



To: Dr. Mike Riggle

From: Dr. Lauren Fagel *L. Fagel*

Re: GBS Band Trip to San Diego, CA

Date: October 3, 2017

Attached is the formal request from Aaron Wojcik and Brian Boron to take 150 students in the Glenbrook South Marching Band, Jazz Ensemble, and Symphonic Band to San Diego to perform at the USS Midway Museum and Sea World San Diego, as well as to participate in a clinic at San Diego State University. This trip will occur over Spring Break, from Saturday, March 24, 2018 through Thursday, March 29, 2018.

As defined by Board Policy 7050 (see attached), this is an educational tour, which is conducted by the district, but not financed by the district. As has been practice, three different bids were solicited and Bob Rogers Travel, which was the lowest bid, was selected.

I support this request and believe this opportunity will enhance the educational 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): Aaron Wojcik/Brian Boron Extension: 4435

Activity / Class Name: Glenbrook South Band Program: Marching Band, Jazz Ensemble, Symphonic Band

Description of Trip: The Glenbrook South Band Program will be traveling to San Diego over Spring Break to perform at local venues and participate in a clinic with a local university conductor.

Date(s) of Trip: Saturday March 24, 2018 - Thursday March 29, 2018

Number of Chaperones: 20 Number of Students: 150

Transportation Information

Departing from: Glenbrook South High School Door "O" 3/24/18 at: Saturday TBD AM PM

Traveling to (complete address): O'Hare International Airport

Returning from (complete address): O'Hare International Airport at: Thursday TBD AM PM

Arriving to: Glenbrook South High School Door "O" 3/29/18 at: Thursday TBD AM PM

Students released from class (indicate time or blocks): N/A

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

Cars(s): _____ Bus(es): 8 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: Collected through BRT End Collection on: Collected through BRT

	Cost per Student	Vendor to be Paid	Payment Method	
			Check	PCard
Admission/Ticket:	\$ See Quote	Collected through BRT	<input type="checkbox"/>	<input type="checkbox"/>
Meal:	\$ See Quote	Collected through BRT	<input type="checkbox"/>	<input type="checkbox"/>
Non-School Bus Transportation:	\$ See Quote	Collected through BRT	<input type="checkbox"/>	<input type="checkbox"/>
Total Cost:	\$ See Quote	Collected through BRT	<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

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

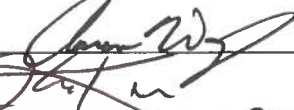
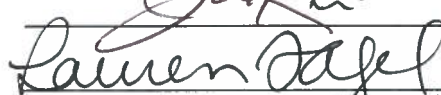
Board-Paid Financial Aid Account: GBN: 10E200 1130 3915 00 001001
GBS: 10E300 1130 3915 00 001001

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: Aaron Wojcik  Date: 9/27/17
Instructional Supervisor or Assistant Principal*: _____ Date: 9/27/17
~~Associate~~ Principal: Lauren Dajel  Date: 10/2/17

* 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: gbnfeessetup@glenbrook225.org Date: _____
GBS: gbsfeessetup@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: Marching Band Spring Break Trip - San Diego

Cost for Staff

Total Number of Staff

2

	Per Person	Total (Cost times # of staff)
Registration	\$425.00	\$850.00
Food	\$490.00	\$980.00
Transportation		
Air	\$625.00	\$1,250.00
Bus/Car	\$195.00	\$390.00
Lodging (for 5 nights)	\$365.00	\$730.00
Total	\$2,100.00	\$4,200.00

Cost for Students

Total Number of Students

150

	Per Student	Total
Transportation		
Air	\$625.00	\$93,750.00
Bus/Car	\$195.00	\$29,250.00
Lodging (for 5 nights)	\$365.00	\$54,750.00
Food	\$490.00	\$73,500.00
Total	\$1,675.00	\$251,250.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$425.00	\$63,750.00

As Per October 6, 2009 GBS Memo

Students	Per Student	Total	Account #
Total Student Cost	\$2,128.00	\$319,200.00	***
Student Activities Contribution	\$0.00		
Total Cost to Student	\$2,128.00	\$319,200.00	

