



# Glenbrook North High School

2300 Shermer Road, Northbrook, IL. 60062-6700

## Principal's Office

Phone: (847) 509-2400

Email: [jfinan@glenbrook225.org](mailto:jfinan@glenbrook225.org)

Web: <http://www.glenbrook225.org>

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To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Choir and Theater Trip to Europe

Date: 9/2/15

Attached is the formal request from Chad Davidson, Andy Wallace, Julie Ann Robinson and Susan Hall to take choir students and inducted Thespians on a performance and educational tour to the Czech Republic, Austria, and Germany from Friday, March 24 – April 1, 2017. The estimated cost of the tour, based on 110 travelers, is \$3,799 per student. Students interested in this trip can begin to participate in fundraising opportunities which can significantly reduce the cost, given that the students have nearly 20 months before the tour takes place.

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

I support this request. It is a unique opportunity for our students to refine their performance skills and build community with students and staff while providing a valuable international and multicultural learning experience.

*Glenbrook North High School is a learning community dedicated to students and committed to quality of thought, word, and deed.*

**GLENBROOK HIGH SCHOOLS**  
**Travel Requests Requiring Board of Education Approval**

I. School GBN  GBS  GBE  GBOC  District           
 II. Initiator Chad Davidson Phone x2455  
 Position I.S. - Fine Arts Date of Submission 8/13/15

III. Date and Times of Leave/Return  
 Total Number of School Days Missed per Person 0  
 Departure Date/Time 3/24/17 - Return Date/Time 4/1/17

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers and Staff Chad Davidson, Andy Wallace, Julie Ann Robinson, Susie Hall  
 Students Students TBD

V. Description, Destination, and Reason for Trip  
Performance/Educational tour to Czech Republic, Austria, & Germany

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

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	<u>0</u>	N/A	N/A
Cost to Student		<u>3,799</u>	N/A

VII. Approval  
Chad Davidson Supervisor [Signature] Principal \_\_\_\_\_ Superintendent  
Aug 13, 2015 Date 9/2/15 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-National**  
With Cost to Student

**COST FOR TEACHERS & STAFF**

Total Number of Staff: 4

Per Person	Total(Cost times # of staff)	Account#	Meals for Staff
Food	\$0.00	\$0.00	Breakfast
Transportation:			Lunch
Air	\$0.00	\$0.00	Dinner
Bus/Car	\$0.00	\$0.00	<b>Per Day Cost</b>
Lodging	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	

**COST FOR STUDENTS**

Total Number of Students: 110

Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%
Transportation:			
Air	\$0.00	\$0.00	\$0.00
Bus/Car	\$0.00	\$0.00	\$0.00
Lodging	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$3,799.00</b>	<b>\$417,890.00</b>	<b>\$0.00</b>

**COST OF REGISTRATION, JUDGING and/or OFFICIATING**

Total Cost	Account#
Registration	\$0.00
Judging/Officiating	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**TOTALS**

COST TO DISTRICT:	\$0.00	No cost to district
COST TO STUDENT:	\$417,890.00	Estimated cost based on 110 travellers
COST OF TRIP:	\$417,890.00	Estimated cost based on 110 travellers

Glenbrook High School District #225

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 2 pages

Section A - Introduction

The Board of Education of District #225 believes that educational travel experiences can provide significant educational experiences for Glenbrook students. However, 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. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for educational tours conducted outside the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more.
3. No student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour. Cost of said insurance shall be assumed by the organization financing the tour. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.
4. The Board of Education is not authorized to use school funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the payment of salaries of necessary personnel while on tour if the personnel are performing in the ordinary course of their employment.
5. All school rules and regulations regarding student conduct shall apply for students participating in educational tours.

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 a school employee or a private agency and which have been recommended for approval by the principal, to use school facilities to inform students of educational travel programs within any of the fifty United States or any foreign country which, 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 or supported 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 agency in publicizing the program must contain a statement to this effect which has been approved by the superintendent. These same materials must also carry the identification of the sponsoring agency.
  
2. No student or employee may participate in educational travel unless he has accident and health insurance coverage protecting against bodily injury or death and, if an employee, disability while participating in the educational travel. Cost of said insurance shall be assumed by the employee or private agency financing the educational travel. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

Glenbrook equipment, materials or supplies, including stationery, shall be used for school-sponsored activities only, and shall not be used for any educational travel which is not school sponsored.

