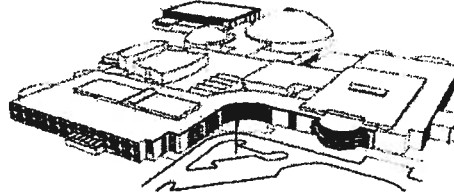


GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225



4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: www.glenbrook225.org/south
Telephone: 847.729.2000
Fax: 847.486.4462

To: Dr. Mike Riggle

From: Ms. Lauren Fagel

A handwritten signature in cursive script, appearing to read "L. Fagel", is written over the printed name "Ms. Lauren Fagel".

Re: Model UN Trip to Princeton Model UN Conference

Date: August 16, 2016

Attached is the formal request from Terry Jozwik, Model United Nations Coach, to take students to the Princeton University Model United Nations Conference in East Brunswick, New Jersey from November 17-20, 2016.

This is a Student Trip covered under Board Policy 7230. This Trip is conducted by the district and partially funded by the district, and it requires approval from the principal, superintendent, and Board.

I support this request and believe this type of experience will enhance the educational experience of our students in Model United Nations.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN ___ GBS X GBE ___ GBOC ___ District ___

II. Initiator TERRENCE JOZWIK Phone _____

Position MODEL U.N. COACH Date of Submission 8/12/16

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 2

Departure Date/Time 11/17/16 - AM. Return Date/Time 11/20/16 - P.M.

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)

Teachers and Staff TERRENCE JOZWIK, 1 female chaperone

Students + 24 students

V. Description, Destination, and Reason for Trip

Princeton University Model U.N. Conference
in East Brunswick, New Jersey to participate
in a model United Nations Conference
(see attached)

VI. Cost of Trip

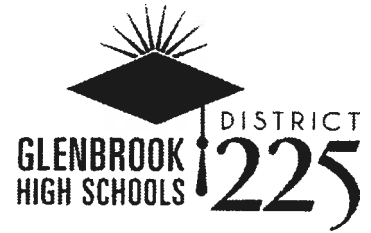
Was this trip included in your Dept. ___ Bldg. X District ___ Budget? ___

	Total Amount	Per Person	Account #
Registration	<i>please see attached</i>		
Lodging			
Meals (Advance)			
Judging			
Substitute Teacher		N/A	
Transportation			
Air			
Bus/Car			
District Total		N/A	N/A
Cost to Student			N/A

VII. Approval

Jan Dillard *Lauren O'Neil* _____
 Supervisor Principal Superintendent
8/15/16 8/16/16 _____
 Date Date Date

Reminder: No purchases or expenses prior to Board of Education approval.



June 17, 2016

Dear Dr. Riggle,

I request permission to take 24 members of the Glenbrook South Model UN team to the Princeton University Model UN Conference to be held on November 17-20, 2016, in East Brunswick New Jersey. PMUNC 2016 will welcome approximately 1100 delegates from all over the country and the world, including schools from India, Turkey, and China. This year the conference will emphasize the importance of smaller committees in order to foster debate with better content as well as better individualized attention towards all the participants. PMUNC is organized by approximately 130 Princeton University students, who share a passion for international affairs, politics and education. The PMUNC staff is comprised of students who are pursuing a variety of different academic interests, including politics, economics, and engineering among others, thereby giving a unique perspective towards the evaluation of delegates at the conference.

Simulations such as PMUNC are invaluable educational tools, as they teach our future leaders about the United Nations and the international community through intensively researched debate with their peers in a setting moderated by students from an elite university.

Glenbrook South is expecting to have an excellent and award winning team again this year, and is excited to participate in this prestigious international conference.

