



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 13, 2023

Re: Overnight Student Trip for the Glenbrook North Varsity Lacrosse Team to Participate in a Tournament in Cincinnati, Ohio

Recommendation

It is recommended that the Board of Education approve an overnight trip for the Glenbrook North Varsity lacrosse team to participate in a tournament from Friday, March 31, 2023, through Saturday, April 1, 2023, in Cincinnati, Ohio.

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. Catlano shares in his memo, the Glenbrook North varsity lacrosse team has been invited to play in a series of games in Cincinnati, Ohio. They will play on Friday, March 31, 2023, and Saturday, April 1, 2023. The team will compete in a series of games with Sycamore and Elder High School.

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)	35
Trip Category	Other Trip: All other overnight trips under 400 miles from the school district (e.g., fine arts tour, sports tournament that are 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: The Board of Education will cover 100% of transportation expenses. Students will cover 100% of all remaining expenses and the expenses of the trip's chaperones.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$230.00
Remaining Trip Costs Paid by District	\$1,700.00



Glenbrook North High School

2300 Shermer Road
Northbrook, Illinois 60062
847-272-6400

To: Mr. Markey
From: John Catalano
Re: Spring Trip 2023 – Varsity Boys Lacrosse
Date: 1-30-23

The Glenbrook North Varsity Lacrosse Team has been invited to play in a series of games in Cincinnati, OH. They will play on Friday, March 31, and Saturday, April 1, 2023. The team will compete in a series of games with Sycamore and Elder High School.

The athletes and coaching staff will travel to Cincinnati via coach bus. The team will stay at the Doubletree Blue Ash Hotel in Sharonville, OH.

The athletes will pay \$230.00, covering the cost of lodging, food, tournament fees, partial transportation, and The Web Arcade ticket. Each athlete will pay the GBN Bookstore directly. An option to pay by installments is available.

Coaches Justin Georgacakis, Dr. Daryl Skale, Matt Needham, and Bailey Smith will coach and chaperone the trip. All current Board Policies as they relate to overnight travel will be followed.

I am requesting your approval for this trip and asking you to forward this for additional approval.

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: GBN Varsity Boys Lacrosse Tournament

Student Group Eligible for Trip: Varsity Boys Lacrosse Team

Departure Date: Friday, March 31, 2023 Return Date: Saturday, April 1, 2023

Days/Blocks Missed by Students: N/A

Number of Staff: 4 Number of Other Chaperones: 0 Number of Students: 35 Total: 39

Part 2. Transportation Information

Departing from: Northbrook, IL Date: Friday, March 31, 2023 Time: 6:00 AM

Building: GBN Door: K

Traveling to: Blue Ash, Ohio

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: N/A

Airline: N/A Flight Number: N/A Destination Airport: N/A Departure Time: N/A

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: N/A
 Public Transportation: N/A

Flight from Destination:

Airport: N/A

Airline: N/A Flight Number: N/A Destination Airport: N/A Departure Time: N/A

Returning from: West Chester, Ohio Date: 4/1/2023 Time: 4:30 pm (est)

Traveling to: Northbrook, IL

Building: GBN Door: K

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: 2/27/23 End Collection on: 3/17/23

Cost per Student*: \$230.00 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

An 955-100

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:	<input type="text"/>	Lunch:	<input type="text"/>	Dinner:	<input type="text"/>	Total Cost Per Staff Member:	\$0.00
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<input type="text" value="Justin Georgacakis"/>	Date:	<input type="text" value="1/27/2023"/>
Instructional Supervisor or Assistant Principal:	<input type="text" value="John Catalano"/>	Date:	<input type="text" value="1/27/2023"/>
Associate Principal for Administrative Services:	<input type="text"/>	Date:	<input type="text"/>
Principal:	<input type="text"/>	Date:	<input type="text"/>
Superintendent:	<input type="text"/>	Date:	<input type="text"/>
Board of Education:	<input type="text"/>	Date:	<input type="text"/>

Part 1. Trip Information

Trip Description: GBN Varsity Boys Lacrosse Tournament

Part 2. General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$0.00	100%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$1,700.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	Total Cost:	\$1,700.00
Bus/Car Expense:	\$1,700.00	100%	Bus/Car Expense:	\$1,700.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students):	\$0.00		
Total Cost:	\$1,700.00		Total Cost:	\$1,700.00		

* Other Description:

Part 3. Staff Expenses

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
	<u>Per Staff Member</u>	% Covered by District				
Number of Staff:	4					
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	The district will pay:	\$0.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	Total Cost:	\$0.00
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$0.00		Total Cost:	\$0.00		

Part 4. Student Expenses

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
	<u>Per Student</u>	% Covered by District				
Number of Students:	35					
General Expenses:	\$25.00	n/a	General Expenses:	\$875.00	Each student will pay:	\$230.00
Registration:	\$0.00	0%	Registration:	\$0.00	The district will pay:	\$0.00
Meals:	\$40.00	0%	Meals:	\$1,400.00	Total Cost:	\$8,050.00
Air Fare:	\$50.00	0%	Air Fare:	\$1,750.00		
Lodging:	\$115.00	0%	Lodging:	\$4,025.00		
Trip Insurance:		0%	Trip Insurance:	\$0.00		
Total Cost:	\$230.00		Total Cost:	\$8,050.00		

Part 5. Payment Responsibility Summary

Paid by Students:	\$8,050.00		
Paid by Fundraising:	\$0.00	Account(s):	AN 955 -100
Each Student Will Pay:	\$230.00	Method:	Payable directly to the GBN Bookstore - installment payments are available
Paid by District:	\$1,700.00	Account(s):	
Total Cost:	\$9,750.00		