

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma

Re: Glenbrook North Theatre Tour, New York, NY.

Date: April 27, 2011

Attached are a summary letter and travel request, summary of trip inclusions furnished by Educational Tours, cost comparisons among three vendors, and a copy of Board Policy 7050.

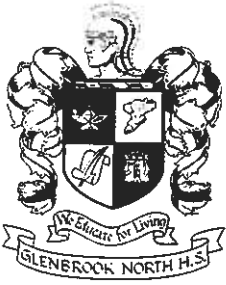
Ms. Robinson and her colleagues continue to build upon the significant learning experiences provided to students in the drama program. I'm grateful for the thoughtful planning of this trip which will include performances, interaction with actors and other theatre personnel, and perhaps most importantly exposure to the culture and impact of Broadway.

Director of Operations, Dr. Kim Ptak has reviewed Educational Tours and has added this agency to the list of approved vendors. Per board policy, students and staff will be required to sign a document verifying that they have appropriate health and accident insurance.

I fully support this exceptional learning opportunity for our students in the drama program. If you have any questions or concerns regarding this trip, please contact me.

PP:rp

enc.



Glenbrook North High School

2300 Shermer Rd., Northbrook, IL 60062-6700

Theatre Department

<http://gbn.glenbrook.k12.il.us>

April 13, 2011

Dr. Tarjan,

In this packet, you will find information regarding our proposal for a Glenbrook North Theatre Tour to New York City, which we hope to take September 16-18, 2011. To my knowledge, this is the first tour of its kind, and we are very excited to have the opportunity to take students to the heart of the theatre world: Broadway.

Taking a trip to New York City will give students a theatre experience like none other. We have elected to stay in Manhattan so students will be able to make the most of their short time in NYC. The events on the itinerary are focused primarily on theatre, including the viewing of three Broadway productions. It is my hope that actors and technicians alike will have an unforgettable experience in the most significant theatre city in the world. Most importantly, this tour will give our students a chance to visit with Glenbrook North graduates who are now working on Broadway. If approved, we would set up talkbacks, workshops, or tours with alum who are excited to share their experiences with our students. Most theatre professionals work eight shows a week, so bringing our students to meet those professionals in their working environment will give us a chance to experience Broadway on a very personal level.

Enclosed, you will find itineraries and price quotes from three companies: Educational Tours, Bob Rogers Travel, and Hemisphere's Travel. All three companies have come in within a hundred dollars of each other, but we would like to go with Educational Tours for several reasons: firstly, the Glenbrook North Choir program has a thirty-plus year relationship with Educational Tours and I feel most comfortable taking my first tour with a company I can trust. Secondly, the Educational Tours bid includes a 100% refund option for anyone planning to go on the tour, regardless of the reason for cancellation. Their bid also includes travel insurance in the event that our flight home is cancelled or delayed. All fees, tips, and transfers are included, which will allow us to focus on the reason for our tour: theatre. Safety is the first priority, so we've included the costs for an overnight security guard and will not be traveling via subway or public transportation. We have been able to reduce costs for students by providing a meal allowance for breakfasts, rather than eating at the Manhattan hotel, which can be very expensive. In addition, due to our busy schedule, we've opted for students to purchase their own lunches, rather than arranging for group meals. Please view their itinerary in the attached documents to get a feel for what the trip will include.

The cost per person, which includes the cost for two chaperones, is \$1,299.00, based on 25-29 participants. Educational Tours has provided the option of a payment plan. Students will be responsible for 100% of the cost, with no cost to the district. In preparation for this tour, the Theatre Arts Parent Organization (TAPO) has organized a number of fundraisers, including a recent dinner theatre event called "Dining With The Stars" held at Pinstripes in Northbrook. Students earned \$25 on each ticket sold, and many students have several hundred dollars in their Earning Fund Accounts (EFA) at this time. In addition, students are able to use funds from GBN Band and Choir fundraising events toward the cost of this trip.

Thank you for your time and consideration. If approved, this trip will be a very special and memorable educational experience for our theatre students.

Sincerely,

Julie Ann Robinson
Director of Theatre

Phone: 847.509.2431
Fax: 847.509.2411

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN X GBS GBE GBOC District _____

II. Initiator Julie Ann Robinson Phone X2431

Position Director Date of Submission 4/26/11

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

Total Number of School Days Missed per Person 1

Departure Date/Time 9/16/11 - 6:00am Return Date/Time 9/18/11

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

Teachers and Staff J. Robinson, J. Monaghan

Students TBA

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

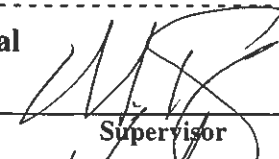
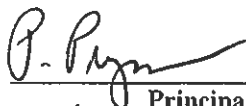
Theatre Tour to N.Y.C. to see shows + take
theatre-related workshops

VI. **Cost of Trip** See letter

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

VII. **Approval**

 _____ Supervisor	 _____ Principal	_____ Superintendent
<u>4/26/11</u> _____ Date	<u>4/27/11</u> _____ Date	_____ Date

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

April 5, 2011

Glenbrook North High School Theatre Department
Julie Ann Robinson, Theatre Director
New York, New York
September 16-18, 2011



PRELIMINARY ITINERARY

Friday, September 16, 2011

Early morning Participants meet at GBN and board motor coaches
Depart for O'Hare Airport
Group met at O'Hare by Brightspark Staff
Flight to NYC

Mid Morning. Arrive NYC
Board motor coaches
Arrive hotel and leave luggage in secure area
Hotel is in Theatre District

*****Your Professional Tour Director will meet you at the airport*****

12:00 p.m. Lunch (on own)

