

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 Blake School

Recommendation

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South debate team to attend a tournament from Thursday, December 15, 2022 through Sunday, December 18, 2022 in Minnaepolis, Minnesota.

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)	8
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	\$5,902.00

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South debate team to attend a tournament from Thursday, December 15, 2022 through Sunday, December 18, 2022 in Minnaepolis, Minnesota. 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: January 2022

Trip Description														
Type of Field Trip:	☐ In	struction	al 🗸	Student A	ctivity	y / Co-C	Curricul	lar						15
School:	☐ GI	enbrook	North	✓ Gler	brook	k South		Other:						
Sponsor(s):	Alyssa	. Corriga	n							Extension	: 4	857		
Activity / Class Nar	me: De	ebate												
Description:	Blake	Invitation	nal - Mini	neapolis, I	Minne	sota								
Date(s) of Trip:	12/15/	22-12/18	3/22											
Number of Chaperones:	2					Number Students		-	8					
Names of Chaperones:	Sam G	Gustavso	n, TBD (district em	ploye	e debat	e coach	1)						
	-													
Transportation In	format	ion												
Departing from:		ORD					date:	12/1	5		at:	6:00		AM PM
Traveling to (complete address):		30 S 7tl	n St, Min	neapolis,	MN 5	5402								
Returning from (complete address):		30 S 7th	n St, Min	neapolis,	MN 5	5402	date:	12/1	8		at:	7:00	V	AM PM
Returning to:		ORD					date:	12/1	8		at:	9:00		AM PM
Students released fro (indicate time or block		All	day 12/	16						-				
Permission Slip Need	ded?	✓ Yes ☐ No	Should	the bus r	emain	with th	e trip?		Yes No					
Car(s): 0	Bus(es)	: 0	D22	5 Van(s):	0	Of	her:	Flig	ht to Mi	nneapolis	+ pı	ıblic trans	port t	o the h
Financial Information	tion													
Does this trip require	e money	y to be co	ollected f	rom stude	ents?	☐ Ye	s [] No						
Begin Collection on:						End (Collecti	on on	:					
	<u> </u>	Cost Per S	tudent											
Cost per Student*:	\$			Can t	he Stu	ıdent Pa	y in Ins	stallm	ients?	☐ Yes		□No		
*See attached cost allocat:	ion works	sheet for ac	Iditional e	xpense detai	1.									
				Ac	counti	ng Detai	ls							
	Instruc	ctional /	Course	Field Trip				nt Act	ivity / (Co-Currici	ular	<u>Field Tri</u> j	2	
Account Number:	GBN:	10L20	00 4922 0	000 20 000	0000		□Se	e Cos	st Alloca	tion Work	shee	et		
	GBS: 10L300 4922 0000 30 000000 Please write account number above.													

Approval	8		
Requestor:	Alyssa Corrigan	Date:	6/29/22
Instructional Supervisor or Assistant Principal*:	allent	Date:	6/30/2022
Associate Principal:	Cap: War	Date:	7/13/22
* Instructional field trips require	the signature of an Instructional Supervisor; Student Activ	vity field tr	ips require the signature of the Assistant Principal.
Superintendent and Bo	oard of Education Approval		
Principal:	Bailary L. Seager	Date:	7/18/22
Superintendent:		Date:	D2
Board of Education:		Date:	
	For School Office Use		
Date Request Received:			
Date Trip Approved:			
Date Bus Ordered:			
Date D225 Van Reserved:		714	
Cost of Transportation:			
Request Sent to Business Services Department:	GBN: gbnfeesetup@glenbrook225.org GBS: gbsfeesetup@glenbrook225.org	Date	
	For Business Services Departme	nt Use	
Fee Setup Activities:] Master Fee Roster	Funds fo	or Schools F/R Setup

 $\hfill \square$ Notice to Bookstore, Faculty Sponsor, and Administrative Assistant





