



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, April 10, 2023

Re: Overnight Trip for Glenbrook South Students to Participate in the SkillsUSA State Leadership and Skills Conference in Peoria, Illinois

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to participate in the SkillsUSA state leadership and skills conference from Thursday, April 27, 2023, through Saturday, April 29, 2023, in Peoria, Illinois.

Background

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

As Mr. Justin Zummo and Mr. Mike Sinde share in their memo, the SkillsUSA state event will be held in Peoria this month. Certain competitions do have qualifying events where students either have to test or perform well enough to be invited to the SLSC. As a result, of the students attending this trip, they are grouped into the following categories:

- Students Pre-Qualifying for State - 7 students
- All Other Students - 24 students

A detailed overview of the trip is provided in the attached materials. Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

Table 1
Summary of Trip Conditions and Parameters

Condition or Parameter	Summary
Number of Staff	4
Number of Students (estimate)	31
Trip Category	Other Trip: Illinois state contest for which students have qualified through competition or audition.
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Not Required
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	Illinois State Contests: The Board of Education will cover 100% of transportation, lodging, and registration expenses. Students will cover 100% of meal expenses.
Fee Collection Method	N/A
Amount Paid by Each Student	Students Pre-Qualifying for State: \$0.00 All Other Students: \$365.00
Remaining Trip Costs Paid by District	\$6,071.00



Date: March 3, 2023

To: Dr. Barbara Georges

From: Justin Zummo, Mike Sinde

RE: SkillsUSA State Leadership & Skills Conference (SLSC), April 27th-29th, 2023

Dear Dr. Georges,

Below is a proposal for SkillsUSA State Leadership & Skills Conference (SLSC) in Peoria, IL. This year's competition takes place April 27th-29th, 2023. As the trip requires overnight travel, I am requesting approval for SkillsUSA qualifying students and chaperones to attend the competition.

The SLSC is both a State Level Competition and a Conference. Certain competitions do have qualifying events where students either have to test or perform well enough to be invited to the SLSC. We had 7 out of 31 students fall into this category for this year and they all passed their qualifying events meaning that their expenses should be completely covered by the district based on board policy. Students who do well at the SLSC will then be given an opportunity to compete at the national level. They offer professional development for both teachers and students during the competition, but we have never looked into that as we found it more prudent to be watching and supporting our students.

SkillsUSA is offered across all of CTE, although this year specifically only Technology Education students were interested in attending. Students are managed by their respective teachers and departments between FCS, Business Ed, and Tech Ed.

The cost allocation worksheet is attached to this proposal. We will be fundraising for this trip through the new PayPal platform that was set up by Nicole Schramm. Each participant, regardless of qualification, will be setting a goal of raising at least \$400 to cover our overall expenses. Please note that two cost allocation worksheets have been submitted to account for the different costs for students who qualified versus those who are simply attending the conference.

Thank you for your time and consideration of this valuable experience for GBS SkillsUSA students.

Sincerely,
Justin Zummo

Materials Enclosed:

Field Trip Request for Overnight Trips, Cost Allocation for Students who Qualified, Cost Allocation for Students Attending, Field Trip Permission and Waiver Form, Field Trip Medical Information Form, Cost Allocation Worksheet for Overnight Trips and SLSC Info Packet

SkillsUSA State Leadership & Skills Conference (SLSC)

April 27-29, 2023 | Peoria, IL

[Registration Guide](#)

Itinerary	
Thursday April 27th	
<ol style="list-style-type: none">1. Leave GBS at 9am and drive 3 hours to Peoria2. From 12pm to 4pm Set-Up Mobile Robotics3. Hotel Check-In starts at 4pm4. 1 adult goes to chapter registration between 3pm-5pm5. Ordering a Pizza Dinner for 5:30pm, eat at the hotel6. Opening Ceremony at 7pm (doors open at 6:30pm)7. Students go to their Career Competition Orientations after the Opening Ceremony8. After your orientation has finished, return to your room no later than 10pm	
Friday April 28th	
<ol style="list-style-type: none">1. 5am-5:30am wake up time and get ready for your competition, some are starting at 6am.2. Report to your competition area for your events specific start time.3. Lunch break on your own between 11am-1pm depending on your competition.4. After your competition has completed, return to your room no later than 5pm.5. 6pm Social Outing TBD	
Saturday April 29th	
<ol style="list-style-type: none">1. 8:30am -11:30am Awards Ceremony2. Followed by Nationals Meeting for Gold and Silver Medalists3. 12pm Leave for GBS4. 3:30pm Return back to Glenview	