Section E - Student Trips Exclusion

Student trips are not included within the provisions of this policy.

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

Chad Davidson  
Fine Arts Department



Glenbrook North High School  
Northfield Township High School District 225  
2300 Shermer Road  
Northbrook, IL 60062

August 12, 2015

Dr. Finan,

Please consider this letter as a formal request to take registered GBN choir students and inducted Thespians on a performance and educational tour to the Czech Republic, Austria, and Germany from Friday, March 24, 2017 – April 1, 2017. I've attached our preliminary itinerary, our tour proposal from Brightspark Travel, and other accompanying documents.

Performance tours have been a staple of the choir experience at GBN, and it is our custom to travel every other school year. We are very excited to present this special opportunity to our students. Four GBN staff members (myself, Andy Wallace, Julie Ann Robinson, and Susie Hall) will accompany the tour in addition to parent chaperones.

Highlights of this tour include visits to Prague, Vienna, Salzburg, and Munich, along with several excursions to neighboring cities. I have worked closely with Brightspark Travel in Deerfield, IL, to create an itinerary that will create lifelong memories for our students. The choral program at GBN has a 40+ year relationship with Brightspark (formerly Educational Tours). In fact, the founder of Brightspark was the very first president of the GBN Choral Parents Organization. This longstanding relationship has always resulted in excellent service at a fair price. Included in the cost of the tour are all bus and air transportation, hotel stays, breakfast and dinner daily, overnight security on the floor of our hotels, entrance to all tours and attractions, and a tour guide at our service 24 hours a day.

Although the costs associated with any trip of this scope are significant, we offer many fundraising opportunities throughout the years for students to defray the cost of the trip. By touring every other year, students have between 1-4 years to fundraise. Funds raised by individual students are kept in an account (managed by our Choral Parent Organization) and may be used to pay for the tour. Since we are almost 20 months from the tour, we cannot guarantee the exact cost per student. Exchange rates and air fares have not yet been established, which may lead to some fluctuation in the final cost. Our estimated cost, based on 110 travellers, is \$3,799. This is well within range of other travel companies that I have investigated. Please note that there is no cost to the district.

I believe that the value of tours of this nature is immense. I hope you share my regard for this type of learning opportunity. Please do not hesitate to contact me if you have questions or if you need clarification on any aspect of this proposed tour.

Best regards,

A handwritten signature in cursive script that reads "Chad Davidson".

We're excited to outline the details of your upcoming custom group tour! Please read all pages of this agreement carefully. Once you sign and return the agreement, we'll be ready to move forward with planning. Hooray!

Here's everything you need to know:

Glenbrook North High School has entered into an agreement with Brightspark Travel, Inc. to make travel arrangements to Europe on March 24, 2017 through April 1, 2017. Brightspark Travel, Inc. has agreed to provide for the trip inclusions as outlined on the enclosed Tour Proposal.

Glenbrook North High School agrees to a tour based on 120 paying participants.

Pricing per passenger for our trip is as follows:

Participant Type	Price	Room Occupancy
Student/Youth	\$3758	Mixed
Paying Adult	\$3758	Double
Complimentary	\$0	Single

- The trip includes 4 complimentary participants in single occupancy rooms
- Please note that each room has 2 beds.
- Travel Protection is not included. Information will be provided so parents may purchase on own through Travel Guard.
- Prices presented are based on estimated airfare of \$1470 pp. Price will be adjusted, if necessary, once airfares are released in April/May 2016.

Brightspark Travel Inc. will make reservations for your group based on 120 paying participants. From time to time, there are non-refundable vendor payments such as airline or theatre tickets, that the group will be responsible for paying, should your passenger count fall below 120 paying participants.

Price at 110 paying participants \$3799  
Price at 100 paying participants \$3844  
4 complimentary chaperones are included at each level.

Glenbrook North High School Choir and Theatre agrees to the following installment payment schedule:

Installment	Due Date	Quad Occupancy	Double Occupancy
Registration Fee	Jan 18, 2016	\$500	\$500
2	May 2, 2016	\$1000	\$1000
3	Sep 12, 2016	\$1000	\$1000
4	Jan 9, 2017	\$1258	\$1258
<b>TRIP COST</b>		<b>\$3758</b>	<b>\$3758</b>

Glenbrook North High School Choir and Theatre agrees to submit a rooming list for this tour on or before **January 23, 2017**.