Dudging: S1.150.00 100% Judging: S1.150.00 The district will pay: S1.150.00	HIGH SCHOOLS • ZZZ)						
Page	Trip Information						
Registration: Substitute	Trip Description:	Blake Invitational	l - Minneapolis, N	Minnesota			
Segistration	General Expenses						
Persistation: Student				Total General	Expenses	Expense Reconciliation	
Registration \$.000 1.000 Registration \$1.000 Proportionally paid by students \$1.500 Judging \$1.15000 1000% Judging \$1.500 The district will pay: \$1.50 Ghricating \$0.000 75% Bus/Car Expense \$0.000 \$0.000 \$1.000 \$					_	*	
Officiating: \$ 0,000 100% Officiating: \$ 0,000 Total Cost: \$ 1,250,00 Other: \$ 100,000 0% Other: \$ 100,000 Other: \$ 100,000 <th>Registration:</th> <th>\$0.00</th> <th></th> <th>Registration:</th> <th>\$0.00</th> <th>Proportionally paid by students:</th> <th>\$100.00</th>	Registration:	\$0.00		Registration:	\$0.00	Proportionally paid by students:	\$100.00
Bus Car Expense: \$0.00 \$0.5 \$0.00	Judging:	\$1,150.00	100%	Judging:	\$1,150.00	The district will pay:	\$1,150.00
Other?: \$10000 0% Other?: \$10000 **Other Description: Outside-judge transformant of Staff: \$1,250,00 Total Cost: \$1,250,00 **Other Description: Outside-judge transformant of Staff: Expenses Total Staff Expenses Expense Reconciliation **Concent by Description: Total Staff Expenses Expense Reconciliation Registration: \$0,00 100% Mealis: \$40000 Total Cost: \$112 Mealis: \$20000 100% Mealis: \$414,00 Total Cost: \$12 Lodging: \$207,00 100% Lodging: \$14,00 Total Cost: \$1,20 Total Cost: \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 Total Cost: \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20 \$1,20	Officiating:	\$0.00	100%	Officiating:	\$0.00	Total Cost:	\$1,250.00
Total Cost: \$1,250.00 Total Cost: \$1,250.00 **Other Description: Outside judge transportation and loging costs. STAFF Expenses Total Staff Expenses Total Staff Expenses Expense Reconcillation Per Staff Member will pay: Registration: \$50.00 100% Meels: \$400.00 The destrict will pay: \$1.2 Air Fare: \$208.00 100% Air Fare: \$410.00 Total Cost: \$1.2 Trip Insurance: \$50.00 100% Air Fare: \$1.200.00 \$1.2 Total Cost: \$1.200.00 \$1.04 Cost: \$1.200.00 Total Cost: \$1.200.00 \$1.000	Bus/Car Expense:	\$0.00	75%	Bus/Car Expense:	\$0.00		
Staff Expenses Number of Staff: 2 Total Staff Expense Expense Reconciliation Registration: \$0.00 100% Meals: \$40.00 The district will pay: \$1.2 Air Fane: \$20.00 100% Meals: \$40.00 The district will pay: \$1.2 Lodging: \$20.00 100% Air Fane: \$416.00 Total Cost: \$1.2 Trip Insurance: \$0.00 100% Trip Insurance: \$1.20 \$1.2 Total Cost: \$1.20 \$1.20 \$1.20 \$1.20 \$1.2 Students Expenses: \$0.00 100% Total Cost: \$1.20 \$	Other*:	\$100.00	0%	Other*:	\$100.00		
Number of Staff	Total Cost:	\$1,250.00		Total Cost:	\$1,250.00		
Number of Staff: 2	* Other Description:	Outside judge tra	insportation and	lodging costs.			
Per Staff Member Score of Desirer Score of Desire of Desirer Score of Desirer S	Staff Expenses						
