

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma 

Re: FCCLA National Competition

Date: May 21, 2012

Attached is a request from Kathleen Mitchem, GBN Family, Career, and Community Leaders of America (FCCLA) advisor, to allow participation for four student finalists in the National FCCLA Leadership Competition July 8-12, 2012 in Orlando, Florida. Included documents are: trip rationale, routine district travel request forms, guidelines for student trips, and board policy 7230, Student Trips.

GBN students competed in local and state events to qualify for the national competition. Of the 17 Glenbrook North High School students selected to compete at the state competition in April, four students have qualified for the national competition. I fully support this opportunity and ask for your support as well.

PP:rp

enc.



Interoffice Memo

Career & Life Skills Department

Date: May 21, 2012

To: Mike Riggle
Paul Pryma
Mike Tarjan

cc: Mary Kosirog

From: Kathleen Mitchem

RE: FCCLA National Leadership Conference, July 8-12, 2012

Four Glenbrook North FCCLA student members have qualified and earned the position to represent Illinois at the National FCCLA Leadership Competition in Orlando, Florida.

FCCLA (Family, Career, and Community Leaders of America) is an IHSA sponsored national organization for students in Family and Consumer Sciences education in public and private schools through grade 12. It also services their teachers as chapter FCCLA advisors and is recognized as a nonprofit national Career and Technical Student Organization (CTSO), connecting classrooms to careers.

Students compete at the local and state levels in order to qualify for the national competition. FCCLA's STAR (Students Taking Action for Recognition) Events are competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation. In these events, students develop specific lifetime skills in character development, creative and critical thinking, interpersonal communication, practical knowledge, leadership, and career preparation. STAR Events promote the FCCLA Mission to focus on the multiple roles of family member, wage earner, and community leader.

This year, the Glenbrook North chapter had 28 students participate at the local competition. Of those 28 students, 17 advanced to compete at the state competition in April.

Four students from Glenbrook North's FCCLA club have advanced to the National FCCLA Conference in Orlando, Florida on July 8-12, 2012.

The FCCLA organization requires a 1 to 3 supervision ratio for students. For every three students attending the conference, the chapter is asked to provide an adult to serve as a national events evaluator. As an FCCLA advisor, I will plan to chaperone students along with Kim Petty. I will fulfill the event evaluator assignment while at the National FCCLA Conference.

Attached you will find a spreadsheet that specifies the financial details of the trip. Our lodging is at the Rosen Shingle Creek Hotel where most meetings and competitive events are on the property, with the exception to selected tours and area attractions. The transportation includes airfare and van rental. Flights were purchased through a travel agent, and the ticket prices were determined to be competitive as compared to that of Orbitz and Expedia. A schedule highlighting the conference itinerary is also provided (for your reference).

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN ✓ GBS _____ GBE _____ GBOC _____ District _____

II. Initiator Kathleen J Mitchem Phone 2556
 Position FACS Teacher / FCCLA Adviser Date of Submission 5-15-12

III. Date and Times of Leave/Return
 Total Number of School Days Missed per Person (None - Summer) July 9-12, 2012
 Departure Date/Time 7/8/12 6:00 am Midway Airport Return Date/Time 7/12/12 9:10 pm Midway Airport

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff Kathleen Mitchem
Kim Petty
 Students _____

V. Description, Destination, and Reason for Trip
FCCLA National Leadership Conference
Orlando, FL
Students have advanced to the National level of competition

VI. Cost of Trip
 Was this trip included in your Dept. _____ Bldg. _____ District _____ Budget? _____

USE REQUEST FOR TRAVEL FORMS (LOCAL, STATE, NAT.)

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	_____	_____	N/A

VII. Approval
[Signature] Supervisor [Signature] Principal _____ Superintendent _____
5/18/12 Date 5/20/12 Date _____ Date _____

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

Form approved by Board of education 12/15/97.

Request For Travel

With Cost to Student

COST FOR TEACHERS & STAFF

Total Number of Staff: 2

Meals for Staff
Breakfast
Lunch
Dinner
Per Day Cost

	Per Person	Total(Cost times # of staff)	Account#
Food	\$160.00	\$320.00	
Transportation:			
Air	\$304.00	\$608.00	
Bus/Car	\$67.00	\$134.00	
Lodging	\$392.00	\$784.00	
TOTAL	\$923.00	\$1,846.00	

Sun - L/D
 Mon - B/L/D
 Tues - B/L/D
 Wed - B/L/D
 Thur - B/L/D

COST FOR STUDENTS

Total Number of Students: 4

	Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%
Transportation:				
Air	\$304.00	\$1,216.00	\$304.00	\$912.00
Bus/Car	\$67.00	\$268.00	\$67.00	\$201.00
Lodging	\$211.00	\$844.00	\$211.00	\$633.00
TOTAL	\$582.00	\$2,328.00	\$582.00	\$1,746.00

COST OF REGISTRATION, JUDGING and/or OFFICIATING

	Total Cost	Account#
Registration	\$1,450.00	
Judging/Officiating	\$0.00	
TOTAL	\$1,450.00	

TOTALS

COST TO DISTRICT:	\$5,042.00	(Staff total plus Registration plus Total District
COST TO STUDENT:	\$582.00	(Total of the 25% student cost)
COST OF TRIP:	\$5,624.00	(Cost to District plus Cost to Student)

COMPETITIVE EVENTS DETAILED INFORMATION

Schedules

Tentative Schedule. This schedule is subject to change primarily due to potential differences between anticipated and actual registration numbers. Participants and volunteers should be prepared to be flexible in their conference planning until a final schedule is published on the FCCLA national website in mid-May.