Cost Per Student	
General Member Competition Registration Fee	\$155
Hotel Fees	\$210
Total	\$365
District Contribution	100% for 7 students
Student Contribution	100% for 24 students (all 31 are fundraising)

Lodging:

- Bus Driver, Mike Sinde, Justin Zummo and Emilia Molski need their own rooms.
 - 4 single rooms
- One student per bed. We have 33 students.
 - 14 Double Rooms – sleeps 2 (two beds, full or queen)
 - 1 Double Deluxe Room – sleeps 3 (two beds, full or queen and a sleeper sofa)

[Clothing Requirements by Competition](#)

[Official List of 2022-2023 SkillsUSA Participants](#)

We will be using GroupeMe to communicate during the trip. The join code is...

Condensed Agenda

SKILLSUSA ILLINOIS STATE LEADERSHIP & SKILLS CONFERENCE 2023

THURSDAY, APRIL 27

Tentative and subject to change.

8 a.m.	Career Competitions Begin	PCC - Exhibit Halls B and C <i>Diesel Equipment Technology (HS), Heavy Equipment Operator (C/PS), and TeamWorks</i>
3 p.m. - 5 p.m.	Chapter Registration	PCC - Registration Area
4 p.m.	Health Knowledge Bowl Career Competition	PCC - Ballroom - 401 / 402 <small>Registration for chapters participating must be completed prior to the competition.</small>
	SkillsUSA Illinois Store (closes at 6:45 p.m.)	PCC - Outside Exhibit Hall C
	Hotel Check-in Begins	Conference Hotels
5:30 p.m.	Champions of Excellence Reception by invitation only.....	PCC - 220-222
7 p.m.	Opening Session Doors open at 6:30 p.m.	PCC - Exhibit Hall A
following	Career Competition Orientations	PCC - Competition Locations
Midnight	Curfew for all participants.....	Hotels

FRIDAY, APRIL 28

5:30 a.m. - 8:30 a.m.	Breakfast Hot "Grab and Go" Breakfast for those booked in a hotel.....	Conference Hotels
6 a.m.	Career Competitions Begin (varies, check program).....	Competition Locations
7 a.m.	SkillsUSA Illinois Store Open (closes at 4:30 p.m.).....	PCC - Outside Exhibit Hall C
7:30 a.m. - 5 p.m.	Test Center (last check-in at 4 p.m.)	PCC - Outside Exhibit Hall C
8:30 a.m. - 4:30 p.m.	SkillsUSA Illinois Championships: Open To The Public	PCC
11 a.m. - 1 p.m.	Lunch (provided, 30 minutes for each competitor).....	On Your Own
3 p.m.	Joint (HS/CPS) Delegate Session	PCC - 134
4:30 p.m.	Quiz Bowl Career Competition	PCC - Ballroom - 401 / 402 and 403 / 404
7 p.m.	Social Activity	TBD
Midnight	Curfew for all participants.....	Hotels

SATURDAY, APRIL 29

6:30 a.m. - 8:00 a.m.	Breakfast Hot "Grab and Go" Breakfast for those booked in a hotel.....	Hotels
8:30 a.m.	Awards and Recognition Session Doors open at 8 a.m.	PCC - Exhibit Hall A
following	Post-Conference Meeting	PCC - 220-222 <small>required for all gold and silver national career competition medalists, state officers, and their advisors.</small>

Peoria Civic Center (PCC)
201 SW Jefferson Ave
Peoria, IL 61602

Gerber Collision & Glass (GCG)
741 Taylor St
East Peoria, IL 61611

Illinois Central College East Peoria Campus (ICC-EP)
1 College Dr
East Peoria, IL 61635

Illinois Central College Peoria Campus (ICC-P)
5407 N University St
Peoria, IL 61614



Registration Information

The SkillsUSA Illinois State Leadership and Skills Conference is the pinnacle event for the students of SkillsUSA Illinois and the greatest showcase of Career and Technical Education in the state. More than 5,000 individuals – including students, teachers, and business partners – are expected to participate in the multi-day event.

Conference Information

The 59th annual SkillsUSA Illinois State Leadership & Skills Conference will be held Thurs., Apr. 27 - Sat., Apr. 29, 2023 in Peoria, IL. A tentative schedule can be found on page 5 in this guide.

