

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Math Team Competition

Date: September 20, 2018

Attached is a request from Mr. Stephen Goodman, GBN Math Team Coach and Dr. Maria Vasilopoulos, GBN Math Instructional Supervisor to allow student participation in the Harvard/MIT Mathematics Competition (HMMT), November 9 - 11, 2018 in Boston, MA. Included documents: trip rationale, itinerary, and district travel request form.

I fully support this opportunity and ask for your support as well.

JF:rp

enc.

September 13, 2018

Dear District 225 Board of Education:

Since 1998, the Harvard / MIT Mathematics Tournament (HMMT) has been the premier international high school mathematics competition. Building off of our visit to Princeton last year and our State Championship, we would like to attend HMMT this year.

The GBN Math Team would like to bring a cohort of qualified students to have the experience of competing in an international math contest. We are proposing that expenses would be paid by the families of those students attending, with fundraising to assist as necessary. There would be no cost to the district. Twelve students have already been selected via a try-out.

There are many benefits of attending an international mathematics contest. Our students would get to compete with and interact with top mathematics students from around the world. They would get to visit the campuses of three outstanding universities – Tufts, Harvard, and MIT. They would represent GBN on a national stage while working both individually and as a team through challenging, thought-developing questions. Finally, by traveling to another state on a weekend trip, students will develop a camaraderie and strong sense of team.

This year's contest is on Saturday, November 10. The students would miss one day of school on November 9 as we fly into Boston and visit Tufts and MIT. We would then compete Saturday at Harvard. After competing all day Saturday, we would fly back to Chicago on Sunday morning, with students meeting their families at baggage claim.

Thank you so much for your consideration.

Sincerely,

Stephen Goodman
Glenbrook North Math Team Coach
Math and Computer Science Teacher

Dr. Maria J. Vasilopoulos
Instructional Supervisor of Mathematics
Glenbrook North HS



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 _____ GBN: gbnfeesetup@glenbrook225.org Date: _____
Services Department: _____ 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: Harvard/MIT Math Tournament 2018 - GBN Math Team

Staff Expenses

Number of Staff: 1

	<u>Per Staff Member</u>		<u>Total Staff Expenses</u>
Meals:	\$ 64.00	Meals:	\$ 64.00
Transportation:		Transportation:	
Air	\$ 300.00	Air	\$ 300.00
Bus / Car	\$ 22.25	Bus / Car	\$ 22.25
Lodging:	\$ 547.08	Lodging:	\$ 547.08
Total Cost:	\$ 933.33	Total Cost:	\$ 933.33

Meal Per Diem Maximum Reimbursement Rates

Breakfast \$ 4.00

Lunch \$ 8.00

Dinner \$ 20.00

Per Day \$ 32.00

Student Expenses

Number of Students: 12

	<u>Per Student</u>		<u>Total Student Expenses</u>
Meals:	\$	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 300.00	Air	\$ 3600.00
Bus / Car	\$ 22.25	Bus / Car	\$ 267.00
Lodging:	\$ 150.00	Lodging:	\$ 1800.00
Total Cost:	\$ 472.25	Total Cost:	\$ 5667.00

Other Expenses

Registration:	\$ 160.00
Judging:	\$ 200.00
Officiating:	\$
Total Cost:	\$ 360.00

Total Trip Expenses

Staff Expenses:	\$ 933.33
Student Expenses:	\$ 5667.00
Other Expenses	\$ 360.00
Total Cost:	\$ 6960.33

Payment Responsibility

Paid by Students:	\$ 6960.33	Per Student Cost:	\$ 580.03
Paid by District:	\$ 0.00		

<u>Description of Expenses Paid by Students</u>

Math Team trip to Harvard / MIT Math Tournament - November 9 - 11, 2018
November 9

4:30 - Meet at O'Hare airport

6:00 - Flight leaves (United Flight 1651) *Tentative - will reserve flights after trip approved and after team is accepted to go to HMMT

9:11 Eastern - land in Boston. Train to Cambridge

10:30 - early check-in to hotel - Boston Marriott Cambridge, Cambridge MA

11:00 - lunch in Cambridge

12:00 - tour Tufts University with GBN alums.

5:00 - tour MIT with GBN alums.

7:00 - Friday HMMT activities and dinner at MIT.

10:00 - in hotel. Lights out.

November 10

7:00 - train to Harvard

8:00 - breakfast and registration

9:00 - tournament begins

1:30 - lunch

5:15 - awards

7:00 - dinner in downtown Boston

November 11

7:00 - check out. Train to airport

10:09 United Flight 1251 to ORD (tentative)

11:54 Land in Chicago. Parent pick up at baggage claim.