

OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma *P*

Re: GBN Choir/ Thespian Tour

Date: November 1, 2013

Attached is a request from Mr. Chad Davidson, Fine Arts I.S., Mr. Andy Wallace, GBN Choir Director, and Ms. Julie Ann Robinson, GBN Theatre Director to participate in the Choir/Thespian Tour to Orlando, Florida, January 22 - 26, 2015. Included documents are: request letter, Brightspark Travel estimate, tentative itinerary, Disney Performing Arts application and routine district travel request forms.

I fully support this exceptional learning opportunity for our Chorale, Cecilian Singers and Thespian Troupe and ask for your support as well.

PP:rp

enc.

Chad Davidson  
Fine Arts Department



Glenbrook North High School

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

October 25, 2013

Mr. Pryma,

Please consider this letter as a formal request to take the GBN Chorale, Cecilian Singers, and Thespian Troupe on a performance tour to Orlando, Florida from January 22-26, 2015. Please find enclosed copies of our itinerary, our proposal from Educational Tours, and other accompanying documents.

For the past 35+ years, the choirs at GBN have participated in choir tours. We go every other year and invite our two advanced choirs, Chorale and Cecilian Singers, to participate. For this tour, we are including our inducted Thespian Troupe students to join us as well. Four GBN staff members (Chad Davidson Susie Hall, Julie Ann Robinson, and Andy Wallace) will accompany the tour in addition to parent chaperones.

The reasons for taking a tour are many. We have the opportunity to perform at the Disneyworld theme park as part of their *Disney Performing Arts OnStage*. Performing on stage at Disney is truly a singular experience that cannot be recreated anywhere else. This year, we also will be participating in an educational program and backstage tour of Cirque du Soleil's theater prior to seeing their show, *La Nouba*. Lastly, we share an afternoon of music making with students at a local high school (Dr. Phillips HS). Over the course of the 5 days of tour, the level of camaraderie and friendship that develops in our students is incredible.

We have a longstanding relationship with Brightspark in Deerfield, IL and they have consistently provided excellent service at a fair price. Included in the cost of our trip are all bus and air transportation, hotel, breakfast and dinner daily, overnight security in our hotel, entrance to all attractions, a tour guide at our service 24 hours a day, and a local staff person to work with me to create an itinerary that meets the needs of our students. Brightspark has over 40 years of experience in the travel industry and, as a result, is able to negotiate prices that we could not get on our own. Although we have sought competitive bids in the past, Brightspark has always provided the best service and the best value.

Although the costs associated with any trip of this scope are substantial, we offer many fundraising opportunities throughout the years to defray the cost of the trip. By touring every other year, students have between 2-4 years to raise money for their trip. Any money raised by our students is kept in an account (managed by our Choral Parents Organization) to be used by them for tour. The cost for this tour is \$1,342 (based on 90 paying participants). It is important to note that the only cost to the district is the cost of a substitute teacher for one day (January 26).

Performance tours have long been a tradition at the Glenbrooks. The value of them is undeniable and we hope to continue this tradition in the future. Please do not hesitate to contact me if you need clarification or further information.

Best Regards,

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

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

I. School    GBN X    GBS         GBE         GBOC         District       
 II. Initiator    Chad Davidson    Phone x2455  
 Position    I.S. Fine Arts    Date of Submission Nov. 1, 2013

III. Dates and Times of Leave/Return  
 Total Number of School Days Missed per Person 1  
 Departure Date/Time 1/22/15    Return Date/Time 1/26/15

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

V. Description, Destination, and Reason for Trip  
Performance tour to Orlando, FL including a performance @ Disneyworld, a backstage tour at Cirque du Soleil and exchange w/ local high school choir.