Concert by District **Concert by District Sum Each staff member will pay: Meals: \$200,00 100% Meals: \$400,00 The district will pay: \$1,2 Air Fare: \$208,00 100% Air Fare: \$416.00 Total Cost: \$1,2 Lodging: \$207,00 100% Lodging: \$414.00 Total Cost: \$0.00 Trip Insurance: \$000 100% Trip Insurance: \$0.00 Total Cost: \$1,230,00 * Student Expenses** \$615.00 Total Cost: \$1,230,00 *** ** Student Expenses** \$1,250,00 *** *** ** Student Expenses** \$1,250,00 *** *** ** Student Expenses** \$100,00 *** *** ** Student Expenses** \$100,00 *** *** ** Student Expenses** \$100,00 *** *** Air Fare: \$2,000 *** *** Lodging: \$1,500 *** **	Number of Staff:	2					
Negistration S.000 100% Registration S.000 Each staff member will pay: S.1.2	Per Staff Me	<u>ember</u>		Total Staff Ex	(penses	Expense Reconciliation	
Meals: \$200.00 100% Meals: \$400.00 The district will pay: \$1.2 Air Fare: \$208.00 100% Air Fare: \$416.00 Total Cost: \$1.2 Lodging: \$207.00 100% Lodging: \$414.00 Total Cost: \$1.2 Tirp Insurance: \$0.00 100% Trip Insurance: \$0.00 Total Cost: \$1.230.00 Student Expenses: Number of Students: 8 Fer Student Fer Student Expenses: \$10.00 Registration: \$480.00 Each student will pay: \$2 General Expenses: \$10.00 0% Meals: \$800.00 Total Cost: \$3.5 Meals: \$100.00 0% Meals: \$800.00 Total Cost: \$5.4 Air Fare: \$300.00 75% Air Fare: \$2,400.00 Total Cost: \$5.4 Total Cost: \$679.50 Total Cost: \$5.436.00 Total Cost: \$5.436.00 Total Cost: \$7,816.00 Student Expenses \$1,2							
Air Fare: \$208,00 100% Air Fare: \$416,00 Total Cost: \$1.2 Lodging: \$207,00 100% Lodging: \$414,00 Air Fare: \$0.00 Frip Insurance: \$0.00 \$0.00 \$0.00 Frip Insurance: \$0.00 \$0.0	Registration:	\$0.00	100%	Registration:	\$0.00	Each staff member will pay:	\$0.00
Lodging: \$207.00 100% Lodging: \$414.00 Trip Insurance: \$0.00 100% Trip Insurance: \$0.00 Total Cost: \$615.00 Total Cost: \$1,230.00 Student Expenses: Number of Students: 8 Fer Student 8 Fer Student Students: \$1250 n/a General Expenses: \$100.00 Each student will pay: \$2 General Expenses: \$100.00 100% Registration: \$480.00 The district will pay: \$3.5 Meals: \$500.00 75% Air Fare: \$2,200.00 \$5.A Air Fare: \$300.00 75% Air Fare: \$2,400.00 \$6.50.00	Meals:	\$200.00	100%	Meals:	\$400.00	The district will pay:	\$1,230.00
Trip Insurance: \$0.00 100% Trip Insurance: \$0.00 Total Cost: \$1,230.00 Student Expenses Number of Students: 8 Per Student Total Student Expenses: Expense Reconciliation General Expenses: \$12.50 n/a General Expenses: \$100.00 Each student will pay: \$2 Registration: \$60.00 100% Registration: \$480.00 The district will pay: \$3.8 Meals: \$100.00 0% Meals: \$800.00 Total Cost: \$5.4 Air Fare: \$300.00 75% Lodging: \$1,656.00 Total Cost: \$5.436.00 Total Cost: \$679.50 Total Cost: \$5,336.00 \$5,336.00 \$480.0	Air Fare:	\$208.00	100%	Air Fare:	\$416.00	Total Cost:	\$1,230.00
