



To: Dr. Charles Johns
From: Dr. Lauren Fagel
Re: GBS Band Trip to Hawaii
Date: October 2, 2019

Attached is the formal request from band directors Aaron Wojcik and Brian Boron to take the GBS Band Program students (Marching Band, Symphonic Band, and Jazz Ensemble) to Waikiki, Hawaii, during Spring Break, from March 21 to March 28, 2020. The main purpose of the trip is to perform at the Pearl Harbor Concert of Heroes, as well as to participate in a clinic at the Kaneohe Marine Base (or Pearl Harbor Naval Base), participate in a clinic with a local university band director, and perform at the Ala Moana Center. Stacey Wolfe, Instructional Supervisor for Special Education, will also be chaperoning the trip.

Based on cost comparisons, the Fine Arts Department's recommendation is to use Bob Rogers Travel for the trip, with an all-inclusive cost of \$2,900.00 to \$2,950.00 per person, based on room occupancy.

This is an Educational Tour covered under Board Policy 7050. This Educational Tour is conducted by the district, but not financed by the district, and requires approval of the principal, superintendent, and Board of Education.

I support this request and believe this type of experience will enhance the band's performance quality and sense of community, while giving the students a greater understanding of the site of a critical event in United States history.



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

Trip Information

Trip Description: Glenbrook South Band Program: Marching Band, Symphonic Band, and Jazz Ensemble Hawaii Tour

Staff Expenses

Number of Staff: 3

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 0.00	Air	\$ 0.00
Bus / Car	\$ 0.00	Bus / Car	\$ 0.00
Lodging:	\$ 0.00	Lodging:	\$ 0.00
Total Cost:	\$ 0.00	Total Cost:	\$ 0.00

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

Student Expenses

Number of Students: 150

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 1005.00	Meals:	\$ 150750.00
Transportation:		Transportation:	
Air	\$ 1320.00	Air	\$ 198000.00
Bus / Car	\$ 200.00	Bus / Car	\$ 30000.00
Lodging:	\$ 375.00	Lodging:	\$ 56250.00
Total Cost:	\$ 2900.00	Total Cost:	\$ 435000.00

Other Expenses

Registration:	\$ _____
Judging:	\$ _____
Officiating:	\$ _____
Total Cost:	\$ 0.00

Total Trip Expenses

Staff Expenses:	\$ 0.00
Student Expenses:	\$ 435000.00
Other Expenses	\$ 0.00
Total Cost:	\$ 435000.00

Payment Responsibility

Paid by Students:	\$ 435000.00	Per Student Cost:	\$ 2900.00
Paid by District:	\$ 0.00		

Description of Expenses Paid by Students
 "Meals" includes expenses for attractions, performances, and permits for the trip.

Proposal

Prepared for: Glenbrook South High School Band

Destination: Hawaii

Dates: March 21-28, 2020

Air

- Round-Trip Airfare (subject to change until time of booking) estimated at \$1100 per traveler
- Checked Baggage Fees (per itinerary)

Motor Coach

- Round Trip Transportation to Airport From School
- Gratuities for your motor coach driver(s)
- Local Area Transportation as needed per the Itinerary

Hotel

- 6 Nights' accommodations at Local Area Hotel
- Breakfast at hotel

Security

- 1 Dedicated overnight chaperone(s) 150-159

Meals

- Group Dinner at Germaine's Luau with Show
- Boxed Meal at Pearl Harbor
- Group Pizza Dinner
- Group Beach BBQ Meal
- Group Dinner at Hard Rock Cafe
- Dinner at Queen's Surf Beach

Attractions

- Traditional Flower Lei Greeting
- Admission to Pearl Harbor's USS Arizona Memorial Self Guided Tour
- Fresh Flower Wreath & Trophy Presentation
- Guided Tour of Honolulu
- Step on Guided North Shores Island Tour
- Excursion to Haleiwa (Surfing Village)
- Group Hike at Diamond Head Crater
- Excursion to Waikiki Beach
- Keпоikai Catamaran Tour

Clinics

- Honorarium for Band Clinic 150-159

Performance

- Group Performance at Pearl Harbor "Remember the Heroes" Concert
- Group Performance at the Ala Moana Center

Tour Director

- Company representative for airport check-in
- 1 Onsite Company Tour Director(s)

Other

- Rental costs for chairs, stands, instruments or keyboards for performances/clinics
- IPS - Individual Payment System
- BRT Drawstring bag for every participant
- BRT Luggage Tags
- BRT Video Souvenir & Tracking/Messaging App
- 2 Complimentary Director Package(s) (based on single occupancy)
- 18 Discounted Chaperone Packages (pay quad price for double occupancy)
- 1 Nurse/Doctor/Medical Assistant Package (based on single occupancy)

Package price

Student Quad Package Price--\$2,900.00 per participant

Chaperone Double Package Price--\$2,900.00 per participant

Non-inclusions/Options

- Meals stated at student cost
- Travel Protection is optional (though highly suggested) and available for purchase. We offer two options through Travel Insured International – Student Protection Plan with or without the CFAR* (Cancel For Any Reason) benefit. *CFAR coverage is 75% of the nonrefundable trip cost. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and within 14 days of initial deposit. This benefit is not available to residents of New York. Link to purchase Travel Protection Plan: <http://www.travelinsured.com/agency?agency=49046>
- Baggage Fees for checked baggage, oversize/overweight luggage or instruments*

***AIRLINE BAGGAGE FEES:** Most airlines charge additional fees for checked baggage. **Checked baggage fees of \$100 per traveler are included your estimated tour package costs..** Fees vary by airline and can range from \$60 for the first checked bag (round trip) to over \$200 for an overweight or oversized item (round trip).



