

To: Dr. Charles Johns Board of Education

From: Dr. R.J. Gravel

Date: Monday, August 8, 2022

Re: Overnight Student Trip for the Glenbrook South Debate Team to Attend a Tournament at

the University of Michigan

Recommendation

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South debate team to attend a tournament from Friday, November 4, 2022 through Sunday, November 6, 2022 in Ann Arbor, Michigan.

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	4
Number of Students (estimate)	30
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	\$15,558.08

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South debate team to attend a tournament from Friday, November 4, 2022 through Sunday, November 6, 2022 in Ann Arbor, Michigan. If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Georges or me.



To: Barbara Georges and Jason Markey

From: Alyssa Corrigan and Dr. Michael Greenstein

Date: Academic Year 2022-2023

Re: GBS and GBN Debate Travel

Dear Dr. Georges and Mr. Markey,

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.

Sincerely,

Alyssa Corrigan - Director of Debate at Glenbrook South

Dr. Michael Greenstein - Director of Debate at Glenbrook North



Field Trip Request for Overnight Trips Revised: December 2017

Trip Description								
Type of Field Trip:	☐ Ir	nstructional 🗸	Student Activity	/ Co-Curric	ılar			
School:	□G	lenbrook North	✓ Glenbrook	South	Other:			
Sponsor(s):	Alyssa	a Corrigan				Extension:	4857	
Activity / Class Na	me: De	ebate				a . 9		
Description:	Univer	sity of Michigan	debate tourname	nt				
Date(s) of Trip:	11/4-1	1/6						
Number of Chaperones: Number of Students: 30								
Names of	Alyssa	a Corrigan, David	Gustavson (bus		or), Jeremy I	Margolin,		
Chaperones:		McDermott (Ann						
Transportation In								
Departing from:	TOTHIA	Glenbrook Sout	h	date	: 11/4	a	t: 6:30 AM	✓ AM
Traveling to		Fairfield Inn - 3	26 James L Hart	 Parkway. Yn:	silanti. Michio			☐ PM
(complete address): Returning from		-					_	☐ AM
(complete address):		Fairfield Inn - sa			11/6		t: 4:00 PM	✓ PM AM
Returning to: Students released from	om alas	Glenbrook Sout	n ————————————————————————————————————	date	11/6	a	t: 9:00 PM	₹ PM
(indicate time or blo		Students v	vill miss all day 1	1/4				
Permission Slip Nee	eded?		r Slip Needed?	☐ Yes ☑ No Sl	ould the bus	s remain with	the trip?	☐ Yes ✓ No
Car(s):	Bus(es)): Coach D22	5 Van(s):	Other:	Return tin	ne is approxim	ate based or	n performa
Financial Informa	tion							
Does this trip requir	e mone	y to be collected	from students?	Yes	✓ No			
Begin Collection on:				End Collect	ion on:			
		Cost Per Student						
Cost per Student*:	\$							
* See attached cost allocat	tion work	sheet for additional e	xpense detail.					
	_		Accountin		a 16 16 1		ALLEY STORES BY	
		ctional / Course				Co-Curricula		
Account Number:	GBN: 10L200 4850 0000 00 000000				See Cost Allocation Worksheet			
	GBS:	☐ 10L300 4850 (ase write account nu	mber above.		
		_	or Business Service		Use			
Bank Cash Account:		Cash Rece	ipts 🔲 Agency	y Fund				

Approval						
Requestor:	Alyssa Corrigan	∼ Date:	6/28/22			
Instructional Supervisor or Assistant Principal*:	allato	Date:	6/30/2022			
Associate Principal:	Coxf. Wmpt	Date:	7/13/22			
* Instructional field trips require	the signature of an Instructional Supervisor, Student Ac	tivity field tri	ps require the signature of the Assistant Principal.			
Superintendent and Bo	ard of Education Approval *					
Principal:	Bubara L Seager	Date:	7/18/22			
Superintendent:		Date:				
Board of Education:		Date:				
Superintendent for all overnight	al Travel Experiences) and 7230 (Student Trips) require t student trips. Approval of the Board of Education is req as educational tours requiring one day or more of stude	uired for all				
	<u>For School Office Use</u>					
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 GBS: ☐ gbsfeesetup@glenbrook225.org	Date:				
For Business Services Department Use						
Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools						



Trip I	nform	ation
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September 1998 Total General Expense Expense Reconcilation Registration: \$1,200.00 100.00 400.00 10,200.00 100.00 20,000 40,000 10,000	Trip Description:	University of Mic	higan - 11/4/202	22-11/6/2022 - Ann Arbor, M	II and Saline, MI		
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Other Description Outside/judge/substration and beging costs Staff Expenses Number of Staff: 4 **Total Staff Expense **Expense Reconciliation** Registration: \$ 50.00 60.00 Registration** \$ 50.00 Each staff member will pay: \$ 50.00 Meals: \$ 177.00 100% Meals: \$ 50.00 Total Cost: \$ 20.03.28 Lodging: \$ 346.23 100% Air Fare: \$ 50.00 Total Cost: \$ 20.093.28 Total Cost: \$ 523.23 100% Lodging: \$ 1.00 \$ 70 tal Cost: \$ 2.093.28 **Total Cost: \$ 520.00 </td <td>Other*:</td> <td>\$500.00</td> <td>100%</td> <td>Other*:</td> <td>\$500.00</td> <td></td> <td></td>	Other*:	\$500.00	100%	Other*:	\$500.00		
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