Summary of Costs

Total Cost of Trip for Students and Staff	\$319,200.00
Total Cost Funded by Students	\$319,200.00

*** Paid individually by student through Travel Agent

September 27, 2017

Dr. Lauren Fagel, Principal
Glenbrook South High School
4000 W. Lake Ave.
Glenview, IL. 60026



Dr. Fagel,

The Glenbrook South High School Band Program is considering a trip to San Diego, California from March 24th, 2018 until March 29th, 2018. The group is proposing to travel on a Saturday and return on a Thursday. We have arrangements to alter these dates, if a school conflict ensues. The main purpose of this trip is to perform at the USS Midway Museum. In addition to the performance on the USS Midway, the Band Program will attend a clinic at the San Diego State University and will perform at Sea World San Diego. The whole proposal is very exciting. This is a great opportunity for our students.

At this time, we are not requesting that students miss any attendance days in the 2017-2018 school calendar. The cost of the trip will range from \$2,130.00 to \$2,159.00 per student (based upon room occupancy). The transportation, housing, most meals and all gratuities are included. Attached is a detailed description of the trip and included items. Based upon the trip quotes, we recommend Bob Rogers Travel due to their pricing and level of service offered for the trip to San Diego.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Aaron Wojcik'.

Mr. Aaron Wojcik
Band Director

A handwritten signature in black ink, appearing to read 'Brian Boron'.

Mr. Brian Boron
Band Director





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GLENBROOK SOUTH HIGH SCHOOL BAND

AARON WOJCIK, DIRECTOR

BRIAN BORON, DIRECTOR

DESTINATION: SAN DIEGO

DATES: MARCH 24-29, 2018

SUMMARY OF INCLUSIONS

- **Personal SERVICE and ATTENTION**
- Round-trip airfare out of **Chicago** (*subject to change until time of booking, flight times are always subject to change until day of departure, estimated at \$600 per traveler*)
- One (1) round trip checked bag fee (\$50 per traveler) and additional \$35 per traveler allowance for overweight, 2nd checked item (totals \$85 per traveler)
- **Ground transportation in San Diego on three (3) chartered motor coaches** (*as dictated by the itinerary*)
- **Gratuities and accommodations** for your motor coach drivers
- Five (5) nights' accommodation at a **San Diego Area Hotel**
- Two (2) Private nighttime **security chaperones** at the hotel (10:30 pm-5:30 am)
- Five (5) **Breakfasts** at the hotel
- **Beach BBQ Dinner** on Mission Beach
- **Unlimited Ride Wristband** for Belmont Park
- Group Dinner and Playtime at **Dave & Buster's**
- **Group Picnic Dinner** at SeaWorld
- One (1) **Disneyland Meal Voucher** (*valued at \$15*)
- Dinner and Entertainment aboard **Hornblower Cruises**
- Admission to the **USS Midway Museum**
- Admission to **SeaWorld San Diego**
- Admission to **San Diego Zoo**
- Admission to **Balboa Park Museums** (*includes 1 admission to each of the 17 museums*)
- Disney Youth 1 Day (1 park per day) **Ticket to the Disneyland® Resort**
- **Honorarium for University clinic** (*not to exceed \$750*) (*based on availability*)
- Excursions to **Liberty Public Market, Cabrillo National Monument**
- **Instrument Storage Room**
- **Assistance** with all PERFORMANCES
- **Group Travel Video Souvenir + Tracking/Messaging App Package** - *Take pictures throughout your trip and upload or share them via Group Travel Video's mobile app. After your trip a souvenir video will be created, and each traveler will receive a DVD copy. New App features also include GPS Map Tracking of trip participants via registered passenger lists & Message Center for one way group announcements.*