The undersigned has read and understands this agreement and accepts the Terms and Conditions accompanying this Tour Agreement. By signing this Tour Agreement the undersigned, on behalf of Glenbrook North High School Choir and Theatre, agrees to contract for the above stated trip with Brightspark Travel, Inc.

If all this sounds good, sign below and we're ready to go!

**On Behalf of Glenbrook North High School Choir and Theatre**  
**Representative:**

*Chad Davidson*  
Signature

8/12/15  
Date

*Chad Davidson*  
Name

*Instructional Supervisor for Fine Arts*  
Title

**On Behalf of Brightspark Travel, Inc.**  
**Representative:**

*Kristina Orticelli*  
Signature

08/11/2015  
Date

*Kristina Orticelli*  
Name

**Tour Consultant**  
Title

PLEASE RETURN THIS SIGNED TOUR AGREEMENT TO YOUR BRIGHTSPARK TOUR CONSULTANT WITHIN THE NEXT FIVE BUSINESS DAYS.

\*\*\* Pending Board Approval \*\*\*

Glenbrook North High School Choir and Theatre has contracted with Brightspark Travel, Inc. to administer all participant billing and payment collection through its individual billing program.

# Brightspark Terms & Conditions – International Travel

## What is included in my tour package?

- Round trip air transportation to and from your destination (unless otherwise noted). Estimated air is provided.
- Hotel accommodations
- All admissions to attractions, activities, and sites unless otherwise noted in your itinerary
- Meals as specified on your itinerary
- 24 hour emergency services

## What is not included in my tour package?

The following items are not included in your our package unless otherwise noted:

- Changes in taxes and fuel surcharges
- Airline baggage fees
- Any optional, extended, or additional activities not included in your itinerary

## How can I register?

### Online Registration:

Visit us online at [brightsparktravel.com](http://brightsparktravel.com) and follow the simple steps to register.

### Registration by Mail

Return signed and completed registration form provided to you by your tour sponsor. Please ensure to include the deposit amount required for registration. Registration forms can be mailed to:

Brightspark Travel  
P.O. Box 828  
Northbrook, IL 60065

## Registration Deadlines:

Unless otherwise stated by Brightspark, your registration and deposit is due by the initial payment due date as noted on your Registration information. Registration date is considered date of receipt. An additional fee may apply for late registration.

## How can I purchase Travel Insurance?

Travel insurance, including cancellation protection, may be offered by your credit card company or through a number of insurance providers. Travel Insurance is also available through Travel Guard at: [www.travelguard.com/brightspark](http://www.travelguard.com/brightspark) or call **877-713-7094**

## What are my payment options for my tour?

Brightspark offers three easy ways that you can pay for your upcoming tour:

### AutoPay Payment Plan

Enroll in our easy and convenient AutoPay Payment Plan. This can be elected upon your initial registration.

### Payment in Full

Provide payment for the entire tour cost upon registration.

### Manual Payment Plan

Utilize a manual installment process to pay for your tour. Installment payments must be made by the dates noted on your Registration Information. Late payments are subject to a \$15.00 fee for each late installment, and a \$60.00 fee for a late final payment.

## How can I process or submit my payments?

We accept ACH checking account payments, Visa, MasterCard, Discover, money order and personal check.

Brightspark reserves the right to cancel a reservation due to non-payment.

## Are there any additional fees?

Yes, please see below for situations that can cause additional fees, and how these situations can be avoided:

- Late Fees will be assessed for each late installment and/or final payment. The fee for a late installment payment is \$15.00, and the fee for a late final payment is \$60.00
- NSF Fees of \$35.00 will be assessed for each returned check due to insufficient funds
- Late Registration Fees will be assessed for any registrations received within 60 days of departure. The fee is 10% of the total tour package price, plus any additional airfare fees if applicable

- Re-Instatement Fees of \$50, plus any additional airfare costs, will be assessed if you cancel your reservation and choose to re-instate at a later date
- Name Change Fees of \$200.00 will be assessed for any changes requested within 21 days of departure
- Cancellation Fees

If I cancel my reservation	My Cancellation fee will be
More than 140 days from departure	Registration fee only
140-100 days from departure	25% of your total tour package price plus your registration fee
99-61 days from departure	50% of your total tour package price plus your registration fee
60-46 days prior to departure	75% of your total tour package price plus your registration fee
Within 45 days prior to departure	100% of your total tour package price

## How and when will I receive my refund if I choose to cancel?

Refunds are issued for cancellations in the same manner as payment was received. All payment fees are non-refundable. All cancellations must be in writing. Refunds will be received within six weeks.

