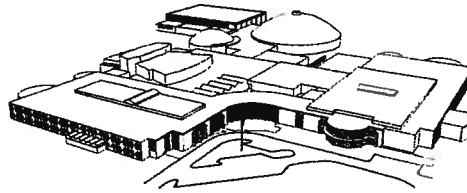


**GLENBROOK  
SOUTH  
HIGH SCHOOL**

*Northfield Township High School District 225*

4000 WEST LAKE AVENUE  
GLENVIEW, IL 60026  
Web: [gbs.glenbrook.k12.il.us](http://gbs.glenbrook.k12.il.us)  
Telephone: 847.729.2000  
Fax: 847.486.4462



*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Brian Wegley

**Re:** Girl's Lacrosse Tour

**Date:** December 7, 2009

Attached is the formal request from Ms. Annie Lesch to bring her Girl's Lacrosse Team to Ann Arbor, Michigan. She ran a similar tour last year with great success.

As we discussed, this is an Educational Tour covered under Board Policy 7050, which I am including with this proposal for the Board's information. This Educational Tour is conducted by the district, but not financed by the district. It is in an adjacent state and the students will miss a portion of the school day. I believe it requires approval of the Board of Education and support this tour.

Please let me know if you need anything further.

November 9, 2009

To Whom It May Concern on the Board of Education:

I am writing to request permission to take the Girls Lacrosse Team on a team trip to Ann Arbor, Michigan for the weekend of April 17th. We would leave Friday at 12:00, play 2 games on Saturday and 1 game on Sunday and return early Sunday evening. Michigan has a few high quality girls lacrosse teams for us to play against, so we will meet good competition as well as have a bonding experience for the team. In addition to playing the lacrosse games, we will tour the University of Michigan and "The Big House" while we are there. The bus ride and team meals also serve as wonderful team bonding moments and give the girls lasting memories of their lacrosse experience at Glenbrook South.

This year we would like to take a coach bus for our trip. We have some fundraising money, but plan to do additional fundraisers, but the trip will cost a little more per player than years past due to this added expense. I am estimating the trip would cost about \$200 per player.

Thank you for considering this, we would greatly appreciate your support.

Sincerely,

Annie Lesch  
Varsity Girls Lacrosse Coach  
Glenbrook South High School

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

**GLENBROOK HIGH SCHOOLS**  
**Travel Requests Requiring Board of Education Approval**

I. School GBN \_\_\_ GBS  GBE \_\_\_ GBOC \_\_\_ District \_\_\_  
 II. Initiator Anne Lesch Phone 847-715-6706  
 Position Girls Lacrosse Coach Date of Submission 12/2/09 <sup>cell</sup>

III. Dates and Times of Leave/Return  
 Total Number of School Days Missed per Person 1/2 of Friday 4/16  
 Departure Date/Time 4/16 12:00 pm Return Date/Time 4/18 4:00 pm

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers and Staff Anne Lesch, Head Girls Lacrosse Coach  
Assistant Coach, TBD  
 Students 24 students TBD when team is selected first  
wk in march

V. Description, Destination, and Reason for Trip  
To play 3 top teams in Michigan: Marian HS,  
Ann Arbor Pioneer, and Birmingham  
All games will be played in Ann Arbor, MI

VI. Cost of Trip  
 Was this trip included in your Dept. \_\_\_ Bldg. \_\_\_ District \_\_\_ Budget? NO

	Total Amount	Per Person	Account #
Registration	<u>n/a</u>		
Lodging	<u>1264.00</u>	<u>52.67</u>	
Meals (Advance)	<u>864.00</u>	<u>36.00</u>	
Judging		<u>N/A</u>	
Substitute Teacher		<u>N/A</u>	
Transportation			
Air			
Bus/Car	<u>\$2390.00</u>		
District Total		<u>N/A</u>	<u>N/A</u>
Cost to Student	<u>\$4518.00</u>	<u>\$188.25</u>	<u>N/A</u>

VII. Approval  
Steve Roedel Ann K. Stegley  
 Supervisor Principal Superintendent  
12-8-09 12/2/09  
 Date Date Date

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

## **Girls Lacrosse Michigan Trip Itinerary**

Friday 12:00 noon Depart from Glenbrook South High School on Coach Bus  
5:00 Arrive in Ann Arbor, MI  
Team Dinner  
Check into hotel

### **Saturday**

Team Breakfast in hotel  
**Game vs. Marian High School (all games played in Ann Arbor, MI)**  
Sandwiches for lunch  
**Game vs. Ann Arbor Pioneer HS**

Tour "The Big House" at University of Michigan and walk around University of Michigan and Ann Arbor  
Team Dinner

### **Sunday**

Breakfast in hotel  
**Game vs. Birmingham**  
Depart for home  
Return to Glenbrook South High School 5:00pm

## **BUS COMPANY INFO**

### **Lamers**

Golamers.com

recommended by Rich Berkowitz, talk to Colleen x10123

800-236-1240

55 people \$2390 plus hotel for driver

Reservation 4/19-4/21 made on November 30, 2009

Sending contract to Chris Valles and emailing me a copy of it. They will need signed contract and payment 1 month before the trip.

21 days in advance email them the itinerary with exact pick up and drop off points.

## **HOTEL INFO**

Fairfield Inn by Marriott® Ann Arbor

3285 Boardwalk

Ann Arbor, Michigan 48108 USA

- 1 Phone: 1-734-995-5200
- 2 Fax : 1-734-995-5394
- 3 Sales: 1-734-995-5900 ext. 154
- 4 Toll-free: 1-800-407-3395

Group Sales Department

Reservation for Group: Glenbrook South High School, Girls Lacrosse

Courtyard Marriot: Indoor Pool, Whirlpool  
5 minute drive to campus  
Debbie Bleecker 734-827-2510  
\$79 per night for Double/Double or King  
Reserving 7 Double Doubles and 3 Kings