



To: Dr. Mike Riggle
From: Dr. Lauren Fagel *L. Fagel*
Re: GBS Poms National Competition
Date: September 26, 2017

Attached is a travel request from Julie Smith to take the Varsity Titan Poms to the Universal Dance Association National Dance Team Championship in Orlando, Florida. This year represents the 15th time GBS students have qualified for and represented GBS in this prestigious competition. As defined in the attached Board Policy 7050, this will be a Student Trip, which is travel sponsored, conducted, and at least partially financed by the District.

Students will leave on Thursday, February 1, 2018 and return on Monday, February 5, 2018.

I support this request and believe this type of experience will enhance the athletic experience of our students.



Field Trip Request Form

Revised: December 2016

** Please attach 2 copies of students involved, including their ID numbers **

Trip Description

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

School: Glenbrook North Glenbrook South District Administration

Faculty Sponsor(s): Julie Smith & Dayna Parenti Extension: 4661

Activity / Class Name: Titan Poms

Description of Trip: Trip to the UDA National Dance Team Championship in Orlando, FL, to compete against teams from across the nation.

Date(s) of Trip: Feb. 1, 2018 - Feb. 5, 2018

Number of Chaperones: 2 Number of Students: 24

Transportation Information

Departing from: Glenbrook South front of building on Feb.1, 2018 at: 4:00 AM PM

Traveling to (complete address): O'Hare International Airport en route to Orlando, FL

Returning from (complete address): Orlando, FL, via O'Hare International Airport at: 9:00 AM PM

Arriving to: Glenbrook South High School on Feb.5, 2018 at: 10:00 AM PM

Students released from class (indicate time or blocks):

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

Cars(s): Bus(es): 1 D225 Van(s): Other:

Financial Information

Does this trip require money to be collected from students? * Yes No
 * If this trip does not require a collection, please skip the remainder of this section.

If there are multiple trip dates, should multiple rosters be setup? Yes No

Begin Collection on: End Collection on:

| | Cost per Student | Vendor to be Paid | Payment Method | |
|--------------------------------|------------------|-------------------|--------------------------|--------------------------|
| | | | Check | PCard |
| Admission/Ticket: | \$ | | <input type="checkbox"/> | <input type="checkbox"/> |
| Meal: | \$ | SEE ATTACHED | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-School Bus Transportation: | \$ | | <input type="checkbox"/> | <input type="checkbox"/> |
| Total Cost: | \$ | | <input type="checkbox"/> | <input type="checkbox"/> |

The bookstore team will work with the department to process any check requests that are needed for instructional/course field trips. The bookstore team will also complete a reconciliation process for all instructional/course field trips, and will communicate with the department regarding total expenses for each trip

Financial Information (Continued)

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

831220
 Please write account number above

For Business Services Department Use

Bank Cash Account: Cash Receipts Student Activities

Eligible for Board-Paid Financial Aid?* Yes No

Board-Paid Financial Aid Account: GBN: 10E200 1130 3915 00 001001
 GBS: 10E300 1130 3915 00 001001

Eligible for School-Paid Financial Aid? Yes No

School-Paid Financial Aid Account: _____
 Please write account number above.

* Board Policy 8230 outlines the financial assistance program. As part of the policy, course fees and student trip fees for instructional field trips and extended classroom opportunities within the State of Illinois, not requiring an overnight stay, will be supported through a District expense account.

Approval

Requestor: *[Signature]* Date: 8/24/17
 Instructional Supervisor or Assistant Principal*: *[Signature]* Date: 8/24/17
~~Associate~~ Principal: *[Signature]* Date: 9/26/17

* Instructional field trips require the signature of an Instruction Supervisor; Student Activity field trips require the signature of the Assistant Principal.