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- BRT Drawstring bag for every participant
- BRT Luggage Tags
- Bob Rogers Travel Online Individual Payment System (IPS)
- Student Deluxe Post Departure Protection Plan has been purchased for all travelers (each traveler will receive the Plan Document, which details benefits and coverages).
- Four (4) Complimentary Director Packages (based on single occupancy)
- Twenty (20) DISCOUNTED Chaperone Packages (pay quad price for double occupancy)
- All taxes, service charges, and gratuities for restaurant and hotel facilities
- Bob Rogers Travel Tour Manual
- Bob Rogers Travel Hotel Contract- Assurance that the hotel will abide by the student friendly bylaws that BRT has agreed upon with the hotel.
- Insurance Coverage as Recommended by Student Youth Travel Association
- \$200,000 Consumer Protection Plan
- Airport Greeter –to meet and check-in the group prior to the departing flight
- Company Tour Director - On-site trip coordinator who manages all trip details at your destination

NON-INCLUSIONS / OPTIONS

- Meals stated as student cost
- Rental costs for any chairs or keyboard for performances / clinics
- The Student Protection Plan with CFAR (Cancel For Any Reason) could be purchased for all travelers (each traveler will receive the Plan Document, which details benefits and coverages).

***AIRLINE BAGGAGE FEES:** Most airlines charge additional fees for checked baggage. Checked baggage fees of \$85 per person are included in your estimated tour package costs (unless otherwise noted). Fees vary by airline and can range from \$50 for the first checked bag (round trip) to over \$200 for an overweight or oversized item (round trip). BRT strongly recommends considering an equipment truck to reduce your costs.

ESTIMATED TOUR PACKAGE COSTS (based on 150-159 Paying Participants)

\$2,130.00/person (based on quad occupancy)
\$2,287.00/person (based on triple occupancy)
\$2,446.00/person (based on double occupancy)
\$3,078.00/person (based on single occupancy)



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Package pricing continued on the next page...

ESTIMATED TOUR PACKAGE COSTS (based on 140-149 Paying Participants)

- \$2,159.00/person (based on quad occupancy)
- \$2,316.00/person (based on triple occupancy)
- \$2,474.00/person (based on double occupancy)
- \$3,107.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 130-139 Paying Participants)

- \$2,191.00/person (based on quad occupancy)
- \$2,348.00/person (based on triple occupancy)
- \$2,508.00/person (based on double occupancy)
- \$3,139.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 160-169 Paying Participants)

Based on the use of 4-56 passenger motor coaches

- \$2,167.00/person (based on quad occupancy)
- \$2,325.00/person (based on triple occupancy)
- \$2,482.00/person (based on double occupancy)
- \$3,116.00/person (based on single occupancy)

ESTIMATED TOUR PACKAGE COSTS (based on 170-179 Paying Participants)

Based on the use of 4-56 passenger motor coaches

- \$2,141.00/person (based on quad occupancy)
- \$2,299.00/person (based on triple occupancy)
- \$2,456.00/person (based on double occupancy)
- \$3,090.00/person (based on single occupancy)

9/21/2017 – SK

Proposal Valid for 30 days



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



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GLENBROOK SOUTH HIGH SCHOOL BAND

AARON WOJCIK, DIRECTOR

BRIAN BORON, DIRECTOR

DESTINATION: SAN DIEGO

DATES: MARCH 24-29, 2018

SUGGESTED ITINERARY

AS OF

SEPTEMBER 7, 2017

SATURDAY, MARCH 24

AM Group arrives at a Chicago area airport
(Groups should arrive about 2 1/2 hr prior to scheduled flight)

Upon arrival Begin check-in process and head through security. EVERYONE needs to bring a picture ID along with their ticket. Any traveler 18 yrs or older, will need a state issued id. Keep them handy throughout check-in and security processing.

Table with 2 rows: AM Passengers depart out of Chicago, AM Passengers arrive at San Diego

Upon Arrival: Depart for baggage claim and meet your Bob Rogers Travel Tour Director

AM Load motor coaches; depart for Belmont Park

12:30 PM Enjoy Belmont Park at Mission Beach
Spend some time enjoying the sand, surf and the Board walk

PM Lunch in the park (student cost)

PM Unlimited ride wristband is included
Includes Giant Dipper Roller, Beach Blaster, Octotron, Control freak, Tilt-a-Whirl, The Liberty Carousel, Vertical Plunge, Crazy Kars, Crazy Submarine, Speedway

6:00 PM Enjoy a group Beach BBQ at Mission Beach
Watch people catch the waves at the Wavehouse while enjoying a BBQ party in one of the trendiest places to dine n Mission Beach. You will enjoy dinner with a perfect view of the ocean and can walk along the beach or sit around a fire pit after your meal. Catch the sunset on the beach and that perfect picture to capture your memories in Southern California.