Total Cost: \$1,230.00 Student Expenses Number of Students: 8 Per Students: S (2.50) Total Student Expenses: \$ (2.50) Expense Reconciliation General Expenses: \$12.50 n/a General Expenses: \$100.00 Each student will pay: \$2 Registration: \$60.00 100% Registration: \$480.00 The district will pay: \$3.5 Meals: \$100.00 0% Meals: \$800.00 Total Cost: \$5.4 Air Fare: \$300.00 75% Air Fare: \$2.400.00 Total Cost: \$5.436.00 Total Cost: \$679.50 75% Lodging: \$1.656.00 Total Cost: \$5,436.00 Total Cost: \$5,436.00 \$5,436.00 \$5,436.00 \$5,436.00 Total Cost: \$5,436.00 \$5,436.00 \$5,436.00 \$5,436.00 \$5,436.00 \$5,436.00 \$5,436.00 \$5,436.00 \$5,436.00 \$5,436.00 \$5,436.00 \$5,436.0	Lodging:	\$207.00	100%	Lodging:	\$414.00		
Student Expenses Per Students 8 Total Student Expenses Expense Reconciliation General Expenses: \$12.50 n/a General Expenses: \$100.00 Each student will pay: \$2 Registration: \$60.00 100% Registration: \$480.00 The district will pay: \$3,5 Meals: \$100.00 0% Meals: \$800.00 Total Cost: \$5,4 Air Fare: \$300.00 75% Air Fare: \$2,400.00 Total Cost: \$5,4 Total Cost: \$679.50 75% Lodging: \$1,656.00 Total Cost: \$5,436.00 Total Cost: \$5,436.00	Trip Insurance:	\$0.00	100%	Trip Insurance:	\$0.00		
Number of Students: 8 Per Student Total Student Expenses Expense Reconciliation General Expenses: \$12.50 n/a General Expenses: \$100.00 Each student will pay: \$2 Registration: \$60.00 100% Registration: \$480.00 The district will pay: \$3.5 Meals: \$100.00 0% Meals: \$800.00 Total Cost: \$5.4 Air Fare: \$300.00 75% Air Fare: \$2,400.00 Total Cost: \$5.4 Lodging: \$207.00 75% Lodging: \$1,656.00 Total Cost: \$60.00 Total Cost: \$5,436.00 Tot	Total Cost:	\$615.00		Total Cost:	\$1,230.00		
Per Student	Student Expenses						
Scovered by District Scovered by District Scovered by District Scovered by District N/a General Expenses: \$100.00 Each student will pay: \$2 Scovered by Fundraising: \$480.00 The district will pay: \$3.5 Scovered by Students: \$480.00 The district will pay: \$3.5 Scovered by Students: \$480.00 Total Cost: \$3.00 Total Cost:	Number of Students:	8					
District District District Strict Ceneral Expenses: \$100.00 Each student will pay: \$200.00 Registration: \$480.00 The district will pay: \$3.50.00 Meals: \$800.00 Total Cost: \$5.40.00 Tot	Per Stude	ent		Total Student	<u>Expenses</u>	Expense Reconciliation	
Registration: \$60.00 100% Registration: \$480.00 The district will pay: \$3.5 Meals: \$100.00 0% Meals: \$800.00 Total Cost: \$5.4 Air Fare: \$300.00 75% Air Fare: \$2,400.00 Total Cost: \$0.00 Trip Insurance: \$0.00 0% Trip Insurance: \$0.00 Total Cost: \$679.50 Total Cost: \$5,436.00 Total Trip Expenses General Expenses: \$1,150.00 Student Expenses \$5,436.00 Total Cost: \$7,816.00 Payment Responsibility Summary Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising: students will pay \$0.00. Paid by Students: \$1,914.00 Student costs will be covered by fundraising: students will pay \$0.00.							
Meals: \$100.00 0% Meals: \$800.00 Total Cost: \$5.4 Air Fare: \$300.00 75% Air Fare: \$2,400.00 \$2,400.	General Expenses:	\$12.50	n/a	General Expenses:	\$100.00	Each student will pay:	\$239.25