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

Request For:

Cost for Staff

Total Number of Staff

2

| | Per Person | Total (Cost times # of staff) |
|------------------------|-------------------|-------------------------------|
| Registration | \$591.00 | \$1,182.00 |
| Food | \$150.00 | \$300.00 |
| Transportation | | |
| Air | \$317.58 | \$635.16 |
| Bus/Car | | \$0.00 |
| Lodging (for 2 nights) | \$0.00 | \$0.00 |
| Total | \$1,058.58 | \$2,117.16 |

Cost for Students

Total Number of Students

24

| | Per Student | Total |
|------------------------|-----------------|--------------------|
| Transportation | | |
| Air | \$317.58 | \$7,621.92 |
| Bus/Car | \$0.00 | \$0.00 |
| Lodging (for 2 nights) | \$0.00 | \$0.00 |
| Food | \$150.00 | \$3,600.00 |
| Total | \$467.58 | \$11,221.92 |

Cost of Registrations, etc.

| | Per Student | Total (Cost times # of students) |
|--------------|-------------|----------------------------------|
| Registration | \$591.00 | \$14,184.00 |

As Per October 6, 2009 GBS Memo

| Students | Per Student | Total | Account # |
|---------------------------------|-------------------|--------------------|-----------|
| Total Student Cost | \$1,146.80 | \$27,523.08 | |
| Student Activities Contribution | \$0.00 | | |
| Total Cost to Student | \$1,146.80 | \$27,523.08 | |

Summary of Costs

| | |
|---|-------------|
| Total Cost of Trip for Students and Staff | \$27,523.08 |
| Total Cost Funded by Students | \$27,523.08 |

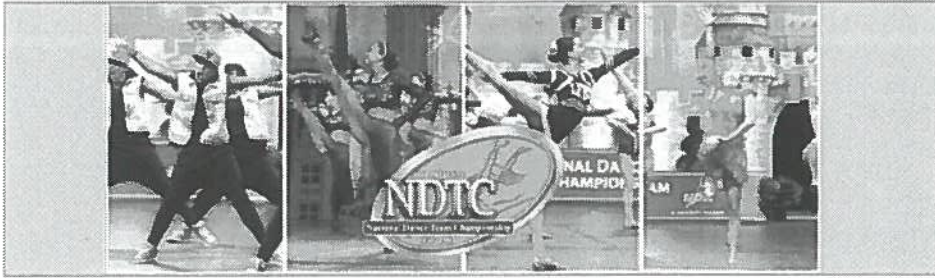
Dear Board Members,

I am writing to ask your permission to take the Varsity Titan Poms to the Universal Dance Association National Dance Team Competition. This prestigious competition will take place in Orlando, Florida on February 1st – February 5, 2018. The Varsity Titan Poms have already begun their preparations for the competition. The Poms qualified for Nationals in July at the UDA Elite camp at Pheasant Run. The girls have worked throughout the summer at GBS camp as well as participated in numerous weekend and after school practices to prepare for this privilege. The National Dance Team competition is televised on ESPN and is a fabulous opportunity for our team to grow and progress as dancers and teammates. I very much appreciate your support.

Best regards,

A handwritten signature in black ink, appearing to read 'Julie Smith', with a stylized flourish at the end.

Julie Smith



UDA NATIONAL DANCE TEAM CHAMPIONSHIP

February 2-4, 2018

The 2018 National Dance Team Championship will take place February 2nd through February 4th at the Walt Disney World Resort® in Orlando, Florida. The NDTC is administered by Universal Dance Association, a division of Varsity Spirit. The NDTC is the only national-level dance team championship that is endorsed by the National Federation of State High School Associations, the national service and administrative organization for high school athletics and fine arts programs in speech, debate, theater, and music.

To qualify for NDTC:

1. Receiving a home routine trophy at UDA camp with 7 or more dancers in attendance.
2. Receiving a Superior Trophy at UDA camp with 7 or more dancers in attendance.
3. Receiving a trophy at a UDA Fall Competition if the team attended a camp with 7 or more participants.
4. All Star teams have the option to qualify by video submission. For more information, click [HERE](#).

REGISTRATION

Online Registration opens September 26, 2017!

