


OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma 

Re: FCCLA National Competition

Date: June 12, 2014

Attached is a request from Kathleen Mitchem, GBN Family, Career, and Community Leaders of America (FCCLA) advisor, to allow participation for seventeen student finalists in the National FCCLA Leadership Competition July 6-10, 2014 in San Antonio, TX. Included documents are: trip rationale, routine district travel request forms, and board policy 7230, Student Trips.

GBN students competed in local and state events to qualify for the national competition. Of the 27 Glenbrook North High School students selected to compete at the state competition in April, seventeen students have qualified for the national competition. I fully support this opportunity and ask for your support as well.

PP:rp

enc.

# GLENBROOK HIGH SCHOOLS

## Travel Requests Requiring Board of Education Approval

**I. School**    GBN ✓    GBS \_\_\_\_\_    GBE \_\_\_\_\_    GBOC \_\_\_\_\_    District \_\_\_\_\_

**II. Initiator**    KATHLEEN MITCHEM    Phone 2556

Position    FCS Teacher / FCCLA Advisor    Date of Submission \_\_\_\_\_

**III. Date and Times of Leave/Return**

Total Number of School Days Missed per Person    0    (During Summer)

Departure Date/Time    July 6 2014    am    Return Date/Time    July 10 2014    pm

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

Teachers and Staff    Kathleen J Mitchem and Kim Petty (2)

Students    (17)

**V. Description, Destination, and Reason for Trip**

National FCCLA Conference

San Antonio, TX

Students have qualified to advance to next competitive level.

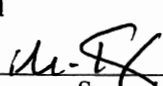
**VI. Cost of Trip**

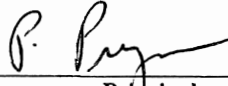
Was this trip included in your    Dept. \_\_\_\_\_    Bldg. \_\_\_\_\_    District \_\_\_\_\_    Budget?

|                    | 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       |

*\* See Attached \**

**VII. Approval**

  
 \_\_\_\_\_  
 Supervisor  
6/2/14  
 Date

  
 \_\_\_\_\_  
 Principal  
6/8/14  
 Date

\_\_\_\_\_  
 Superintendent  
 \_\_\_\_\_  
 Date

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

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



# Interoffice Memo

## Career & Life Skills Department

**Date:** May 27, 2014

**To:** Mike Riggle  
Paul Pryma  
Mike Tarjan

**cc:** Mary Kosiog

**From:** Kathleen Mitchem

**RE:** FCCLA National Leadership Conference, July 6-10, 2014

Nineteen Glenbrook North FCCLA student members have qualified and earned the position to represent Illinois at the National FCCLA Leadership Competition in Nashville, TN. Seventeen student members have committed to attending the summer 2014 conference.

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 32 students participate at the local (Harper College) competition. Of those 32 students, 27 advanced to compete at the state (Springfield) competition in April. Last year's success in the team project (International Experience) forged the team to continue with this mission and they chose Czech Republic as their focus country. For a second consecutive year, GBN's team was awarded the Most Outstanding presentation at state. Their project will be showcased at the national conference under "Spotlight on Projects" and they were asked to submit a digital copy for national board review. Students advancing to Nationals this July include:

- Job Interview
- Recycle and Redesign
- Environmental Ambassador (Team)
- Food Innovations (Jr Team)
- Food Innovations (Sr Team)
- Life Event Planning (Team)
- International Experience (Team)

As FCCLA advisors, Kim Petty and I will plan to chaperone our student delegation. Attached you will find a spreadsheet that specifies the financial details of the trip. Our lodging is at the Grand Hyatt San Antonio Hotel. The transportation includes airfare and van rental. A schedule highlighting the conference itinerary is also provided (for your reference).

# Request For Travel

With Cost to Student

## COST FOR TEACHERS & STAFF

Total Number of Staff: 2

| Meals for Staff     |                |
|---------------------|----------------|
| Breakfast           | \$4.00         |
| Lunch               | \$8.00         |
| Dinner              | \$20.00        |
| <b>Per Day Cost</b> | <b>\$32.00</b> |

|                 | Per Person        | Total(Cost times # of staff) | Account# |
|-----------------|-------------------|------------------------------|----------|
| Food            | \$160.00          | \$320.00                     |          |
| Transportation: |                   |                              |          |
| Air             | \$370.21          | \$740.42                     |          |
| Bus/Car         | \$66.21           | \$132.42                     |          |
| Lodging         | \$472.00          | \$944.00                     |          |
| <b>TOTAL</b>    | <b>\$1,068.42</b> | <b>\$2,136.84</b>            |          |

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

Van Rental\*\*-estimate  
Sweet Airlines-2 bag free\*\*

## COST FOR STUDENTS

Total Number of Students: 17

|                 | Per Person      | Total(Cost times # of students) | Student Cost 25%  | District Cost 75% |
|-----------------|-----------------|---------------------------------|-------------------|-------------------|
| Transportation: |                 |                                 |                   |                   |
| Air             | \$370.21        | \$6,293.57                      | \$1,573.39        | \$4,720.18        |
| Bus/Car         | \$66.21         | \$1,125.57                      | \$281.39          | \$844.18          |
| Lodging         | \$290.17        | \$4,932.89                      | \$1,233.22        | \$3,699.67        |
| <b>TOTAL</b>    | <b>\$726.59</b> | <b>\$12,352.03</b>              | <b>\$3,088.01</b> | <b>\$9,264.02</b> |

## COST OF REGISTRATION, JUDGING and/or OFFICIATING

|                     | Total Cost        | Account# |
|---------------------|-------------------|----------|
| Registration        | \$4,050.00        |          |
| Judging/Officiating | \$0.00            |          |
| <b>TOTAL</b>        | <b>\$4,050.00</b> |          |

## TOTALS

|                   |             |  |
|-------------------|-------------|--|
| COST TO DISTRICT: | \$15,450.86 | (Staff total plus Registration plus Total District Cost 75%) |
| COST TO STUDENT:  | \$3,088.01  | (Total of the 25% student cost)                              |
| COST OF TRIP:     | \$18,538.87 | (Cost to District plus Cost to Student)                      |

## **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.

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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.

**BOARD POLICY: STUDENT TRIPS**

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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