<u>Saturday, July 7</u>	<u>Sunday, July 8</u>	<u>Monday, July 9</u>	<u>Tuesday, July 10</u>	<u>Wednesday, July 11</u>	<u>Thursday, July 12</u>
1:00 p.m. – 6:00 p.m. Competitive Events Registration Packet Pickup (Advisers Only)	8:00 a.m. – 10:00 a.m. Postsecondary STAR Events Participant Registration & Orientation	8:00 a.m. – 2:00 p.m. Postsecondary STAR Events	8:00 a.m. – 12:00 p.m. Skill Demonstration Events	8:00 a.m. – 4:00 p.m. Advocacy Environmental Ambassador Interpersonal Communications	7:30 a.m. – 9:30 a.m. Pacific Region Recognition Session
4:00 p.m.-6:00 p.m. Postsecondary STAR Events Consultants and Evaluators Meeting	8:30 a.m.-11:30 a.m. STAR Events Lead/Asst Lead Consultants Meeting	8:00 a.m. – 4:00 p.m. Career Investigation Chapter Service Project Display Chapter Showcase Display	8:00 a.m. – 4:00 p.m. Applied Technology Chapter Service Project Manual Chapter Showcase Manual	Nutrition and Wellness Parliamentary Procedure 10:00 a.m. – 11:00 a.m.	10:00 a.m. – 12:00 p.m. Central and North Atlantic Region Recognition Session
	10:00 a.m. – 4:00 p.m. Postsecondary STAR Events	Culinary Arts Entrepreneurship Fashion Design Hospitality, Tourism and Recreation Job Interview Leadership Life Event Planning Promote and Publicize FCCLA!	Digital Stories for Change Early Childhood Fashion Construction Focus on Children Food Innovations Illustrated Talk Interior Design National Programs in Action No Kid Hungry National Outreach Project Virtual Poster	FACS Knowledge Bowl Volunteer Orientation 11:00 a.m. – 12:00 p.m.	12:30 p.m. – 2:30 p.m. Southern Region Recognition Session
	12:30 p.m. – 5:00 p.m. National Competitive Events Network Team Training	Recycle and Redesign Teach and Train		FACS Knowledge Bowl Participant Orientation 12:00 p.m. – 2:00 p.m.	
	2:00 p.m. – 5:00 p.m. Competitive Events Registration Packet Pickup (Advisers Only)		10:00 a.m.- noon STAR Events Focus Groups (Invitation Only)	FACS Knowledge Bowl Competition	
	4:00 p.m.-5:00 p.m. Skill Demonstration and STAR Events Lead/Assistant Lead Consultants, Room Consultants, and Evaluators Meeting				
	6:00 p.m. – 7:00 p.m. Skill Demonstration and STAR Events Participant Orientation (students only)				

Mandatory sessions for Competitive Events participants are:

- ★ All Events: Event Participation (Monday, Tuesday, or Wednesday)
- ★ Culinary Arts Additional Requirement: Orientation and Test (Sunday)
- ★ Parliamentary Procedure Additional Requirement: Knowledge Test Session (Sunday)
- ★ FACS Knowledge Bowl Participant Orientation (Wednesday)

Glenbrook High Schools

Guidelines for Student Trips

Standards for Approval

- Contests/activities must be approved by the IHSA or meet the guidelines established by the National Association of Secondary School Principals in its publication: "National Advisory List of Approved Student Contests and Activities"
- Contests/activities must comply with the provisions of Board Policy 7230: Student Trips
- Any student trips resulting from a state, contiguous state, or national competition must be pre-approved by the school administration
- Entry fees, registration, judging and/or officiating will be paid by the school district
- Expenses for students on free/reduced lunch will be handled in accordance with Board Policy 8170: Student Aid for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education

Local (Within Cook or Contiguous Counties)

- The school district will provide transportation
- Meals and lodging will be provided by the students, parents, or sponsoring organization through fundraising activities

State/Contiguous State

- The school district will provide transportation and lodging
- Meals will be provided by the students, parents, or sponsoring organization through fundraising activities

National

- The school district will provide 75% of the transportation and lodging expenses
- Meals and the remaining 25% of transportation expenses will be provided by the students, parents, or sponsoring organization through fundraising activities

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

7230

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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

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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.

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