Questions? Contact your registration specialist based on the first letter of your team name:

Letters A-L (or any that start with a number): Lisa Holder, lholder@varsity.com

Letters M-Z: Ainslie Franklin, afranklin@varsity.com

Championship Information:

- [2018 National Dance Team Championship Pricing \(PDF\)](#)
- [View the 2018 NDTC Travel Package Booklet, by clicking here.](#)
- [2018 NDTC General Rules \(PDF\)](#)
- [Video Upload](#)
- [Minor Release Form](#)
- [Disney Travel Tips](#)
- [Terms and Conditions](#)
- [Social Media at NDTC](#)
- [Skills Safety Video - Date coming soon!](#)
- [2017 Terms and Conditions](#)
- [All Star Qualification Video](#)
- To fill out a form and mail in your DVD for All Star Qualification, click [HERE](#)

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 3 pages

Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for Glenbrook students exist within and outside the boundaries of District #225. The Board also realizes that additional responsibilities can arise when students are taken from the school premises. Staff, parents, and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must be paramount in our considerations and judgment. It is the policy of the Board of Education that such travel experiences should not be scheduled to conflict with normal student attendance days. Under extraordinary circumstances, the Board may approve exceptions to this policy.

Section B - Educational Tours: Travel Conducted, but Not Financed, by the District

1. The Board of Education is authorized by Illinois statute to conduct educational tours as a supplement to particular courses of instruction, within or without the district, the State of Illinois, or the United States.
2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours involving an overnight stay prior to submission to the Board for approval.
3. No student may participate in an educational tour unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the tour. Cost of said insurance, when not otherwise existing, shall be assumed by the organization conducting the tour. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to Board approval.
4. The Board of Education is not authorized to use district funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the compensation of necessary personnel while on tour if the personnel are performing duties in the ordinary course of their employment.
5. All school rules and regulations regarding student and employee conduct shall apply for students and employees participating in educational tours.
6. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip whenever it believes that the safety of the participants may be at risk. Should a trip be cancelled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants. Participants should be aware that travel insurance may be available at the participant's expense through the sponsoring agency or another insurance source.

Section C - Educational Travel: Travel Not Sponsored, Supported, or Conducted by the District

1. The Board of Education authorizes the superintendent to approve requests submitted by an employee or a private agency that have been recommended for approval by the principal, to use school facilities without rental charge to inform students and parents of educational travel programs within any of the fifty United States or any foreign country that, in the discretion of the principal and the superintendent, have educational significance for the district's students. Such use may be granted only with the clear understanding that the program is not sponsored, supported, or conducted by the Board of Education and that the Board of Education assumes no legal responsibility or financial liability related to the program. Further, all materials used by the sponsoring employee or agency in publicizing the program must contain a statement to this effect, the language of which has been approved in advance by the superintendent. These same materials must also carry the name, address and phone number of the sponsoring employee or agency.

2. No student may participate in educational travel unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the educational travel. Cost of said insurance when not otherwise existing shall be assumed by the student or private agency financing the educational travel. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to superintendent approval.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

District equipment, materials or supplies, including stationery, shall be used for educational tours under Section B of this policy only, and shall not be used for any educational travel that is not district sponsored.

Section E - Student Trips Exclusion

Student trips as outlined in Board Policy #7230 are not included within the provisions of this policy.

Section F – Parameters for Vendors

All vendors seeking consideration as an educational tour provider must work with the Director of Operations to provide proper documentation and agree to parameters developed by the district administration as outlined in this policy and its procedures. The monetary values of the student insurance requirements as listed in the student travel parameters in the procedures to this policy may be adjusted as necessary by the Superintendent without further action by the Board of Education.

Approved: April 12, 1971
Revised: February 5, 1973
Revised: December 1, 1975
Revised: February 6, 1978
Revised: January 23, 1984
Revised: September 10, 1984
Reviewed: November 14, 1988
Revised: October 28, 1996
Revised: November 27, 2000
Revised: January 25, 2016