7:30 PM Load motor coach; depart for a San Diego Area Hotel

8:30 PM Check into the hotel



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**-Two (2) Private night time security at the hotel from 10:30 pm to 5:30 am-
SUNDAY, MARCH 25**

- 7:30 AM Enjoy breakfast at the hotel
- 8:30 AM Load motor coaches; depart for the **USS Midway Museum**

AM **Glenbrook South HS Band** performs on the deck of the USS Midway
(based on availability)

- 11:00 AM Explore the Museum Exhibits
Exhibits range from the crew's sleeping quarters to a massive galley, engine room, the ship's jail, officer's country, post office, machine shops, and pilots' ready rooms, as well as primary flight control and the bridge high in the island over the flight deck. Use the self-guided audio tour to guide you through the various decks of the ship and meet museum docents along the way that are eager to share personal stories to enhance your understanding and experience.

- 12:30 PM Load motor coaches; depart for **Liberty Public Market**
- 1:00 PM Lunch and shopping at **Liberty Public Market**
Showcasing a rustic environment with prepared foods, beer, wine, specialty cocktails, produce, fish, desserts and pastries, pastas, arts and crafts, a test kitchen, pop up dinners, and educational driven events.

- 2:30 PM Load motor coaches; depart for **Cabrillo National Monument**
- 3:00 PM Enjoy exploring **Cabrillo National Monument**
A visit to San Diego's "only" National Park offers tremendous views of the San Diego region and excellent opportunities to explore the natural, historical and cultural history of the area. Visit the Old Point Loma Lighthouse, breath taking views of the harbor, and during low tide, pools along the rocky depression.

- 5:00 PM Load motor coaches; depart for **Dave and Busters**
- 6:00 PM Group dinner and play time at **Dave and Busters**

- 8:30 PM Load motor coaches; return to the hotel

-Private night time security at the hotel from 10:30 pm to 5:30 am-



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MONDAY, MARCH 26

8:00 AM Enjoy breakfast at the hotel
9:00 AM Load motor coaches; depart for **San Diego State University (or similar)**

AM **Glenbrook South HS Band** participates in a clinic
(based on acceptance and availability)

PM Lunch and free time on campus (student cost)

1:00 PM Load motor coaches; depart for **Sea World San Diego**

1:30 PM Enjoy the afternoon at **Sea World San Diego**
Come to SeaWorld and enjoy some of the most thrilling rides, fabulous live entertainment and get up close and personal with a variety of marine life.

Don't miss **Manta**
an amazing and immersive attraction that takes you deep into the world of rays. On Manta, you can soar, dive and twist like a ray on SeaWorld San Diego's first multi-media double-launch coaster. Or surround yourself with gliding rays in a one-of-a-kind grotto where you can touch and feed these incredible animals. It's all new and full of firsts for the whole family. Manta – Ride the ray. Feel the rush. – only at SeaWorld.

PM **Glenbrook South HS Jazz Band** performs at Sea World San Diego
(based on acceptance and availability)

6:00 PM **Group picnic dinner** at Sea World
Enjoy the All American buffet of make your own burger, mac n cheese, baked beans, potato salad, mixed green salad, soft drinks and dessert

8:00 PM Load motor coaches; return to the hotel

-Two (2) Private night time security at the hotel from 10:30 pm to 5:30 am-



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TUESDAY, MARCH 27

- 8:00 AM Enjoy breakfast at the hotel
- 9:00 AM Load motor coaches; depart for **Balboa Park**
- 9:30 AM Arrive and set up for your performance

10:00 AM **Glenbrook South HS Band and Jazz Band** perform at the **Spreckels Organ Pavilion** (based on permit availability)