Dates and Deadlines

Mar. 10	CEP Submission Deadline
Mar. 15	SLSC Registration Deadline
Mar. 24	Advisor of the Year Deadline
Apr. 25	SLSC Advisor Briefing Virtual
Apr. 27-29	State Leadership & Skills Conference

Registration Checklist

Advisors, please use the Registration Checklist on page 24 to assist you in completing registration for SLSC 2023.

Registration Overview

SkillsUSA Illinois State Leadership & Skills Conference registration must be submitted in SkillsUSA Register (register.skillsusa.org) by Wednesday, Mar. 15, 2023. The registration fees are:

General Member \$155
Competitor, Advisor and Observer \$140
CEP - Level I: Chapter* \$140
CEP - Level II: Chapter* \$125
Freshman Observer \$ 95

*Chapter must submit completed Chapter Excellence Program application by the published state deadline.

All student members, SkillsUSA advisors, and adult chaperones attending this conference must be registered as well as be members of SkillsUSA. The student membership is to be eligible to compete during the registration process as well as the releases agreed to. Use these forms to assist you with the registration process. These forms will NOT need to be submitted to or collected by SkillsUSA Illinois.

All payments must be received by the start date of conference. Payment must be made by school or bank check made out to SkillsUSA Illinois, Inc. Cash and personal checks are not accepted. Payment may also be made credit card via email request to membership@skillsusaillinois.org. All checks should be mailed to: SkillsUSA Illinois, Inc. P.O. Box 1029 Peoria, Illinois 61655-1029



Career Competition Updates

Career competition updates are available on the Championships Competition Pages of the SkillsUSA Illinois website at [SkillsUSAillinois.org/Championships](https://skillsusaillinois.org/Championships)

It is the goal of SkillsUSA Illinois to run all contests at maximum numbers. Therefore, after you have received the results of the State Qualifying Events, please notify membership@skillsusaillinois.org as soon as possible, if any of your students that have qualified for a career competition, will not be competing in that competition, so that we may contact the next contestant who qualifies to compete.

Lunch (Dietary) Information **NEW**

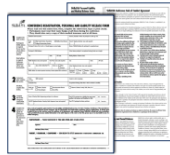
This year all registrants will receive lunch on Friday of conference. Members competing in competitions beginning Thursday morning will also receive lunch on Thursday. It is imperative that any registrant who has dietary restrictions indicate this during the registration process. On the registration site, when entering member information, check the box "YES" and describe the dietary restriction area.

Check YES if participant has dietary restrictions: YES Describe: _____

Registration Forms

All SkillsUSA conference registrations must be submitted accurately and completely through SkillsUSA Register (register.skillsusa.org). The SkillsUSA Conference Registration, Personal and Liability Form, linked below, outlines the information that will need to be submitted during the registration process as well as the releases agreed to. Use these forms to assist you with the registration process. These forms will NOT need to be submitted to or collected by SkillsUSA Illinois.

SkillsUSA Conference Registration, Personal and Liability Form bit.ly/sllsc23-regform



State Leadership & Skills Conference 2023 Registration Guide | 20

Conference Hotels

Overview

As in the past, all State Leadership & Skills Conference participants are required to stay within SkillsUSA Illinois hotel blocks. Starting in 2023, rooms will be booked directly through the SkillsUSA Illinois State Office. **Chapters should not need to contact hotels.** Room rate includes all taxes and breakfast for up to four per room:

\$210 per night
inclusive of tax and breakfast

Conference Hotels



Housing Policy

As stated in the SkillsUSA Illinois Policy Manual, all SkillsUSA Illinois conference participants must stay within assigned housing block. All registered members for conference must be assigned to a room using the SkillsUSA Illinois reservation process.

The only exception to this policy is that chapters within 30 miles of the conference site can apply for an exemption to this policy each year by the first business day of March. A completed exemption form is required and can be found at skillsusaillinois.org/sllsc

A Marriott Pere Marquette – 1 block, connected | 220 rooms
501 Main St, Peoria, IL 61602

B Courtyard by Marriott – 1 block, connected | 80 rooms
533 Main St, Peoria, IL 61602

C Four Points by Sheraton – 2 blocks | 250 rooms
500 Hamilton Blvd, Peoria, IL 61602

D Staybridge Suites – 1 block | 40 rooms
300 W Romeo & Garrett Ave., Peoria, IL 61605

E Mark Twain Hotel – 3 blocks | 34 rooms
225 NE Adams St, Peoria, IL 61602

By March 15 – Room Count Deadline

By the SLSC Registration deadline, March 15, chapters must submit room counts and hotel request rank. Chapters will be assigned to hotels based on submission time and block size. There are two room types that can be selected:

Single Includes one single queen or king bed. These rooms can accommodate up to two individuals per room.