Air Fare: \$300.00 75% Air Fare: \$2,400.00 Lodging: \$207.00 75% Lodging: \$1,656.00 Trip Insurance: \$0.00 0% Trip Insurance: \$0.00 Total Cost: \$5,436.00 Total Trip Expenses General Expenses: \$1,150.00 \$1,230.00 Student Expenses \$1,230.00 \$5,436.00 Student Expenses: \$7,816.00 \$7,816.00 Payment Responsibility Summary Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00 Other Notes: \$1,914.00	Registration:	\$60.00	100%	Registration:	\$480.00	The district will pay:	\$3,522.00
Lodging: \$207.00 75% Lodging: \$1,656.00 Trip Insurance: \$0.00 0% Trip Insurance: \$0.00 Total Cost: \$679.50 Total Cost: \$5,436.00 General Expenses: \$1,150.00 \$1,150.00 \$1,230.00 \$1,230.00 Student Expenses: \$5,436.00 \$5,436.00 \$1,230.00 \$	Meals:	\$100.00	0%	Meals:	\$800.00	Total Cost:	\$5,436.00
Trip Insurance: \$0.00 Trip Insurance: \$0.00 Total Cost: \$679.50 Total Cost: \$5,436.00 Total Trip Expenses General Expenses: \$1,150.00 \$1,230.00 Student Expenses: \$5,436.00 \$5,436.00 Total Cost: \$7,816.00 \$7,816.00 Payment Responsibility Summary Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00.	Air Fare:	\$300.00	75%	Air Fare:	\$2,400.00		
Total Cost: \$679.50 Total Cost: \$5,436.00 Total Trip Expenses General Expenses: \$1,150.00 \$1,230.00 Student Expenses \$1,230.00 \$5,436.00 Total Cost: \$7,816.00 Payment Responsibility Summary Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00.	Lodging:	\$207.00	75%	Lodging:	\$1,656.00		
Total Trip Expenses General Expenses: \$1,150.00 Staff Expenses \$1,230.00 Student Expenses \$5,436.00 Total Cost: \$7,816.00 Payment Responsibility Summary Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00.	Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
General Expenses: \$1,150.00 Staff Expenses \$1,230.00 Student Expenses \$5,436.00 Total Cost: \$7,816.00 Payment Responsibility Summary Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00.	Total Cost:	\$679.50		Total Cost:	\$5,436.00		
Staff Expenses \$1,230.00 Student Expenses \$5,436.00 Total Cost: \$7,816.00 Payment Responsibility Summary Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00	Total Trip Expenses						
Student Expenses \$5,436.00 Total Cost: \$7,816.00 Payment Responsibility Summary Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00	General Expenses:	\$1,150.00					
Total Cost: \$7,816.00 Payment Responsibility Summary Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00	Staff Expenses	\$1,230.00					
Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00	Student Expenses	\$5,436.00					
Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00	Total Cost:	\$7,816.00					
Paid by Staff: \$0.00 Other Notes: Student costs will be covered by fundraising; students will pay \$0.00. Paid by Students: \$1,914.00	Payment Responsibili	ty Summary					
Paid by Students: \$1,914.00	Paid by Staff:	\$0.00	Other Notes:	Student costs will be co	vered by fundraising	g; students will pay \$0.00.	
	,						
	•						L
Total Cost: Account S7,816.00 Account S7,816.00 Account SFDB3310 - Transportation; ESDB3105 - Outside Judges; EDSB330 - Internal Judges; ESRD6500 - Registration; ESDB3340 - Hotel	•		Account			side Judges; EDS8330 - Internal Judges;	

ESRD6500 - Registration; ESDB3340 - Hotel

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

Number(s):

\$7,816.00