

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN FCCLA National Conference

Date: May 3, 2018

Attached is a request from Kathleen Mitchem, GBN Family, Career, and Community Leaders of America (FCCLA) advisor, to participate in the National FCCLA Leadership Competition June 28 – July 2, 2018 in Atlanta, GA. Included are the trip rationale and routine district travel request forms.

GBN students competed in local and state events to qualify for the national competition. Ten Glenbrook North High School students were selected to compete at the state competition in April, and six students have qualified for the national competition. I fully support this opportunity and ask for your support as well.

JF:rp

enc.

Date: April 17, 2018

To: Mike Riggle
John Finan
Mike Tarjan

Cc: Mary Kosirog

From: Kathleen Mitchem and Kim Petty

RE: FCCLA National Leadership Conference, June 28 - July 2, 2018

Six Glenbrook North student members have qualified and earned the position to represent Illinois at the National FCCLA Leadership Competition in Atlanta, GA.

FCCLA (Family, Career, Community Leaders of America) is an IHSA sponsored national organization for students in Family and Consumer Sciences education in public and private schools through grade 12. It also services their teachers as chapter FCCLA advisors and is recognized as a nonprofit national Career and Technical Student Organization (CTSO), connecting classrooms to careers.

Students at the local and state levels in order to qualify for the national competition. FCCLA's STAR (Student Taking Action for Recognition) Events are competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation. In these events, students develop specific lifetime skills in character development, creative thinking, interpersonal communication, practical knowledge, leadership, and career preparation. STAR Events promote the FCCLA Mission to focus on the multiple roles of family member, wage earner, and community leader.

This year, the Glenbrook North chapter had ten students participate at the local (Harper College) competition. Of those students, all 10 advanced to compete at the state (Springfield) competition in April. Seven students qualified to advance to Nationals this June-July. Six have chosen to attend.

The FCCLA organization requires a 1 to 3 supervision ratio for students. For every three students attending the conference, the chapter is asked to provide an adult to serve as a national events evaluator. As an FCCLA advisor, I will plan to chaperone students along with Kim Petty. I will fulfill the event evaluator assignment while at the National FCCLA Conference.

Attached you will find a spreadsheet that specifies the financial details of the trip. Our lodging is at the Westin Peachtree Plaza Hotel located near the Convention Center where most meetings and competitive events are held, with the exception to selected tours and area attractions. The transportation includes airfare and van rental.



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): _____ Extension: _____

Activity / Class Name: _____

Description: _____

Date(s) of Trip: _____

Number of Chaperones: _____ Number of Students: _____

Names of Chaperones: _____

Transportation Information

Departing from: _____ date: _____ at: _____ AM PM

Traveling to (complete address): _____

Returning from (complete address): _____ date: _____ at: _____ AM PM

Returning to: _____ date: _____ at: _____ AM PM

Students released from class (indicate time or blocks): _____

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

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

Financial Information

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

Begin Collection on: _____ End Collection on: _____

Cost Per Student

Cost per Student*: \$ _____

* 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 4850 0000 00 000000 _____

GBS: 10L300 4850 0000 00 000000 Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: _____ Date: _____
Instructional Supervisor _____ Date: _____
or Assistant Principal*: _____
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: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

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
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant



Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

Trip Information

Trip Description: FCCLA 2018 National Leadership Conference

Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ <u>160.00</u>	Meals:	\$ <u>320.00</u>
Transportation:		Transportation:	
Air	\$ <u>250.00</u>	Air	\$ <u>500.00</u>
Bus / Car	\$ <u>62.50</u>	Bus / Car	\$ <u>125.00</u>
Lodging:	\$ <u>428.50</u>	Lodging:	\$ <u>857.00</u>
Total Cost:	\$ <u>901.00</u>	Total Cost:	\$ <u>1802.00</u>

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast	\$ 4.00
Lunch	\$ 8.00
Dinner	\$ 20.00
Per Day	\$ <u>32.00</u>

Student Expenses

Number of Students: 6

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ <u>0.00</u>	Meals:	\$ <u>0.00</u>
Transportation:		Transportation:	
Air	\$ <u>250.00</u>	Air	\$ <u>1500.00</u>
Bus / Car	\$ <u>62.50</u>	Bus / Car	\$ <u>375.00</u>
Lodging:	\$ <u>285.67</u>	Lodging:	\$ <u>1714.02</u>
Total Cost:	\$ <u>598.17</u>	Total Cost:	\$ <u>3589.02</u>

Other Expenses

Registration:	\$ <u>2190.00</u>
Judging:	\$ <u> </u>
Officiating:	\$ <u> </u>
Total Cost:	\$ <u>2190.00</u>