Double Includes two full or queen beds or one king with a pullout sofa. These rooms can accommodate up to four individuals per room.

Hotel Request Form:
bit.ly/sllsc23-hotelsrq

Questions

The state office manages the hotel process, please contact our team with questions at 833.754.5545 or membership@skillsusaillinois.org

By March 24 – Room Assignment List Deadline

SkillsUSA Illinois staff will block and assign schools to hotels based on the information submitted. Advisors will be notified by Mar. 21 the hotel their chapter will be assigned. Advisors will have until Mar. 24 to submit rooming lists. Additional information and instructions will be provided on how to complete this process once chapters are assigned.

All members registered must be assigned to rooms unless an exemption has been approved by SkillsUSA Illinois. This will be verified by the registration site.

Modifications and Cancellation Policy

All hotel modifications must be made through SkillsUSA Illinois by contacting the state office, not the hotel directly. Changes made with the hotel will not be reflected during check-in.

Any room cancellations must be made 72 hours prior to check-in. For most chapters, this will be Monday, April 24 at 4 p.m.

Career Readiness Assessment

Required for All Competitors

Implemented in 2020-2021 nationally, all Championships Career Competitions will include a Career Readiness Assessment worth 5% of the overall score. The Career Readiness Assessment is a 50 question multiple choice exam that assess members preparedness to enter the workforce as defined by the SkillsUSA Framework, which identifies skills that are essential for success in the workplace and life. All competitions will be out of 1000 points, meaning the Career Readiness Assessment will be worth 50 points of the competition score.

A preparation guide for this assessment is available on the SkillsUSA Illinois website at [SkillsUSAillinois.org/sllsc](https://skillsusaillinois.org/sllsc)

The SkillsUSA Framework outlines all skills needed to be job-ready Day One. Every aspect of SkillsUSA programs are built around the Framework, which emphasizes personal skills, workplace skills and technical skills grounded in academics. The purpose of the Framework is to provide a common language to communicate what members learn in the classroom and laboratory.

Supportive educational resources available:

- Membership Handbook 2.0 – skillsusaillinois.org
- SkillsUSA Framework Certification – skillsusaillinois.org
- CTE Certification – skillsusaillinois.org
- Career Essentials: Experiences – skillsusaillinois.org
- Framework Integration Toolkit – professional membership benefit available at skillsusaillinois.org

Testing Window: April 17-21

Credentials will be emailed to advisors on Friday, Apr. 14, 2023. The assessment will be delivered in a similar format as the State Qualifying Event process through our testing partner Quia.

The testing window will be open Monday, Apr. 17 - Friday, Apr. 21. All competitors must complete this exam during this window, competitors who do not complete this exam will receive a score of zero out of 25 on their career competition score card.

Please note that this is a different exam than the one given during the State Qualifying Event process and must be complete by all competitors.

The assessment should be administered in a proctored environment by an individual who is not the chapter advisor or program instructor.

Feedback

Advisors will be provided summary feedback on how their chapter performed overall as well as comparatively to other chapters.

Questions

Please contact the state office with questions by email at membership@skillsusaillinois.org or by phone at 833.754.5545.