**GLENBROOK SOUTH HIGH SCHOOL BAND
AARON WOJCIK and BRIAN BORON, DIRECTORS**

DESTINATION: HAWAII

DATES: MARCH 21-28, 2020

Travel Consultant: Stacey Kilroy

Travel Coordinator: Molly Feeney

**SUGGESTED ITINERARY AS OF
SEPTEMBER 4, 2019**

SATURDAY, MARCH 21

3 ½ hr prior to flight--

AM Call time at **Glenbrook South High School**

AM Load **motor coaches**; depart for **Chicago-O’Hare Airport**

2 ½ hr prior to flight--

AM Group arrives at **Chicago O’Hare airport**, proceed through check in and security

Meet your BRT Airport Greeter to assist with airport check in

Upon arrival Begin check-in process and head through security. **EVERYONE** needs to bring a picture ID along with their ticket. Anyone 18 yrs. and older will require a state issued identification. Keep them handy throughout check-in and security processing.

AM **First checked baggage fee** has been included for each participant. Please carry on any instruments that are trumpet size or smaller. Larger instruments will be checked as a 2nd piece of luggage.

TIP: To **alleviate crowding** at Security—head to Gate in small groups

AM Passengers depart out of Chicago O’Hare
PM Arrive in **Honolulu**
*****BRT will research non stop and connecting flights. The group may be split on multiple flights**

Upon arrival Receive a **fresh flower lei greeting in the baggage claim area** after arriving in Honolulu

Continued on the next page...

SATURDAY, MARCH 21

- PM Board motor coaches; depart for **your Waikiki Beach hotel**
- 5:00 PM Meet in the lobby and walk to the **Welcome Pizza Dinner and Orientation**
- PM **Rehearsal space** provided at the hotel for jazz band and concert band rehearsal
- 10:00 PM All Students in rooms-Chaperone meeting

- **Private nighttime security at the hotel (10:30 pm to 5:30 am.)** -

SUNDAY, MARCH 22

- 7:00 AM Enjoy breakfast at hotel
- 8:00 AM Depart for a **Diamond Head Crater Hike**
45-minute hike to the top, some time at the top and then the descent
- 10:30 AM Board motor coaches for **Central Oahu / North Shore Tour**
Enjoy a fully narrated tour through the fertile central valley and learn that pineapples don't grow on trees.
- 12:30 PM Arrive at the famous surfing village of **Haleiwa Town**
Afternoon Enjoy lunch (student cost) & maybe some famous Hawaiian Shaved Ice
- 2:00 PM Let's "Hit the Beach".
*Experience the North Shore where surfing daredevils gather from around the world to compete riding the monster waves that are often taller than most buildings. Depending on the season, we may be able to catch a few surfers in action. **Sunset Beach** is the local favorite and is legendary for it's 20 foot waves. The North Shore is also the home of the famous **Banzai Pipeline**. "Banzai" is used as a toast or a battle cry meaning "go for it". In the 1950's, a surfer yelled, "Banzai" as he rode a massive wave and name stuck. When the ocean hits the shallow coral shelf offshore, a wave forms that is so steep that it rolls and makes a nearly perfect tube or pipeline. It is the holy grail of surf challenges.*
- Note: *Swimming (2:30pm – 4:30pm) subject to surf conditions.*
- 5:00 PM Enjoy a **catered local style picnic dinner at the Beach**
Fare could include a hot dog/hamburger combination with fruit, punch and dessert
- 6:00 PM Board motor coach for return to Waikiki
- 7:00 PM Arrive at the hotel
- 10:00 PM All Students in rooms-Chaperone meeting

- **Private nighttime security** at the hotel (10:30 pm to 5:30 am.) -



MONDAY, MARCH 23

- 7:00 AM Enjoy a breakfast at the hotel

- 8:00 AM Transfer to **Pearl Harbor or Kaneohe Marine Base.**
- 9:00 AM **Exchange Concert / workshop with the Pacific Fleet Band**
or the **Marine Forces Pacific Band** (*based on availability*)
The following is subject to scheduling and acceptance by military band
- AM Band returns to Waikiki area

- 12:00 PM Load motor coaches; return to the hotel
- PM Quick snack on own (*student cost*)
- 2:30 PM Change clothes and prepare for afternoon/evening activity

- 3:00 PM Walk to **Queen Surf Beach**
- PM Snorkeling, beach volleyball, beach games

- 6:00 PM Enjoy a beach side buffet dinner
Meal to include mahi mahi, roast beef, teriyaki chicken and sides
- 8:00 PM Depart on foot for the hotel