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	<u>0</u>	N/A	N/A
Cost to Student	<u>\$ 1,342</u>	_____	N/A

VII. Approval  
Chad Davidson    Paul Pagnan  
 Supervisor    Principal    Superintendent  
Nov. 1, 2013    11/4/13    \_\_\_\_\_  
 Date    Date    Date

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

## 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#	
Food	\$0.00	\$0.00		<b>Meals for Staff</b>
Transportation:				Breakfast
Air	\$0.00	\$0.00		Lunch
Bus/Car	\$0.00	\$0.00		Dinner
Lodging	\$0.00	\$0.00		<b>Per Day Cost</b>
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>		

### COST FOR STUDENTS

Total Number of Students:

90

	Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%
Transportation:				
Air	\$0.00	\$0.00	\$0.00	\$0.00
Bus/Car	\$0.00	\$0.00	\$0.00	\$0.00
Lodging	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$1,342.00</b>	<b>\$120,780.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

Total Cost	Account#
\$0.00	
\$0.00	
<b>\$0.00</b>	

### TOTALS

COST TO DISTRICT:	\$0.00	(Staff total plus Registration plus Total District
COST TO STUDENT:	\$120,780.00	(Total of the 25% student cost)
COST OF TRIP:	\$120,780.00	(Cost to District plus Cost to Student)

## ALL YOU NEED TO KNOW ABOUT YOUR TOUR

**Leaving:** Thursday, January 22, 2015 05:00 PM  
**Returning:** Monday, January 26, 2015 05:00 PM

### Traveling By:

- Round-Trip transportation via Air

### Ground Transportation:

- Chicago Airport Transfers Round Trip
- Bus Transportation in Orlando
  - Day 1 Transfers from airport to dinner to hotel
  - Day 2 Full Day
  - Day 3 Transfers to and from Disney World and transfer from YES program to park
  - Day 4 Transfers to and from Universal Orlando only
  - Day 5 Full Day

### Accommodations:

- 4 Nights – Radisson Resort Orlando Celebration
- Quad Occupancy for Students (2 beds per room)
- Single Occupancy for Complimentary Chaperones/Staff
- Night security each evening at the hotel

### Meals:

- Breakfasts: 4
- Dinners: 4

## TOUR PRICING

# OF PAYING PASSENGERS	105	100	90
# OF COMPLIMENTARY CHAPERONES (SINGLE OCCUPANCY)	4	4	4
STUDENT PRICE (QUAD OCCUPANCY)	\$1342	\$1349	\$1375
PAYING ADULT PRICE (DOUBLE OCCUPANCY)	\$1469	\$1479	\$1502

(All taxes and gratuities are included where applicable)

### NOTE:

*This quote includes two motor coaches. If participants exceed 109 in total (students, parents, chaperones), pricing will have to be recalculated with three motor coaches.*

## ADDITIONAL OPTIONS AVAILABLE

Refund Guarantee Protection \$129 per person

*From the minute a passenger purchases this protection, they can cancel up to the minute of departure, for any reason and they will receive a full refund of all tour payments made, less the cost of the protection.*

• Paying Adult – Single Upgrade \$215 per person

## SEEING, LEARNING, DOING

### Here's what's included:

- Walt Disney World - Disney Performing Arts On Stage - 3 Day Park Hopper Ticket
- Walt Disney World - Disney Performing Arts On Stage - Yes Program Add On – La Nouba Backstage
- Walt Disney World - La Nouba By Cirque Du Soleil - Ticket - Tier 2
- Universal Orlando Resort 1 Day 2 Park Ticket

## Preliminary Itinerary

### Thursday, January 22

- Coach Transfers from School to O'Hare Airport
- Flight – O'Hare to Orlando
- Dinner – Bubba Gump at Universal CityWalk
- Free Time at Universal City Walk Pending Flight Arrival Time
- Check in to hotel

### Friday, January 23

- Breakfast at hotel
- Coach Transportation to Disney World
- Day on own at Disney World
- Performance at Disney World
- Dinner at Planet Hollywood – Downtown Disney
- Cirque du Soleil – La Nouba
- Return to hotel