Rules & Regulations

1. **General:** Keep the itinerary handy at all times during the trip. Read it carefully so that there are no unnecessary mistakes made. You will be responsible to check the daily schedule and to adhere to it. All members are expected to participate in all group events.
2. **Baggage:** Each member needs to bring 1 suitcase for clothing and 1 box/bag for supplies.. Please check with your advisor on what supplies you need to bring. Do not plan to have a refrigerator in your room. Do not over pack. You will be responsible for carrying your luggage.
3. **Checking In:** Upon arrival at various competitions, the entire group must stay together to take attendance and make announcements.
4. **Rooms:** You must keep your room as neat as possible at all times. Make sure to keep rooms locked. We will keep one key for each room and may need to enter your room at any time for safety reasons.
5. Please do not use the phone in the room. Use your cell phone or borrow a cell phone.
6. **Personal Belongings:** Bring along sufficient clothing and toiletries for two days. A suggested packing list is attached.
7. **Meals:** You are responsible for the cost of your meals. (Thursday night pizza will be provided)
8. **Money:** Optional to bring spending money for souvenirs.
9. **Responsibilities:** It is up to each student to see to it that he or she gives no cause for concern or anxiety by being late or thoughtless during the entire trip. You will be held responsible for damage done to your materials, bus, room, etc.
10. **Dress:** Your personal appearance should be beyond question at all times. All members must see to it that they have every necessary part of their competition attire in perfect condition. Do not bring any inappropriate clothing. SkillsUSA Competition gear will be given out and needs to be returned on Saturday before leaving the school.
11. **Chaperone Duties:** It is required that all members give full cooperation to every advisor and extend to them the courtesy they deserve for helping make this trip possible.
12. **Attendance:** The advisors: Mr. Sinde, & Ms. Hall must know where every member of the group is at all times so please communicate when and where you are going.

IMPORTANT!

This is a school event, please remember that all school rules and responsibilities apply to field trips and overnight trips. It is very important that both parents and students read these rules together. All violations of school rules will be reported to the Dean of Students for disciplinary action. Any illegal activity will be reported to the local police department in the location of the incident.

1. NO SMOKING, VAPING, OR POSSESSION OF CHEWING TOBACCO
2. NO ALCOHOLIC BEVERAGES OR POSSESSION OF THEM
3. NO DRUGS OR POSSESSION OF (MUST BE REPORTED TO POLICE)
4. NO STEALING
5. NO TATTOOING OR PIERCING

NOTE: When a rule or regulation is violated, any and all advisors reserve the right to send a student home at anytime at the parent's' expense. This requires a parent to pick up their student immediately following the violation.

PHOTO ID: ALL STUDENTS MUST HAVE SCHOOL PHOTO IDENTIFICATION!

Acknowledgement: We are under moral obligation to show our appreciation to the members of the Board of Education of District 225, the administration, and the parents and friends for their confidence in our program by making this trip possible. We are grateful to these people for this confidence and it should be our earnest desire to see that nothing but praise about fine performances and exceptional behavior come to their attention.

Suggested Packing List

Everyone

- PHOTO ID
- Spending Money
- 2 Sets of Professional Attire (No jeans, yoga pants, leggings, etc.)
- Comfortable shoes for walking
- Something comfortable to wear home on Saturday
- ANY MEDICINE YOU MAY NEED
- Toothpaste / Toothbrush
- Any other toiletries

Part 1. Trip Description

School: Glenbrook North Glenbrook South Other: _____

Type of Trip: Instructional / Co-Curricular Athletics Student Activity

Trip Category: Illinois State Contest National Contest All Other Overnight Trips Less Than 400 Miles from the School District
 All Other Overnight Trips More Than 400 Miles from the School District Study Abroad / Student Exchange Experience

Description: SkillsUSA State Leadership and Skills Conference

Student Group Eligible for Trip: CTE Students

Departure Date: Thursday, April 27, 2023 Return Date: Saturday, April 29, 2023

Days/Blocks Missed by Students: April 27 and 28 Blocks 1-4

Number of Staff: 3 Number of Other Chaperones: 1 Number of Students: 31 Total: 35

Part 2. Transportation Information

Departing from: GBS Autos Courtyard Date: April 27 Time: 9:00 AM

Building: GBS Door: RR

Traveling to: Peoria Civic Center @ 201 SW Jefferson Ave, Peoria, IL 61602

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: 1
 Personal Vehicle (Waiver Required) Public Transportation: _____

If flying, complete the details below:

Flight to Destination:

Airport: _____

Airline: _____ Flight Number: _____ Destination Airport: _____ Departure Time: _____

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: _____
 Public Transportation: _____

Flight from Destination:

Airport: _____

Airline: _____ Flight Number: _____ Destination Airport: _____ Departure Time: _____

Returning from: PCC Date: April 29 Time: 12:00 PM

Traveling to: GBS Autos Courtyard

Building: GBS Door: RR

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: 1
 Personal Vehicle (Waiver Required) Public Transportation: _____

Part 3. Bookstore Collection Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: _____ End Collection on: _____

Cost per Student*: \$0.00 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

Part 4. Staff Meals Information

Does this trip require staff members to purchase their own meals? Yes No

If "Yes", complete the details below:

Insert the number of meals for one staff member using the fields provided:

