

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

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GLENVIEW, IL 60026

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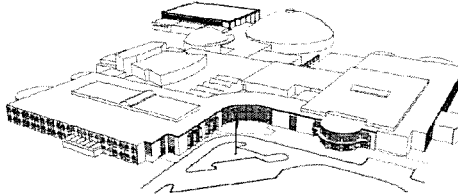
Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BKW*

Re: GBS Model UN Trip

Date: December 11, 2013

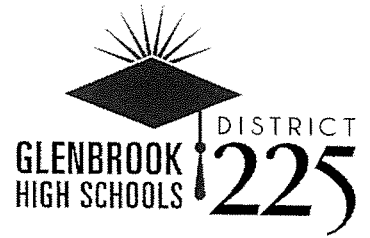


Attached is a travel request from Mr. Terry Jozwik and Mr. John Sullivan for sixteen students to attend the National High School Model United Nations (NHSMUN) Conference in New York City. Our Model UN Team has been growing in size and accomplishment over the past several years. This NHSMUN Conference is a prestigious conference that extended an invitation to GBS after they placed 2nd in the Model UN competition at Washington University in St. Louis and earned a best delegate award. In fact, the opening and closing ceremonies for this conference are held on the floor of the United Nations.

I support this experience and believe this will be a value experience for our Model UN students. This is a student trip as described by Board Policy 7230 (attached).

Although our guidelines stipulate that students will be responsible for 25% of their lodging and travel, Dr. Shellard has determined that his budget can cover a maximum of \$5000 of the total student cost. Other student expenses, which exceed the 25% expectation, are the responsibility of individual students.

Please let me know if you need anything further.



December 10, 2013,

Dear Dr. Riggle,

I request permission to take 16 members of the Glenbrook South Model UN team to the National High School Model United Nations conference to be held on March 5-8, 2014, in New York.

Currently in its 40th year, the National High School Model United Nations (NHSMUN) Conference has established itself as the premier conference on the high school Model UN circuit. Every March, NHSMUN hosts 3000 participants from 150 schools and over 20 countries to represent their assigned delegations in simulated committee meetings and plenary sessions.

NHSMUN takes pride in the high level of debate in committees, which provides students with an unparalleled opportunity to experience the theory and practice of international relations firsthand. Opening and closing ceremonies are held in the UN General Assembly chamber, where actual diplomats convene every year.

Simulations such as NHSMUN are invaluable educational tools, as they teach our future leaders about the United Nations and the international community through intensively researched debate with their peers in a setting moderated by students from the most elite universities.

Glenbrook South has an excellent and award winning team this year and is excited to participate in this prestigious international conference.

Sincerely,

A handwritten signature in black ink that reads "Terrence M. Jozwik". The signature is written in a cursive style with a large, looped "J" at the end.

Terrence M. Jozwik
Model UN Advisor

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN ___ GBS X GBE ___ GBOC ___ District ___

II. Initiator Terrence Jozwik Phone x4651

Position Model U.N. Advisor Date of Submission 12/11/13

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 3

Departure Date/Time 3/5/14 Return Date/Time 3/8/14

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

Teachers and Staff Terrence Jozwik, John Sullivan

Students + 16 students

V. Description, Destination, and Reason for Trip

National High School Model United Nations (NHSMUN) Conference in NYC at the United Nations. Students to experience the theory and practice of international relations

VI. Cost of Trip

Was this trip included in your Dept. ___ Bldg. X 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

VII. Approval

John Sullivan Tim K. Hegley _____
 Supervisor Principal Superintendent
12/11/13 12/11/13 _____
 Date Date Date

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

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

Request for Travel - Model United Nations

Cost for Staff

Total Number of Staff

2

Meals for Staff	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
Cost per Day	\$32.00

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$85.00	\$170.00	382332
Food	\$32.00	\$384.00	382332
Transportation			
Air	\$230.00	\$460.00	3317
Bus/Car	\$12.50	\$25.00	3317
Lodging (for 3 nights)	\$411.63	\$823.26	382332
Substitute	\$300.00	\$300.00	SUB
Total		\$2,162.26	

Cost for Students

Total Number of Students

16

	Per Student	Total
Transportation		
Air	\$230.00	\$3,680.00
Bus/Car	\$12.50	\$200.00
Lodging (for 3 nights)	\$411.63	\$6,586.08
Total		\$10,466.08

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$85.00	\$1,360.00
School Registration		\$85.00

Students	Per Student	Total	Account #
Total Cost		\$11,826.08	
Student Activities Contribution		\$5,000.00	382332
Total Cost to Student	\$426.63	\$6,826.08	Students

Summary of Costs

Total Cost for Students and Staff	\$14,073.34
Total Cost for Students and Staff Funded by District	\$7,247.26
Total Cost Funded by Students	\$6,826.08

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

7230

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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.

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