

To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, October 10, 2022

Re: Overnight Student Trip for the Glenbrook North Students to Attend the National Debate Coaches Association National Championship

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook North students to attend the National Debate Coaches Association national championship from Friday, March 24, 2023, through Tuesday, March 28, 2023, in Rolling Hills Estates, California.

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.

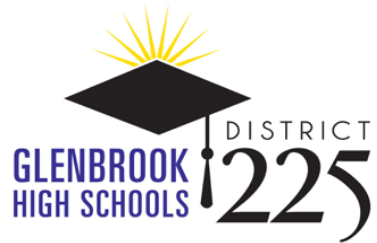
Debate is an interscholastic activity that the IHSA recognizes and affords students the ability to sharpen communication, research, and critical thinking skills. The debate programs at Glenbrook North and South have a long and rich history of accomplishments at the state and national level. Out-of-state travel to regional and national competitions has been an integral part of fostering student growth and achieving state and national success because it exposes students to the best competition. The student activities department has reviewed this trip and it is in alignment with our historical competition schedule.

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	2
Number of Students (estimate)	4
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	National Contest: The Board of Education will cover 100% of registration expenses and 75% of lodging and transportation expenses. The Board of Education will also cover all expenses of chaperones traveling with students. Students will cover 100% of all their meals.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$0.00
Remaining Trip Costs Paid by District	\$7,550.56

If there are any questions regarding this trip, please do not hesitate to reach out to Mr. Markey or Dr. Gravel.



To: Mr. Jason Markey and Dr. Barbara Georges

From: Dr. Michael Greenstein and Ms. Alyssa Corrigan

Date: 9/27/2022

Re: National Debate Coaches Association National Championship

The GBN and GBS Debate teams are seeking to attend the National Debate Coaches Association National Championship on March 24-28, 2023. The debate team attends this tournament annually, and students qualify for it by accumulating a certain number of points at other debate tournaments throughout the year. This year the tournament is located at Palos Verdes Peninsula High School in Rolling Hills Estates, California.

While we currently do not know exactly which or how many students will qualify, we are requesting Board approval to allow proper planning and to maximize cost savings. Beginning the planning process now will allow us to get the best prices for airfare and hotel rooms.

Attached is additional information about the tournament, including costs that are, in part, estimates based on previous years. Please note that all our paperwork is in compliance with Board policies and procedures.

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: National Debate Coaches Association National Championship in Rolling Hills Estates, CA

Student Group Eligible for Trip: Debate Students

Departure Date: 3/24/2023 Return Date: 3/28/2023

Days/Blocks Missed by Students: All day 3/24/23

Number of Staff: 2 Number of Other Chaperones: _____ Number of Students: 4 Total: 6

Part 2. Transportation Information

Departing from: Student Home Date: 3/24/23 Time: 10:15 AM

Building: _____ Door: _____

Traveling to: Chicago O'Hare Airport

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

If flying, complete the details below:

Flight to Destination:

Airport: Chicago O'Hare

Airline: United Flight Number: 2406 Destination Airport: Los Angeles (LAX) Departure Time: 12:45 PM

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: 2
 Public Transportation: _____

Flight from Destination:

Airport: Los Angeles (LAX)

Airline: United Flight Number: 622 Destination Airport: Chicago O'Hare Departure Time: 7:00 AM

Returning from: Chicago O'Hare Date: 3/28/23 Time: 1:30 PM

Traveling to: Student Home

Building: _____ Door: _____

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

[Yellow box]

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>4</u>	Lunch:	<u>5</u>	Dinner:	<u>4</u>	Total Cost Per Staff Member:	<u>\$231.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<u>Dr. Michael Greenstein</u>	Date:	<u>9/27/2022</u>
Instructional Supervisor or Assistant Principal:	_____	Date:	_____
Associate Principal for Administrative Services:	_____	Date:	_____
Principal:	_____	Date:	_____
Superintendent:	_____	Date:	_____
Board of Education:	_____	Date:	_____

Part 1. Trip Information

Trip Description: National Debate Coaches Association National Championship in Rolling Hills Estates, CA

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$900.00	100%	Registration: <u>\$900.00</u>	Proportionally paid by students: <u>\$210.76</u>
Judging:	\$1,350.00	100%	Judging: <u>\$1,350.00</u>	The district will pay: <u>\$2,882.27</u>
Officiating:	\$0.00	100%	Officiating: <u>\$0.00</u>	Total Cost: <u>\$3,093.02</u>
Bus/Car Expense:	\$843.02	75%	Bus/Car Expense: <u>\$843.02</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>\$3,093.02</u>		Total Cost: <u>\$3,093.02</u>	

* Other Description: _____

Part 3. Staff Expenses

Number of Staff:	<u>2</u>			
<u>Per Staff Member</u>		<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$231.00	100%	Meals: <u>\$462.00</u>	The district will pay: <u>\$2,412.38</u>
Air Fare:	\$528.75	100%	Air Fare: <u>\$1,057.50</u>	Total Cost: <u>\$2,412.38</u>
Lodging:	\$446.44	100%	Lodging: <u>\$892.88</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$1,206.19</u>		Total Cost: <u>\$2,412.38</u>	

Part 4. Student Expenses

Number of Students:	<u>4</u>			
<u>Per Student</u>		<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>
General Expenses:	\$52.69	n/a	General Expenses: <u>\$210.76</u>	Each student will pay: <u>\$490.68</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	The district will pay: <u>\$2,255.91</u>
Meals:	\$250.00	0%	Meals: <u>\$1,000.00</u>	Total Cost: <u>\$4,218.64</u>
Air Fare:	\$528.75	75%	Air Fare: <u>\$2,115.00</u>	
Lodging:	\$223.22	75%	Lodging: <u>\$892.88</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$1,054.66</u>		Total Cost: <u>\$4,218.64</u>	

Part 5. Payment Responsibility Summary

Paid by Students:	\$1,962.73			
Paid by Fundraising:	\$1,962.73	Account(s):	AN905820	
Each Student Will Pay:	\$0.00	Method:		
Paid by District:	\$7,550.56	Account(s):	TNDB3310 = car, ENDB3105 = internal judges, ENDB6500 = registration, ENDB3340 = hotel	
Total Cost:	<u>\$11,476.01</u>			