Sincerely,
Terrence M. Jozwik
Model UN Advisor

Request for Travel for Model U.N. Team to Princeton University

Cost for Staff

Total Number of Staff 2

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$0.00	\$0.00	382332
Food	\$0.00	\$0.00	382332
Transportation	\$200.00	\$400.00	3317
	Air		
	Bus/Car		
Lodging (for 3 nights)	\$597.00	\$1,194.00	382332
Substitute	\$200.00	\$200.00	SUB
Total		\$1,794.00	

Cost for Students

Total Number of Students 24

	Per Student	Total
Transportation		
	Air	
	\$200.00	\$4,800.00
	Bus/Car	
	\$0.00	
Lodging (for 3 nights)	\$174.13	\$4,179.00
Total		\$8,979.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$80.00	\$1,920.00

Students	Per Student	Total	Account #
Total Cost		\$10,899.00	
Student Activities Contribution		\$5,000.00	382332
Total Cost to Student	\$245.79	\$5,899.00	

Summary of Costs

Total Cost for Students and Staff	\$12,693.00
Total Cost for Students and Staff Funded by District	\$6,794.00
Total Cost Funded by Students	\$5,899.00

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

7230

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 arise whenever 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 always be paramount in our considerations. It shall be the policy of this Board of Education to maintain insurance for the liability of the district, its board members, its employees, and authorized volunteers as a result of student injury, property loss and general liability coverage on student trips. It shall also be the Board's policy to encourage the maintenance of adequate personal automobile liability and medical insurance by our staff members.

Section B - Definition of Student Trips

A student trip shall be considered to be a school-sponsored activity away from the school premises usually falling within two major areas.

1. Instructional Field Trips and Extended Classroom:

Instructional field trips provide experiences out of the classroom that are normally carried on during regular class hours and are related to the planned curriculum. In some instances pre- and post-school hours may be utilized.

- a. A field trip implements and/or augments group classroom instruction. Transportation for field trips is restricted by The School Code to Illinois or adjacent states.
- b. An "extended classroom" allows individual students to pursue their studies in various work-related, volunteer, or observation activities outside the classroom.

BOARD POLICY: STUDENT TRIPS

7230

Page 2 of 3 pages

2. Student Activity Trips:

Student activity trips are connected with regularly sponsored in school or post-school programs and may include but not be limited to the following:

- a. An activity trip as part of an extracurricular activity
- b. A contest (or practice for a contest) between students representing Glenbrook and another secondary school, or between participants in intramural sports (contestants, cheerleaders, marching band, etc.)
- c. A performance or exhibition displaying special talent by an individual or group of students (e.g., band, chorus, etc.)
- d. A convention or workshop in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop)

Section C – General Parameters

1. All student trips must be approved by and will be subject to the procedures set forth by the school principal or the designated representative.
2. Recommendation of the principal and approval of the superintendent shall be required for all overnight student trips. Recommendation of the principal and the superintendent and approval of the Board shall be required for all student trips conducted outside the State of Illinois or adjacent states.
3. Funding for student trips shall be in accordance with the guidelines adopted by the Board.
4. No student shall be penalized for non-participation in a class field trip. No student shall be penalized for participation in a class field trip or student activity trip.
5. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips. Staff members shall accompany all field trips except “extended classroom” trips.
6. All Board and school policies, procedures and regulations regarding student conduct apply for students on student trips.

BOARD POLICY: STUDENT TRIPS

7230

Page 3 of 3 pages

7. Transportation on all student trips should be by district-owned vehicles or by commercial vehicles, whenever practical. Occasionally, because of a limited number of participating students, private transportation is permissible when approved by the principal or the designated representative. In these instances, travel may be by private automobile, if the driver is a Glenbrook staff member, parent, or student.
8. Students participating in student trips must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception for good cause is made by the trip's sponsor for the student to be transported by the student, his/her parent or guardian.
9. The Parental Permission Slip and Field Trip Request Application, as specified in the procedures to this policy, shall be used in complying with this policy.

Source: School Code; Section 10-20.19
10-22.22,
10-22.29b
29-3.1

Revised: February 6, 1978
Revised: September 10, 1984
Revised: October 28, 1996
Revised: May 29, 2001
Revised: July 10, 2006