer's most exhilarating, brand-new sensory thrill ride. Dare to experience the reality of space flight as this awesome new adventure puts you and your crew in command of an out-of-this-world journey.

PM Dinner in park (**\$15 Disney Dining card** provided)

9:00 PM **IllumiNations: Reflections of Earth**
Witness a thrilling nighttime kaleidoscope as the sky erupts with over 1,100 pyrotechnic bursts and the extraordinary Earth Globe floats across the lagoon, revealing wonders of the seven continents on its curved LED screens — the first ever of their kind. Revel in rousing original music as lasers turn the very sky into a work of art.

9:30 PM Board **Disney Transportation**; return to the **All Star Music Resort**

- Private Nighttime Security Guard on duty from 10:30 p.m.-5:30 a.m.



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SUNDAY, FEBRUARY 17

- 7:00 AM Enjoy a breakfast at the hotel (**meal coupon** provided)
- 7:45 AM Motor coach arrives at **Disney All Star Music Resort**
- 8:00 AM Depart for **Ticket and Transportation Center**
- 9:00 AM Arrive at **Ticket and Transportation**; take the ferry across to the **Magic Kingdom**
- AM Enjoy your day at the **Magic Kingdom**
Follow your Disney dreams to a place where storybook fantasy comes to life. Seek out adventures, create magical memories with beloved characters and discover the fun where imagination reigns
- PM Lunch in the park (*student cost*)
- PM Load motor coaches; depart for **Downtown Disney**

TBD Glenbrook North HS Orchesis *performs* at Waterside Stage in **Downtown Disney** (*based on acceptance and availability*)

- Afterwards* Load motor coach; return to **Magic Kingdom**
- PM Dinner in the park (**\$15 Disney Dining card** provided)
- 10:00 PM Enjoy **Wishes Nighttime Spectacular**: *Make a wish upon a star and then marvel as the nighttime sky comes to life in a musical firework spectacular that is uniquely Disney. Join Jiminy Cricket as he guides Pinocchio, Cinderella, Ariel, Peter Pan and other beloved Disney characters through this fantastic story told amongst the stars. Wishes™ features adazzling array of never-before-seen fireworks and pyrotechnic effects created specifically for this amazing show. Discover that wishes do come true when you experience this story so big only the sky can hold it.*
- 10:45 PM Load motor coach; return to **All Star Music**

- **Private Nighttime Security Guard** on duty from 10:30 p.m.-5:30 a.m.



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MONDAY, FEBRUARY 18

- 7:30 AM Enjoy a breakfast at the hotel (**meal coupon** provided)
- 8:30 AM Load **Disney Transportation**; head to Hollywood Studios
- 9:00 AM Enjoy a day at **Disney's Hollywood Studios**
Salute the world of showbiz - from the Hollywood classics of yesteryear to the best in popular entertainment. Come take center stage as the star of your own adventure - from rock 'n' roll fantasy to Broadway-style stage spectaculars; from the silver screen to the TV screen to behind the scenes. That's entertainment!
- PM Lunch at the park (*student cost*)
- Head to **Beauty and the Beast Show:** *Experience all the action, romance, music and magic of "Beauty and the Beast" in an elaborate, enchanting musical spectacular. Be our Guest, sing along with Belle, Gaston and Lumiere and delight to extravagant costumes and effects in this theatrical tale*
- Don't miss **Twilight Zone Tower of Terror IV**
Brave the creepy facade of a once-glorious hotel for a jolt back in time. Board a phantom elevator, shoot up 13 stories and brace yourself for a thrilling plummet... but beware! The experience just got scarier. You rocket back up, only to plummet down yet again. You dare to ride once more, but wait! That's not what happened
- Head to **Rockin' Rollercoaster starring Aerosmith!** *Aerosmith's having a backstage party across town and you're invited. Ready to brave the LA freeways? Zoom from 0-60 mph with the force of a supersonic F-14, take in high-speed loops and turns synchronized to a specially recorded Aerosmith soundtrack and zip through Tinseltown in the biggest, loudest limo you've ever seen. before. That's right, now the Tower is in control, so it's never the same fear twice!*
- PM Dinner at park (**\$15 Disney Dining card** provided)
- HINT---For seats together arrive about 45 minutes prior to show time.
- PM View **Fantasmic!** (*subject to 2013 schedule*)
Sorcerer Mickey takes on some wicked villains in one of the most explosive nighttime extravaganzas ever. It's an action-packed showdown between good and evil with lasers, lights, pyrotechnics, and dancing waters, all set to favorite Disney music.
- Afterwards Load **Disney Transportation**; return to the hotel

- **Private Nighttime Security Guard on duty from 10:30 p.m.-5:30 a.m.**



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TUESDAY, FEBRUARY 19

- AM Enjoy a breakfast at the hotel (**meal coupon** provided)
- 8:00 AM Check out; leave luggage at the hotel with Bell Services
- 8:30 AM Load **Disney Transportation**; depart for **Disney's Animal Kingdom**
- 9:00 AM Spend the day at **Disney's Animal Kingdom®** Theme Park
Disney storytelling comes to life in a kingdom alive with fun, wonder and adventure. Celebrate thrilling attractions, shows, the majesty of nature and the fascinating animals, real and imagined, that enrich our planet.
- Note:** Stop by the **Animal Kingdom's®** thrilling attraction, **Expedition Everest®!**
Board an aging train headed for an Everest base camp by way of the Forbidden Mountain to trek into a remote Himalayan Village! Adventure abounds!.
- Don't Miss: **Dinosaur, the Kilimanjaro Safaris, the Kali River Rapids or It's Tough to Be a Bug!**
- PM Lunch in the park (**\$15 Disney Dining card** provided)
- 1:30 PM Load **Disney Transportation** to return to **Disney All Star Music Resort**
- PM Collect your luggage from Bell Services
- 2:05 PM Load **Magical Express** to Orlando International Airport
Your Magical Express departure time will be delivered to your hotel room on Sunday morning. Departure time is subject to change
- PM Dinner at the airport (*student cost*)

| | | |
|------|----|--|
| 5:05 | PM | Passengers depart Orlando Airport on United Flt. #540 |
| 6:59 | PM | Passengers arrive at Chicago O'Hare Airport |

Upon arrival Proceed directly to baggage claim, pick up luggage, and depart for home
(School to provide transportation from the airport)



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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