- 10:00 PM All Students in rooms-Chaperone meeting

- **Private nighttime security** at the hotel (10:30 pm to 5:30 am.) -

TUESDAY, MARCH 24

7:30 AM Enjoy breakfast at the hotel
AM Set up in the Ballroom for clinics

9:00 AM	Glenbrook South H.S. Concert Band participates in a CLINIC
10:00 AM	Glenbrook South H.S. Jazz Band participates in a CLINIC <i>(clinics are based on availability)</i>

10:45 AM Depart for **Tamarind Park- Bishop Square**
101 Bishop St, Honolulu, HI 96813

12:00 PM	Glenbrook South H.S. Band PERFORMANCE <i>(based on availability)</i>
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1:00 PM Lunch on own in the area *(student cost)*

2:00 PM Return to the hotel

2:30 PM Free time on the beach

4:30 PM Change and freshen up for this evening's events

5:00 PM Walk over to **Hard Rock Cafe**

5:30 PM Enjoy a group dinner at **Hard Rock Café**

6:45 PM Enjoy the evening shopping near Waikiki

10:00 PM All Students in rooms-Chaperone meeting

- **Private nighttime security** at the hotel (10:30 pm to 5:30 am.) -



WEDNESDAY, MARCH 25

8:00 AM Enjoy breakfast at the hotel

10:00 AM Depart for **Pearl Harbor**
Home to the final resting place for the USS Arizona and many of the 1,177 crewmen who lost their lives on December 7, 1941.

11:30 AM Glenbrook South HS Band **performs** in a **Remember the Heroes Concert**
(based on availability)

AM Tour the **U.S.S. Bowfin**
*We'll go below deck to wind our way through the narrow compartments where the Bowfin's crew worked, ate and slept through nine harrowing war patrols. You will learn about the Bowfin, which served with great distinction in WWII and earned her nickname "**The Pearl Avenger.**"*

12:30 PM Enjoy a **boxed lunch**

2:45 PM Group will be broken into smaller groups to view the movie and visit the memorials

Afterwards Board the Navy Launch to visit the resting place of the U.S.S. Arizona.

4:15 PM Depart for a guided **Honolulu City Tour**
The Honolulu City Tour. We'll drive past the Iolani Palace—the only royal palace on American soil, the King Kamehameha Statue, Hawaii State Capitol, and through China Town.

5:30 PM Arrive at **Ala Moana Center**
PM Dinner at Makai Market (student cost)

7:00 PM Glenbrook South H.S. Jazz Band **PERFORMANCE** (25 minutes)
(based on availability)

7:30 PM Free time to enjoy the nation's largest open air shopping center.

9:30 PM Return to our Hotel

10:00 PM All Students in rooms-Chaperone meeting

- **Private nighttime security** at the hotel (10:30 pm to 5:30 am.) -

THURSDAY, MARCH 26

- 7:15 AM Enjoy breakfast at the hotel
- 8:15 AM Depart on foot to the beach. When you are not on the Catamaran you have free time on the beach.
- 8:40 AM **Catamaran Cruise** (groups of 38)
- 9:40 AM **Catamaran Cruise** (groups of 38)
- 10:40 AM **Catamaran Cruise** (groups of 38)
- 11:40 AM **Catamaran Cruise** (groups of 38)
- 12:40 PM **Catamaran Cruise** (groups of 38)
- PM Lunch on own (student cost)
- Afterwards Free time at leisure
- 3:30 PM Freshen up and change for this evening's Luau
- 4:45 PM Load motor coaches and depart for **Germaine's Luau**
Germaine's Luau provides the grandeur of the Royal Court and Polynesian Show extravaganza to a sumptuous all-you-can-eat feast with your favorite beverages, it's a fun-filled evening that will bring Hawaii home to your heart!
- 9:30 PM Load motor coaches; return to the hotel
- 10:30 PM All Students in rooms-Chaperone meeting
- **Private nighttime security** at the hotel (10:30 pm to 5:30 am.) -

FRIDAY, MARCH 27

7:00 AM Enjoy breakfast at the hotel

8:00 AM Last day at the beach!

10:00 AM Return to the hotel

11:00 AM Check out of the hotel

11:30 AM Load motor coaches

12:00 PM Depart for the airport

12:30 PM Group arrives at **Honolulu Airport**

Upon arrival Begin check-in process and head through security. **EVERYONE** needs to bring a picture ID along with their ticket. Anyone 18 yrs. and older will require a state issued identification. Keep them handy throughout check-in and security processing.

AM **First checked baggage fee** has been included for each participant. Please carry on any instruments that are trumpet size or smaller. Larger instruments will be checked as a 2nd piece of luggage.

TIP: To **alleviate crowding** at Security—head to Gate in small groups

PM Passengers depart out of **Honolulu**

SATURDAY, MARCH 28

AM Passengers arrive at **Chicago-O’Hare**

*****BRT will research non stop and connecting flights. The group may be split on multiple flights**

AM Depart for luggage claim

AM Load **motor coaches**; return to **Glenbrook South HS**

AM Arrive at **Glenbrook South HS—Welcome Home!**

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