Breakfast:	<u>2</u>	Lunch:	<u>2</u>	Dinner:	<u>2</u>	Total Cost Per Staff Member:	<u>\$108.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<u>Justin Zummo</u>	Date:	<u>3/3/23</u>
Instructional Supervisor or Assistant Principal:	<u>Mark Maranto</u>	Date:	<u>3/15/23</u>

Part 1. Trip Information

Trip Description: SkillsUSA State Leadership and Skills Conference

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Judging:	\$0.00	100%	Judging: <u>\$0.00</u>	The district will pay: <u>\$784.00</u>
Officiating:	\$0.00	100%	Officiating: <u>\$0.00</u>	Total Cost: <u>\$784.00</u>
Bus/Car Expense:	\$784.00	100%	Bus/Car Expense: <u>\$784.00</u>	
Other*:	\$0.00	100%	Other*: <u>\$0.00</u>	
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students): <u>\$0.00</u>	
Total Cost:	<u>\$784.00</u>		Total Cost:	<u>\$784.00</u>

* Other Description: _____

Part 3. Staff Expenses

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
Number of Staff:	<u>4</u>			
<u>Per Staff Member</u>				
Registration:	\$155.00	100%	Registration: <u>\$620.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$108.00	100%	Meals: <u>\$432.00</u>	The district will pay: <u>\$2,732.00</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	Total Cost: <u>\$2,732.00</u>
Lodging:	\$420.00	100%	Lodging: <u>\$1,680.00</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$683.00</u>		Total Cost:	<u>\$2,732.00</u>

Part 4. Student Expenses

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
Number of Students:	<u>7</u>			
<u>Per Student</u>				
General Expenses:	\$0.00	n/a	General Expenses: <u>\$0.00</u>	Each student will pay: <u>\$0.00</u>
Registration:	\$155.00	100%	Registration: <u>\$1,085.00</u>	The district will pay: <u>\$2,555.00</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	Total Cost: <u>\$2,555.00</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	
Lodging:	\$210.00	100%	Lodging: <u>\$1,470.00</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$365.00</u>		Total Cost:	<u>\$2,555.00</u>

Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00		
Paid by Fundraising:	_____	Account(s):	_____
Each Student Will Pay:	\$0.00	Method:	_____
Paid by District:	\$6,071.00	Account(s):	ESEC3340
Total Cost:	<u>\$6,071.00</u>		

Part 1. Trip Information

Trip Description: SkillsUSA State Leadership and Skills Conference

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$0.00	% Covered by District 0%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Judging:	\$0.00	0%	Judging: <u>\$0.00</u>	The district will pay: <u>\$0.00</u>
Officiating:	\$0.00	0%	Officiating: <u>\$0.00</u>	Total Cost: <u>\$0.00</u>
Bus/Car Expense:	\$0.00	0%	Bus/Car Expense: <u>\$0.00</u>	
Other*:	\$0.00	0%	Other*: <u>\$0.00</u>	
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students): <u>\$0.00</u>	
Total Cost:	<u>\$0.00</u>		Total Cost:	<u>\$0.00</u>

* Other Description: _____

Part 3. Staff Expenses

Number of Staff: 0

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Staff Member</u>				
Registration:	\$0.00	% Covered by District 100%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$0.00	100%	Meals: <u>\$0.00</u>	The district will pay: <u>\$0.00</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	Total Cost: <u>\$0.00</u>
Lodging:	\$0.00	100%	Lodging: <u>\$0.00</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$0.00</u>		Total Cost:	<u>\$0.00</u>

Part 4. Student Expenses

Number of Students: 24

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Student</u>				
General Expenses:	\$0.00	% Covered by District n/a	General Expenses: <u>\$0.00</u>	Each student will pay: <u>\$365.00</u>
Registration:	\$155.00	0%	Registration: <u>\$3,720.00</u>	The district will pay: <u>\$0.00</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	Total Cost: <u>\$8,760.00</u>
Air Fare:	\$0.00	0%	Air Fare: <u>\$0.00</u>	
Lodging:	\$210.00	0%	Lodging: <u>\$5,040.00</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$365.00</u>		Total Cost:	<u>\$8,760.00</u>

Part 5. Payment Responsibility Summary

Paid by Students: \$8,760.00

Paid by Fundraising: _____

Each Student Will Pay: \$365.00

Paid by District: \$0.00

Total Cost: \$8,760.00

Account(s): _____

Method: PayPal Fundraising

Account(s): _____