



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, July 25, 2022

Re: Overnight Student Trip for the Glenbrook South Key Club Executive Board to Attend a Retreat at Rustic Falls Nature Camp

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to attend a Key Club retreat at Rustic Falls Nature Camps, August 13, 2022 through August 14, 2022 in Lake Geneva, Wisconsin.

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 Ms. Jessica Priztker shared in her memo, this trip provides an opportunity for the Glenbrook South Key Club Executive Board to establish a rapport within the team while working with another organization in a service learning project. Students will have the opportunity to lead activities to learn how to organize events, and hone their leadership skills. Approximately 20 students will attend the retreat, and the trip will be primarily funded by 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)	20
Trip Category	Other Trip: All other overnight trips less than 400 miles from the school district.
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	All Other Overnight Trips Over 400 Miles from the School District: The Board of Education will cover 100% of transportation expenses. Students will cover 100% of all remaining expenses, including those of staff members attending the trip.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$45.00
Remaining Trip Costs Paid by District	\$427.00

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to attend a Key Club retreat at Rustic Falls Nature Camps, August 13, 2022 through August 14, 2022 in Lake Geneva, Wisconsin. If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Georges or me.



Date: June 22, 2022
To: Dr. Barbara Georges, GBS Principal
From: Jessica Pritzker
RE: Key Club Board Retreat, Rustic Falls Nature Camp, Aug. 13-14

To Whom It May Concern:

This letter is to request an overnight field trip to take our Key Club Executive Board for their resumed annual retreat. We haven't taken the retreat in two years as COVID prevented our travel plans, however our trip is central to establishing a rapport within the team in order to have a cohesive school year and build a fully-functioning group.

We will assemble at the school, load up the D225 mini-buses and drive up to Rustic Falls Nature Camp, which is located just outside of Lake Geneva, WI. The drive takes approximately one hour.

Once we arrive we normally assist the charity with a project at their campus. In the past this has been working with another organization, such as playing with refugee kids from Refugee One, or working with kids from Misericordia, or simply working physically by helping them do needed work around the property such as spreading mulch, planting trees, or painting, etc.

Next we will have the students lead activities that train our board on how to organize events, and hone their leadership skills. We will make some s'mores, play some games and spend the night. Next morning we will pack up, head to an escape room experience at Lake Geneva, have some lunch and head back to campus.

The only cost to students is for food (\$10 per student) as well as the escape room activity (\$35 per student). The D225 buses will require gas (130 miles roundtrip with an average gas price in Illinois of \$5.44 per gallon) and the housing is free of charge.

Thank you for taking the time to read this and consider this valuable opportunity for our GBS Key Club Board students.

Sincerely,
Jessica Pritzker
jpritzker@glenbrook225.org
Lead Key Club Sponsor



Field Trip Request for Overnight Trips

Revised: January 2022

Trip Description

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

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Pritzker/ Zamora/ Fogarty/ Skaouris Extension: 4940

Activity / Class Name: Key Club Board Retreat

Description: Board Retreat at Rustic Falls Nature Camp in Lake Geneva, WI

Date(s) of Trip: August 13- August 14

Number of Chaperones: 3-4 Number of Students: 21

Names of Chaperones: Pritzker, Zamora, Fogarty, Skaouris is a maybe as of now.

Transportation Information

Departing from: Glenbrook South High School date: 8/13 at: 9 AM PM

Traveling to (complete address): Rustic Falls Nature Camp 5537 Cranberry Rd Burlington, WI 53105

Returning from (complete address): Rustic Falls Nature Camp date: 8/14 at: 12:30 AM PM

Returning to: Glenbrook South High School date: 8/14 at: 2 AM PM

Students released from class (indicate time or blocks): N/A

Permission Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): _____ D225 Van(s): 2 Other: _____

Financial Information

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

Begin Collection on: 08/01/2022 End Collection on: 09/01/2022

Cost Per Student

Cost per Student*: \$ 45 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

	<u>Instructional / Course Field Trip</u>	<u>Student Activity / Co-Curricular Field Trip</u>
Account Number:	GBN: <input type="checkbox"/> 10L200 4922 0000 20 000000	<input checked="" type="checkbox"/> <u>Key Club AS903580</u>
	GBS: <input type="checkbox"/> 10L300 4922 0000 30 000000	<small>Please write account number above.</small>



Field Trip Cost Allocation Worksheet for Overnight Trips

Revised: May 2022

Trip Information

Trip Description: Key Club Board Retreat

General Expenses

		% Covered by District	<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:			Registration:	Proportionally paid by students: \$0.00
Judging:			Judging:	The district will pay: \$250.00
Officiating:			Officiating:	Total Cost: \$250.00
Bus/Car Expense:	\$250.00	100%	Bus/Car Rental: \$250.00	
Other*:			Other*:	
Total Cost:	\$250.00		Total Cost: \$250.00	

* Other Description: _____

Staff Expenses

Number of Staff: 4

	<u>Per Staff Member</u>	% Covered by District	<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
Registration:			Registration: \$0.00	Each staff member will pay: \$0.00
Meals:	\$44.25	100%	Meals: \$177.00	The district will pay: \$177.00
Air Fare:			Air Fare: \$0.00	Total Cost: \$177.00
Lodging:	\$0.00	0%	Lodging: \$0.00	
Trip Insurance:			Trip Insurance: \$0.00	
Total Cost:	\$44.25		Total Cost: \$177.00	

Student Expenses

Number of Students: 20

	<u>Per Student</u>	% Covered by District	<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
General Expenses:	\$35.00	n/a	General Expenses: \$700.00	Each student will pay: \$45.00
Registration:			Registration: \$0.00	The district will pay: \$0.00
Meals:	\$10.00	0%	Meals: \$200.00	Total Cost: \$900.00
Air Fare:			Air Fare: \$0.00	
Lodging:	\$0.00	0%	Lodging: \$0.00	
Trip Insurance:			Trip Insurance: \$0.00	
Total Cost:	\$45.00		Total Cost: \$900.00	

Total Trip Expenses

General Expenses:	\$250.00
Staff Expenses	\$177.00
Student Expenses	\$900.00
Total Cost:	\$1,327.00

Payment Responsibility Summary

Paid by Staff:	\$0.00
Paid by Students:	\$900.00
Paid by District:	\$427.00
Total Cost:	\$1,327.00

Account Number(s):

AS903580

The account number(s) listed above will be charged for all "Paid by District" expenses.