- 11:30 AM Depart for the **San Diego Zoo**
- PM Free time to explore the **Zoo**
This zoo has approx. 4,000 animals on more than 100 lushly-planted acres. In addition to the Zoo's famous pandas, on loan from the People's Republic of China, top exhibits include the Polar Bear Plunge and Hippo Beach (both enclosures offer underwater vantage points); the Monkey Trails exhibit, home to many endangered species; and the Elephant Odyssey, where you can view current species while exploring prehistoric fossil evidence and extinction causes.
- PM Lunch at the Zoo (student cost)

Check out: **Skyfari® aerial tram:** Take an airborne shortcut over the treetops to the other end of the Zoo and enjoy spectacular views of the Zoo, its animal and plant collection, and surrounding Balboa Park.

- 4:00 PM Load motor coaches; depart for hotel
- 4:30 PM Change for evening activities
- 5:30 PM Load motor coaches; depart for **Grape Street Pier**
- 6:30 PM Begin boarding
- 7:00 PM Enjoy a **dinner and DJ dance cruise** (Provided by Hornblower Cruises)
- 10:00 PM Return to shore
- 10:15 PM Load motor coaches; return to the hotel

-Two (2) Private night time security at the hotel from 10:30 pm to 5:30 am-



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WEDNESDAY, MARCH 28

- 7:00 AM Enjoy breakfast at the hotel
- 8:00 AM Load motor coaches; depart for **The Disneyland Resort** (128 miles, 2 ½ hr drive)
- 10:30 AM Enjoy the day at **Disneyland** (one day one park per day ticket)
Welcome to the place where imagination is the destination. For young and old, big and small — it's the happiest place on earth! Come build memories with your family that last a lifetime as you discover the wonder of this magical, fantastical world. When you enter one of the Lands that comprise Disneyland Park, stories come to life, immersing you in tales from some of your favorite Disney films...
- PM Lunch in the park (student cost)
- Don't miss **Pirates of the Caribbean:** *As nighttime bruises the waters of the bayou, cruise deep into the caverns where pirates carouse and behave most abominably. Fireflies light the way as you discover the adventures of these pillaging privateers — not to mention the shenanigans of Captain Jack Sparrow!*
- PM Dinner in the park (**meal voucher** provided)
- PM View the **Main Street Electrical Parade** (based on 2018 schedule)
With over a half a million twinkling lights, this pageant has enthralled generations of Guests since its debut in 1972. After a 20 year hiatus from Disneyland Park, the parade's return means that nostalgic fans and newbies alike will get to experience this whimsical procession that glitters and winks in time to the bouncy beat.
- 9:30 PM View **Fireworks at Disneyland Park** (based on 2018 schedule)
- 10:00 PM Load motor coaches; return to your **San Diego hotel** (128 miles, 2 ½ hr drive)
- 12:30 AM Arrive at the hotel

-Two (2) Private night time security at the hotel from 10:30 pm to 5:30 am-



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THURSDAY, MARCH 29

- 8:00 AM Enjoy breakfast at the hotel
- 9:00 AM Check out of the hotel; load motor coaches
- 9:30 AM Depart for Balboa Park

10:00 AM Enjoy the day at **Balboa Park***
***Ticket includes One (1) admission to each of 17 Balboa Park museums during your stay in San Diego**

Balboa Park is a 1,200-acre (490 ha) urban cultural park in San Diego, California. In addition to open space areas, natural vegetation zones, green belts, gardens, and walking paths, it contains museums, several theaters, and the world-famous San Diego Zoo. There are also many recreational facilities and several gift shops and restaurants within the boundaries of the park. Placed in reserve in 1835, the park's site is one of the oldest in the United States dedicated to public recreational use.

PM Enjoy lunch on your own (student cost)

PM Load motor coaches; depart for San Diego Airport

PM Arrive at the airport for check-in

Upon arrival Begin check-in process and head through security. **EVERYONE** needs to bring a picture ID along with his/her ticket. Keep them handy throughout check-in & security processing.

PM Dinner at the airport (student cost)

PM Passengers depart out of **San Diego**

PM Passengers arrive in **Chicago***

*Arrival in Chicago may be on Friday, March 30 pending scheduled airfare.



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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