



Date: March 18, 2022

To: Mark Maranto, Rosanne Williamson, Charles Johns, District 225 Board of Education

From: Justin Zummo, Mike Sinde, Dawn Hall

RE: SkillsUSA State Leadership & Skills Conference (SLSC), April 28th-30th, 2022

Dear Board of Education,

Below is a proposal for SkillsUSA State Leadership & Skills Conference (SLSC) in Peoria, IL. This year's competition takes place April 28th-30th. As the trip requires overnight travel, I am requesting approval for SkillsUSA qualifying students and chaperones to attend the competition.

The SLSC is both a State Level Competition and a Conference. Certain competitions do have qualifying events where students either have to test or perform well enough to be invited to the SLSC. Students who do well at the SLSC will then be given an opportunity to compete at the national level. They offer professional development for both teachers and students during the competition, but we have never looked into that as we found it more prudent to be watching and supporting our students.

SkillsUSA is offered across all of CTE although this year specifically only Technology Education students were interested in attending. Students are managed by their respective teachers and departments between FCS, Business Ed, and Tech Ed.

The cost allocation worksheet is attached to this proposal.

COVID Mitigation: 1 student per bed; SLSC attendees are required to wear face masks at all times with the exceptions of while actively eating or drinking, in private sleeping rooms. Attendees are also recommended to get vaccinated, test prior to travel, not attend SLSC if the test is positive, and socially distance when possible.

Thank you for your time and consideration of this valuable experience for GBS SkillsUSA students.

Sincerely,

Justin Zummo

Materials Enclosed:

Field Trip Request for Overnight Trips, Cost Allocation Worksheet



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): Mike Sinde and Justin Zummo Extension: 4551

Activity / Class Name: SkillsUSA State Leadership & Skills Conference (SLSC)

Description: Registered students will compete at the SkillsUSA State Leadership & Skills Conference (SLSC)
in Peoria, IL

Date(s) of Trip: April 28th - 30th

Number of Chaperones: 2 Number of Students: 15

Names of Chaperones: Mike Sinde and Dawn Hall

Transportation Information

Departing from: GBS (Autos Courtyard) date: 4/28 at: 12 AM PM

Traveling to (complete address): Peoria Civic Center @ 201 SW Jefferson Ave, Peoria, IL 61602

Returning from (complete address): Peoria Civic Center @ 201 SW Jefferso date: 4/30 at: 12 AM PM

Returning to: GBS (Autos Courtyard) date: 4/30 at: 3 AM PM

Students released from class (indicate time or blocks): 3rd and 4th on 4/28 and 1st - 4th on 4/29

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

Car(s): _____ Bus(es): 1 D225 Van(s): _____ Other: _____

Financial Information

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

Begin Collection on: 3/14/22 End Collection on: 4/28/22

Cost Per Student

Cost per Student*: \$ 0 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 ESEC 33 40

GBS: 10L300 4922 0000 30 000000 Please write account number above.

Approval

Requestor: Justin Zummo Date: 3/11/22
Instructional Supervisor or Assistant Principal*: [Signature] Date: 3/17/22
Associate Principal: _____ Date: _____

* 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: [Signature] Date: 3/17/2022
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: SkillsUSA State Leadership & Skills Conference (SLSC)

Staff Expenses

Number of Staff: 3

| <u>Per Staff Member</u> | | <u>Total Staff Expenses</u> | | <u>Meal Per Diem Maximum Reimbursement Rates</u> | |
|-------------------------|------------------|-----------------------------|-------------------|--|----------|
| Meals: | \$ 0.00 | Meals: | \$ 0.00 | Breakfast | \$ 13.00 |
| Transportation: | Bus | Transportation: | | Lunch | \$ 15.00 |
| Air | \$ _____ | Air | \$ 0.00 | Dinner | \$ 26.00 |
| Bus / Car | \$ _____ | Bus / Car | \$ 0.00 | Per Day | \$ 54.00 |
| Lodging: | \$ 370.00 | Lodging: | \$ 1110.00 | | |
| Total Cost: | \$ 370.00 | Total Cost: | \$ 1110.00 | | |

Student Expenses

Number of Students: 15

| <u>Per Student</u> | | <u>Total Student Expenses</u> | |
|--------------------|------------------|-------------------------------|-------------------|
| Meals: | \$ 0.00 | Meals: | \$ 0.00 |
| Transportation: | | Transportation: | |
| Air | \$ _____ | Air | \$ 0.00 |
| Bus / Car | \$ _____ | Bus / Car | \$ 0.00 |
| Lodging: | \$ 185.00 | Lodging: | \$ 2775.00 |
| Total Cost: | \$ 185.00 | Total Cost: | \$ 2775.00 |

Other Expenses

| | |
|--------------------|-------------------|
| Registration: | \$ 2465.00 |
| Judging: | \$ _____ |
| Officiating: | \$ _____ |
| Total Cost: | \$ 2465.00 |

Total Trip Expenses

| | |
|--------------------|-------------------|
| Staff Expenses: | \$ 1110.00 |
| Student Expenses: | \$ 2775.00 |
| Other Expenses | \$ 2465.00 |
| Total Cost: | \$ 6350.00 |

Payment Responsibility

Paid by Students: \$ 0 Per Student Cost: \$ 0.00
 Paid by District: \$ 6350.00

Description of Expenses Paid by Students