



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, September 12, 2022

Re: Overnight Student Trip for the Glenbrook South Varsity Cross Country Teams to Attend the Peoria High School Invitational in Peoria, Illinois

Recommendation

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South varsity cross country teams to attend the Peoria High School Invitational from Friday, September 30, 2022, through Saturday, October 1, 2022, in Peoria, Illinois.

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.

As Mr. Tom Mietus shared in his memo, this competition simulates our state meet weekend as we enter our championship phase of our season. Peoria has hosted the state meet for over 50 years, and for most athletes in our sport, running at Detweiller Park is one of the highlights of their career. Traveling to Peoria the day before competition gives our runners the chance to compete to the best of their abilities as opposed to waking up extremely early and traveling 3 hours on race day.

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)	16
Trip Category	Other Trip: All other overnight trips less than 400 miles from the school district (e.g., sports tournament that is not IHSA sponsored)
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	All Other Overnight Trips Less Than 400 Miles from the School District: The Board of Education will cover 100% of transportation expenses. Students and fundraising will cover 100% of all remaining expenses, including those of staff members attending the trip.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$125.00
Remaining Trip Costs Paid by District	\$75.00

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

To: Casey Wright
From: Tom Mietus
Re: Boys and Girls Cross-Country
Date: Jun 16, 2022



The Glenbrook South Boys and Girls Varsity Cross-Country teams have been invited to compete in the Peoria High School Invitational at Detweiller Park on Saturday, October 1, 2022.

This competition simulates our state meet weekend as we enter our championship phase of our season. The trip also serves as a reward for our top runners who have trained hard for many months (some for years) as varsity runners. Peoria has hosted the state meet for over 50 years, and for most athletes in our sport running at Detweiller Park is one of the highlights of their career. Traveling to Peoria the day before competition gives our runners the chance to compete to the best of their abilities as opposed to waking up extremely early and traveling 3 hours on race day.

The coaches and teams will depart at approximately 11:00 AM on Friday, Sep 30, 2022. The team will be staying overnight at the Grand Stay Hotel and Suites located at 9106 N. Lindbergh Drive in Peoria, IL. The list of participants will be determined just before the invitational. They will return to Glenbrook South at approximately 7:00 PM on Saturday.

The athletes cover the entire cost of the trip. I am requesting your approval for this trip and asking that you forward this for any additional approval.

Thank you,

Tom Mietus
Athletics Director
Glenbrook South High School

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: Peoria High School Invitational

Student Group Eligible for Trip: Boys and Girls Varsity Cross Country team members

Departure Date: September 30th, 2022 Return Date: October 1st, 2022

Days/Blocks Missed by Students: September 30th, 2022 blocks 3 & 4

Number of Staff: 2 Number of Other Chaperones: 0 Number of Students: 16 Total: 18

Part 2. Transportation Information

Departing from: Glenbrook South Date: Sept. 30th, 2022 Time: 11:00 AM

Building: Glenbrook South Door: HH

Traveling to: Grand Stay Hotel and Suites, 9106 Lindbergh Drive, Peoria, IL

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: 1
 Personal Vehicle (Waiver Required) Public Transportation: _____

If flying, complete the details below:

Flight to Destination:

Airport: _____

Airline: _____ Flight Number: _____ Destination Airport: _____ Departure Time: _____

Transportation After Arrival

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

Flight from Destination:

Airport: _____

Airline: _____ Flight Number: _____ Destination Airport: _____ Departure Time: _____

Returning from: Detweiler Park, 8327 N. Galena Road, Peoria Date: 10/1/22 Time: 4:00 PM

Traveling to: _____

Building: Glenbrook South Door: HH

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: 1
 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: 9/19/22 End Collection on: 9/30/22

Cost per Student*: \$125 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

AS955220

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>1</u>	Lunch:	<u>2</u>	Dinner:	<u>1</u>	Total Cost Per Staff Member:	<u>\$69.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<u>Kurt Hasenstein - Meghan Fastert</u>	Date:	<u>9/6/22</u>
Instructional Supervisor or Assistant Principal:	<u>Tom Mietus</u>	Date:	<u>9/6/22</u>
Associate Principal for Administrative Services:	_____	Date:	_____
Principal:	_____	Date:	_____
Superintendent:	_____	Date:	_____
Board of Education:	_____	Date:	_____