### Saturday, January 24

- Breakfast at hotel
- Coach Transportation to Disney World
- YES Program – La Nouba Backstage\*
- Day on own at Disney World
- Dinner Voucher provided
- Return to Park
- Return to hotel

### Sunday, January 25

- Breakfast at hotel
- Coach Transportation to Universal Orlando
- Day (on own) at Universal
- Dinner at Hard Rock Café – Universal CityWalk
- Return to Park
- Return to hotel

### Monday, January 26

- Breakfast at hotel
- Coach Transportation to Disney World
- Morning on own at Disney World
- (Possible Exchange with local High School)
- Drop off at airport
- Early Evening Flight – Orlando to O'Hare
- Coach Transfers from O'Hare to School

(\* YES Program might be moved to Monday.)

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 Orlando on January 22, 2015 through January 26, 2015. 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 105 paying participants.

Pricing per passenger for our trip is as follows:

Participant Type	Price	Room Occupancy
Student/Youth	\$1342 + \$129 RGP	Quad
Paying Adult	\$1469 + \$129 RGP	Double
Complimentary	\$0	Single

- The trip includes 4 complimentary participants.
- Please note that each room has 2 beds.
- RGP is a highly recommended elective protection plan.

Although you are expecting 105 paying participants, if your passenger count changes, your prices will be as follows:

# of Paying Passengers	100	90
# of Complimentary Chaperones (Single Occupancy)	4	4
Student Price (Quad Occupancy)	\$1,349	\$1,375
Paying Adult Price (Double Occupancy)	\$1,479	\$1,502

Brightspark Travel Inc. will make reservations for your group based on 105 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 105 paying participants.

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

Installment	Due Date	Quad Occupancy	Double Occupancy
Registration Fee	03/17/2014	\$120 + \$129 RGP	\$120 + \$129 RGP
2	09/15/2014	\$500	\$500
3	11/21/2014	\$722	\$849
<b>TRIP COST</b>		<b>\$1342 + \$129 RGP</b>	<b>\$1469 + \$129 RGP</b>

Glenbrook North High School Choir and Theatre agrees to submit a rooming list for this tour on or before:

**November 23, 2014**

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.

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:**

Signature

Date

Name

Title

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

10/23/2013

Signature

Date

**Kristina Orticelli**

Name

Title

**PLEASE RETURN THIS SIGNED TOUR AGREEMENT TO YOUR BRIGHTSPARK TOUR CONSULTANT**





 View Gallery

## Backstage at La Noubba™ by Cirque du Soleil® | Disney Youth Education Series

Walt Disney World  
Florida

Get an inside look at the international phenomenon that is Cirque du Soleil® as you go backstage at La Noubba™ and learn what it takes to bring this dazzling spectacle to the stage.

For groups of 10 or more.

OVERVIEW

PLAN YOUR TRIP

MATERIALS

### Program Overview

Go backstage at La Noubba™ by Cirque du Soleil® to uncover the artistry, training, preparation and support systems required to produce more than 470 shows a year. During this behind-the-scenes tour of the theater including the stage, training facilities, costuming and props areas, students will realize the importance of communication, teamwork, practice and dedication to fulfilling their goals. During this 2-hour program, grade 6-12 students see how dance, music, theater, visual arts and technology meld into one breathtaking performance.

### Key Learning Points

During this interactive field study, students will:

- Examine the connections between the various art forms and other disciplines.
- Discuss dance as a way of creating and communicating meaning.
- Explore the relationship between music, history and culture and the context in which theatre, film, television and electronic media are performed today as well as in the past.
- Gain an understanding of the wealth of skill, knowledge and diversity that goes into creating such a dynamic performance.
- Contrast traditional circus entertainment with the Cirque du Soleil® experience.
- Understand and apply media, techniques and processes related to the visual arts.

**Please note:** Students are required to attend a performance of La Noubba™ prior to the Disney Youth Education Series program.

*All programs subject to availability. Program content, times, attractions and locations subject to change due to inclement weather, availability or group dynamics. Students must meet minimum age/grade requirements.*

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