**Please note that for your reservation to be complete and in order to participate on your trip, you must acknowledge and affirm that you have read and accepted the complete set of terms and conditions.**

**For a complete copy of our terms and conditions, please visit us online at [brightsparktravel.com](http://brightsparktravel.com)**





**Tour Sponsor: CHAD DAVIDSON**  
Glenbrook North High School  
2300 SHERMER RD  
NORTHBROOK, Illinois 60062-6722

May 15, 2015

Dear Chad,

Thanks for requesting a quote for your group's tour. We're happy to offer you this proposal. While you review it, keep in mind the reasons why Brightspark does student travel better.

- We put **safety and security** above all
- Decades of experience means we do it right with **full service and support**
- We tailor your tour to fit your unique group, interests, budget and more
- We handle the details so you'll have a **worry-free experience**

This proposal is for **your review only**. You might want to change your tour inclusions during the planning process, so we'll send you final handouts to share with parents and students once your booking is complete.

We guarantee these prices until **10/1/2015**; what you're seeing is based on our recent communication, but if you have any concerns or changes you'd like to make, let us know. Feel free to call me with any questions and I'll touch base with you in a few days to continue working on your ideal tour.

Looking forward to talking with you soon,

**Kristina Orticelli**  
Tour Consultant  
Tel: +1 (847) 282-3312  
Email: korticelli@brightsparktravel.com

**Eric Earnest**  
Tour Coordinator  
Tel: +1 (847) 282-3363  
Email: eearnest@brightsparktravel.com

## THE BRIGHTSPARK DIFFERENCE

### WE GUARANTEE YOUR PRICE

Our quality and value is second to none, we guarantee it. Find a lower price for your exact tour, and we'll beat it.

### WE'RE EXPERTS IN STUDENT TRAVEL

- Our travel team has over 100 combined years of experience
- Our staff includes former educators and experts in music and travel
- We are members of USTOA, SYTA, NTA, & ABA.

### WE MAKE IT EASY FOR YOU

- We handle participant payments.
- We'll give you a step-by-step guide to running your group trip smoothly
- We provide 24/7 access to MyTour so you can manage accounts, rooming & bus lists and group communication online

### WE MAKE YOUR PASSENGERS HAPPY

- We have friendly payment terms.
- We accept online registration and credit cards.
- We provide a 24/7 on-tour emergency hotline
- We can help with fundraising
- Health and accident insurance is included on all tours
- We provide trip delay protection.

**ALL YOU NEED TO KNOW ABOUT YOUR TOUR**

Leaving: Friday, March 24, 2017 7:00 PM  
Returning: Saturday, April 1, 2017 9:00 PM

**Traveling By:**

- Round-Trip transportation via Air (with airport coach transfers)

**Ground Transportation:**

Coach

**Meals:**

Breakfast and Dinner Daily

**TOUR PRICING**

# OF PAYING PASSENGERS	120	110	100
# OF COMPLIMENTARY CHAPERONES (SINGLE OCCUPANCY)	4	4	4
STUDENT PRICE (MIXED OCCUPANCY)	\$3758	\$3799	\$3844
PAYING ADULT PRICE (DOUBLE OCCUPANCY)	\$3758	\$3799	\$3844

(All taxes and gratuities are included where applicable)

**ADDITIONAL OPTIONS AVAILABLE**

**Room Upgrades**

- Adult - Single Upgrade \$375 per person

**SEEING, LEARNING, DOING**

Here's what's included:

- See Proposed Itinerary

**BRIGHTSPARK ADVANTAGE**

- Optional Online Registration
- Online Payments by Credit Card or Check
- Members of NTA, SYTA, ABA, and USTOA
- \$1 Million Deposit Protection Plan
- All Taxes and Gratuities
- Trip Resource Manual
- General Liability Insurance
- Emergency Tags/Lanyards with 24 Hr. Service

Please note that pricing includes estimated airfare of \$1470 pp. This amount may be adjusted at time of ticketing to reflect actual air costs at that time.