Total Trip Expenses

Staff Expenses:	\$ <u>1802.00</u>
Student Expenses:	\$ <u>3589.02</u>
Other Expenses	\$ <u>2190.00</u>
Total Cost:	\$ <u>7581.02</u>

Payment Responsibility

Paid by Students:	\$ <u>1895.26</u>	Per Student Cost:	\$ <u>315.88</u>
Paid by District:	\$ <u>5685.76</u>		

<p><u>Description of Expenses Paid by Students</u> 25% of total travel calculations, not including student meal expenses</p>
--

FCCLA: National Leadership Conference 2018
Information Packet

Attendance:

Glenbrook North delegation = 6 students and 2 advisors

When:

Depart: June 28, 2018

Return: July 2, 2018

Hotel Information:

The Westin Peachtree Plaza

210 Peachtree Street

Atlanta, GA 30303

(404) 659-1400

Travel Information:

Depart: June 28, 2018 7:05am from Midway Airport - Southwest Airlines

Arrive: Hartsfield-Jackson Atlanta International Airport @ 7:05 am (Flight #1436)

Depart: July 2, 2018 7:05pm from Hartsfield-Jackson Atlanta International Airport - Southwest Airlines

Arrive: Midway Airport @ 8:05pm (Flight #1579)

Website resources:

www.fcclainc.org

www.ilffcla.org

CONTACT INFORMATION FOR EMERGENCIES AND QUESTIONS REGARDING THE CONFERENCE

Advisors at Glenbrook North/South:

Ms. Kathy Mitchem

Contact Info: kmitchem@glenbrook225.org

847-830-1972 cell

Ms. Kim Petty

Contact Info: kpetty@glenbrook225.org

847-708-4112 cell

Glenbrook North Breakdown

Illinois Registration Fees	\$50.00
Competition Fees	\$45.00
Housing Payments (4 nights)	\$285.67
Registration	\$190.00
Flight/rental vehicles	\$307.50
<i>Entertainment (Meals & choice activities) Personal</i>	<i>\$200.00 (approximate) (\$40-50/day) Student expense</i>
Other	
TOTAL	\$1087.17 <i>Not including food expenses</i>

Deposit = \$250.00 collected (student)

Fundraising = to be determined

District = \$993 per student

Schedule At A Glance: Times may vary.

Specific attire is written in bold & italics.

Thursday, June 28

1. Students & advisors meet at Glenbrook North (North doors/smokestack) to leave @ **4:30 AM**
2. Depart from Midway @ 7:05 am
3. Arrive in Atlanta at 10:05am
4. 3 PM Registration and Check In
5. Settle in rooms
6. Go to grocery store
7. 4 PM State Meeting **RED BLAZER**
8. 5 PM Dinner / Glenbrook meeting - Prepare for STAR events- competition times will be provided
9. 7 PM Opening General Session 7-9pm. **RED BLAZER**
10. Lights out 11 pm

Friday, June 29

1. 8 AM State Photo **RED BLAZER**
2. Student Volunteering and Workshops 8-11:30am **RED BLAZER**
3. Exhibits, Spot Light Projects, and College Fair 8-4pm as a group. **RED BLAZER**
4. Lunch on your own
5. Glenbrook meeting - Prepare for STAR events
6. Group Dinner at a local restaurant
7. Activity as a Section

8. Lights out 12am

Saturday, June 30

1. 8 AM Breakfast on your own.
2. 8 AM Competitive Events 8-4pm **COMPETITIVE ATTIRE**
3. Lunch on your own
4. Group Dinner at a local restaurant
5. Lights out 12am

Sunday, July 1

1. 9 AM Breakfast on your own
2. 8 AM Competitive Events 8-4pm **COMPETITIVE ATTIRE**
3. Pool/Free time
4. 12 PM Lunch as a group at a local restaurant/poolside/walk around downtown area.
5. 5 PM - Group Activity
6. Lights out 12am

Monday, July 2

1. Pack luggage
2. Check out by noon
3. Awards Ceremony 1-3PM **COMPETITIVE ATTIRE**
4. Activity
5. Ride to airport (depart for airport by 4:45pm)

FCCLA THE ULTIMATE LEADERSHIP EXPERIENCE!

****There is an OUTDOOR POOL!! Bring appropriate attire for poolside.**

COMPETITORS

Things to complete by June 1:

1. Return following forms to Mitchem/Petty
 - Code of Conduct
 - Dress Code
 - Field Trip Permission form
2. Make sure you have appropriate RED BLAZER and other dress code requirements
3. Complete on-line participant video
<https://www.youtube.com/watch?v=K6HpdQ5M6jM&t=1s>
4. Complete online video FORM (pack this). You will be able to download at conclusion of WATCHED video.
 - You'll need to HAND this form in at your competitive time!!!!!!