

**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, August 8, 2022

**Re:** Overnight Student Trip for the Glenbrook North Debate Team to Attend a Tournament at Emory University

### **Recommendation**

It is recommended that the Board of Education approve an overnight trip for the Glenbrook North debate team to attend a tournament from Thursday, January 26, 2023 through Monday, January 30, 2023 in Atlanta, Georgia.

### **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:

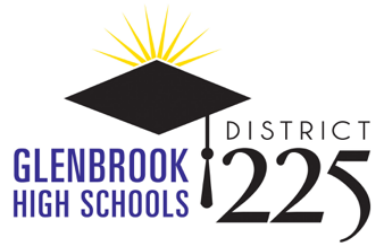
- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (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)	6
Trip Category	National Contest: For which students are required to participate for eligibility for a national contest.
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 All student costs will be covered by fundraising.
Remaining Trip Costs Paid by District	\$

It is recommended that the Board of Education approve an overnight trip for the Glenbrook North debate team to attend a tournament from Thursday, January 26, 2023 through Monday, January 30, 2023 in Atlanta, Georgia. If there are any questions regarding this trip, please do not hesitate to reach out to Mr. Markey or me.



**To: Mr. Jason Markey**

**From: Dr. Michael Greenstein**

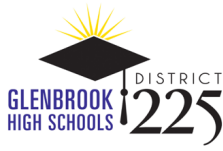
**Date: 7/12/2022**

**Re: Overnight Debate Tournaments**

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.

We are requesting Board approval of overnight competitions to allow proper planning and to maximize cost savings. Since the length of the debate season spans the school year and not every student in the program attends every tournament, knowing which tournaments the team can travel to helps us maximize the number of high-quality debates for our students and allows us to get the best prices for airfare and hotel rooms.

Attached are the overnight tournaments we are requesting approval for. Please note that all our paperwork is in compliance with Board policies and procedures.



# 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): Michael Greenstein Extension: 2648

Activity / Class Name: Debate

Description: Barkley Forum (Emory)  
Atlanta, GA

Date(s) of Trip: 1/26- 1/30/2023

Number of Chaperones: 2 Number of Students: 6

Names of Chaperones: C. Fry & D. Meyers Levy

## Transportation Information

Departing from: GBN date: 1/26/2023 at: 4:00  AM  PM

Traveling to (complete address): Courtyard: 1236 Executive Park Dr., Atlanta, GA

Returning from (complete address): Emory University: Atlanta, GA date: 1/30/2023 at: 7:00  AM  PM

Returning to: GBN date: 1/30/2023 at: 9:00  AM  PM

Students released from class (indicate time or blocks): 1/26: Block 3 & 4; 1/27: All Day; 1/30: Blocks 1 & 2

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

Car(s): 1 Bus(es): \_\_\_\_\_ D225 Van(s): \_\_\_\_\_ Other: Plane

## Financial Information

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

Begin Collection on: \_\_\_\_\_ End Collection on: \_\_\_\_\_

**Cost Per Student**

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


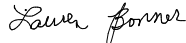
\* See attached cost allocation worksheet for additional expense detail.

### Accounting Details

Instructional / Course Field Trip Student Activity / Co-Curricular Field Trip


Account Number: GBN:  10L200 4922 0000 20 000000  \_\_\_\_\_  
GBS:  10L300 4922 0000 30 000000  \_\_\_\_\_  
Please write account number above.

## Approval

Requestor: Michael Greenstein Date: 7/12/2022  
Instructional Supervisor or Assistant Principal\*:  Date: 7-19-22  
Associate Principal:  Date: 7/21/22

\* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

## Superintendent and Board of Education Approval

Principal:  Date: 7/21/22  
Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

### *For School Office Use*

Date Request Received: \_\_\_\_\_  
Date Trip Approved: \_\_\_\_\_  
Date Bus Ordered: \_\_\_\_\_  
Date D225 Van Reserved: \_\_\_\_\_  
Cost of Transportation: \_\_\_\_\_  
Request Sent to Business Services Department: GBN:  gbnfeesetup@glenbrook225.org Date: \_\_\_\_\_  
GBS:  gbsfeesetup@glenbrook225.org

### *For Business Services Department Use*

Fee Setup Activities:  Master Fee Roster  PowerSchool  e~Funds for Schools  F/R Setup  
 Notice to Bookstore, Faculty Sponsor, and Administrative Assistant

### Trip Information

Trip Description: GBN Debate Tournament: Barkley Forum (Emory)

### General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>	
	% Covered by District				
Registration:	100%		\$520.00	Proportionally paid by students:	\$199.75
Judging:	100%		\$900.00	The district will pay:	\$2,019.25
Officiating:				<b>Total Cost:</b>	<b>\$2,219.00</b>
Bus/Car Expense:	75%		\$799.00		
Other*:					
<b>Total Cost:</b>			<b>\$2,219.00</b>		

\* Other Description: Bus/Car expense reflects rental car in Atlanta, Georgia.

### Staff Expenses

Number of Staff: 2

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>	
	% Covered by District				
Registration:			\$0.00	Each staff member will pay:	\$0.00
Meals:	100%		\$402.00	The district will pay:	\$2,434.00
Air Fare:	100%		\$764.00	<b>Total Cost:</b>	<b>\$2,434.00</b>
Lodging:	100%		\$1,268.00		
Trip Insurance:			\$0.00		
<b>Total Cost:</b>			<b>\$2,434.00</b>		

### Student Expenses

Number of Students: 6

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>	
	% Covered by District				
General Expenses:	n/a		\$199.75	Each student will pay:	\$208.04
Registration:			\$0.00	The district will pay:	\$3,145.50
Meals:			\$0.00	<b>Total Cost:</b>	<b>\$4,393.75</b>
Air Fare:	75%		\$2,292.00		
Lodging:	75%		\$1,902.00		
Trip Insurance:			\$0.00		
<b>Total Cost:</b>			<b>\$4,393.75</b>		

### Total Trip Expenses

General Expenses:	\$2,019.25
Staff Expenses	\$2,434.00
Student Expenses	\$4,393.75
<b>Total Cost:</b>	<b>\$8,847.00</b>

### Payment Responsibility Summary

Paid by Staff:	\$0.00
Paid by Students:	\$1,248.25
Paid by District:	\$7,598.75
<b>Total Cost:</b>	<b>\$8,847.00</b>

<b>Other Notes:</b>	Student costs will be covered by fundraising; students will pay \$0.00
<b>Account Number(s):</b>	ENDB1360 (Debate Activity account AN905820 covers all remaining costs) The account number(s) listed above will be charged for all "Paid by District" expenses.