**ITINERARY**

**GLENBROOK NORTH HIGH SCHOOL CHOIR AND THEATRE**

Prague, Vienna, Salzburg, Munich

March 24 - April 01, 2017

**DAY 1 - FRIDAY, MARCH 24, 2017**

GROUP	TIME	ACTIVITY
ALL	TBD	Board motor coach and depart for airport
	TBD	Flight Departs (overnight travel)

**DAY 2 - SATURDAY, MARCH 25, 2017**

GROUP	TIME	ACTIVITY
ALL	TBD	Flight arrives
		Meet your Brightspark Tour Guides
		City Tour of Prague including stop at Powder Tower and Dancing House (3 hours)
		Check into hotel to freshen up and relax
		Dinner
		Return to hotel
		Security on duty each night

**DAY 3 - SUNDAY, MARCH 26, 2017**

GROUP	TIME	ACTIVITY
ALL	AM	Breakfast at hotel
		Guided sightseeing of Prague including Jewish Museum and Synagogues <ul style="list-style-type: none"> <li>• Entrance to Old New Synagogue</li> <li>• Entrance to St. Vitus Cathedral</li> <li>• Cable Car to Petrin Hill with Entrance to Tower</li> </ul>
		Lunch on own
	PM	Continued Guided sightseeing of Prague or Performance Opportunity
		Dinner
		Black Theatre (eg Image <a href="http://www.imagetheatre.cz/en/">http://www.imagetheatre.cz/en/</a> )
		Return to hotel



## ITINERARY

### GLENBROOK NORTH HIGH SCHOOL CHOIR AND THEATRE

#### EUROPE

March 24 - April 01, 2017

## DAY 4 - MONDAY, MARCH 27, 2017

GROUP	TIME	ACTIVITY
ALL	AM	Breakfast at hotel
		Depart for Vienna (4 hours)
	PM	Lunch (on own)
		Guided City Tour of Vienna ( 3 hours)
		Free Time at Prater
		Dinner
		Check into hotel: Vienna Area
		Evening Activity TBD

## DAY 5 - TUESDAY, MARCH 28, 2017

GROUP	TIME	ACTIVITY
ALL	AM	Breakfast at hotel
		Imperial Tour with Audio Guides at Schonbrunn Palace
		Entrance to St. Stephen's Cathedral
	PM	Lunch (on own)
		Depart for Melk Abbey (1.5 hours)
		Entrance and Guided Tour of Melk Abbey
		Depart for Salzburg (2 hours)
		Check into Hotel: Salzburg area
		Evening Activity TBD

## DAY 6 - WEDNESDAY, MARCH 29, 2017

GROUP	TIME	ACTIVITY
ALL	AM	Breakfast at hotel
		Guided City Tour of Salzburg
		Cable Car for Hohensalsburg Fortress
		Entrance for Mozart's Birthplace
	PM	Lunch (on own)
		Sound of Music Tour (4 hours)
		Performance Opportunity – Salzburg

Brightspark Travel, Inc.

1-877-545-0070

[www.brightsparktravel.com](http://www.brightsparktravel.com)

Quote: QUO-23856-TJF1WV

Date: 05/15/2015

Tour Consultant: Kristina Orticelli



## ITINERARY

### GLENBROOK NORTH HIGH SCHOOL CHOIR AND THEATRE

#### EUROPE

March 24 - April 01, 2017

Dinner

Return to hotel

## DAY 7 - THURSDAY, MARCH 30, 2017

GROUP	TIME	ACTIVITY
ALL	AM	Breakfast at hotel
		Travel to Munich (1.5 hours)
		Guided Visit Dachau Concentration Camp
	PM	Lunch (on own)
		Guided City Tour of Munich (3 hours)
		Dinner
		Check into hotel: Munich
		Evening Activity: TBD

## DAY 8 – FRIDAY, MARCH 31, 2017

GROUP	TIME	ACTIVITY
ALL	AM	Breakfast at hotel
		Travel to Neuschwanstein
		• Guided Visit (audioguides)
	PM	Lunch (on own)
		Oberammergau
		Return to Munich
		Dinner
		Return to hotel
		Pack and prepare for journey home

## DAY 9 – SATURDAY, APRIL 1, 2017

GROUP	TIME	ACTIVITY
ALL	AM	Breakfast at hotel
		Transfers to airport
		Flight Departs
	PM	Flight arrives – Welcome Home!

Brightspark Travel, Inc.

1-877-545-0070

[www.brightsparktravel.com](http://www.brightsparktravel.com)

Quote: QUO-23856-TJF1WV

Date: 05/15/2015

Tour Consultant: Kristina Orticelli