2:00 p.m. Meet GBN Alumna / Activities

5:00 p.m. Dinner as a group

7:00 p.m. Curtain Rises on ***your first show***

10:00 p.m. Return to hotel
Night Security on duty

Saturday, September 17, 2011

Morning Breakfast (\$10 cash allotment for use at neighboring restaurants)

Morning Walk to and participate in a **Broadway Workshop**

Lunch At your expense

1:00 p.m. Walk to the **theater**

2:00 p.m. Curtain rises on ***your second show***



5:30 p.m.	Dinner as a group
7:00 p.m.	Curtain rises on <i>your third show</i>
10:30 p.m.	Walk back to your hotel Night Security on duty

Sunday, September 18, 2011

Morning	Store luggage with the bell staff
Morning	Breakfast (\$10 cash allotment for use at neighboring restaurants)
Morning	Guided Touring of Midtown Area Central Park Times Square
12:00 p.m.	Lunch (your expense)
Afternoon	Time to meet with GBN Alumna (may be switched with morning activities)
3:00 p.m.	Coach arrives at hotel for loading Depart for NYC airport
5:00 p.m.	Arrive at NYC airport \$10 cash allotment for dinner at airport food court
7:00 p.m. ET	Depart for home
8:00 p.m. CT	Arrive O'Hare Airport Board Motor Coach
9:00 p.m.	Arrive GBN



Pricing: 25-29 paid participants: \$ 1,299.00 per person

Please Note:

- All prices are based on quad occupancy hotel rooms for paying participants (four people in two beds).
- Two Complimentary Chaperones in Single Occupancy Rooms
- Double Occupancy surcharge for paying adults: \$179.00 pp
- Prices based on an airfare allowance of \$306.00

Special Features & Inclusions:

- Brightspark Tour Director / Tour Escort Based at Hotel and Available 24/7
 - Coordinates hassle free check in / checkout procedure
- Online Payment Options with Fundraising payments accepted
- Password Protected Online Tour Center for Tour Moderator with access to online reports
- Payment Plan: We can work with you to set what dates and amounts work well for your group
- Overnight Hotel Security on each floor your group occupies
- All taxes and tips.
- Complete packet of pre-tour materials including custom designed itineraries, registration forms, and a unique ID/emergency information card with lanyard and drawstring bag.
- Use of VISA or MasterCard for parents to make their payment
- Liability, Accident, Illness, Dental and Life Insurance provided for all tour participants. (See enclosed letter for specific coverage amounts, accreditation and bonding information).
- Your own personal Brightspark Tour Consultant. Our "One Voice" system gives you the convenience of speaking to one professional Account Manager for all of your

Sites & Attractions:

- Three Broadway Shows - \$90 Ticket Allowance per Show
- Broadway Clinic
- Full Input on Itinerary to Allow Inclusion of GBN Alumni visits
- Half Day Guided Sightseeing in Midtown/Theatre District Area

Meals:

- Two Breakfasts – at hotel
- Three Dinners – prearranged and prepaid

Transportation: No Local Transportation provided – this is a walking tour of NYC

- Round Trip Air Transportation
- Round Trip Bus Transfers from GBN to O'Hare
- Round Trip Bus Transfers in NYC from Airport to Hotel





Simplifying Student Travel

Bringing Together Educational Tours, National Events, New Horizons and Travel Adventures

INSURANCE/BOND PROVISIONS

As protection for you, the Director or Trip Sponsor, as well as your chaperones and school, Brightspark maintains extensive coverages. Certificates of insurance are available. A summary of coverages follows:

INSURANCE

- **\$2,000,000 Total Public and Products Liability Coverage**
Policy is issued by Axa Corporate Solutions. All coverage is in addition to the coverages provided by all of our suppliers.
- **Accident, Medical, and Dental coverage's** for each tour participant issued by AIG Insurance Company. \$5,000 accident, \$1,500 illness, \$750 dental, \$5,000 life. Note: Pre-existing conditions are not covered.

BOND

- **\$70,000 Maximum Bond** directly applicable to air tickets issued by Travelers Casualty and Surety Company.
- Member in good standing of USTOPA and in full compliance with the terms and conditions of the **USTOPA One Million Dollar Travelers Assistance Program**.

CREDENTIALS

- **We are members of the Student and Youth Travel Association, American Bus Association, National Tour Association, United States Tour Operators Association and the American Society of Travel Agents.** Membership in these associations attests to the financial integrity of Brightspark and gives you added assurance that your money is secure and the operation of your tour is guaranteed.





BOB ROGERS TRAVEL
Group Travel Specialist

“WE OFFER PERSONALIZED SERVICE...SECOND TO NONE”

**GLENBROOK NORTH HIGH SCHOOL DRAMA
JULIE ANN ROBINSON- THEATER DIRECTOR
DESTINATION – NEW YORK CITY
DATES: SEPTEMBER 16-18, 2011**

PROPOSAL IS BASED ON 25 PAYING PEOPLE

SUMMARY OF INCLUSIONS

- **Personal SERVICE and ATTENTION**
- Round-trip airfare out of Chicago (*subject to change until time of booking, flight times are always subject to change until day of departure, subject to a fuel surcharge*)
- One (1) Deluxe 55 passenger, climate controlled, VCR/DVD and restroom equipped motor coach for an airport transfer
- One (1) motor coach for transportation to and from Glenbrook North High School
- **Subway Passes** (*maximum 4 rides*)
- **Gratuities** for your motor coach drivers
- Two (2) nights accommodation at a **Hampton Inn-Empire State Building**
- Two (2) **Breakfasts** at the hotel
- Group dinner at the **Cucina & Co.**
- Group dinner at **Dallas BBQ**
- Group dinner at **Ellen’s Stardust Diner**
- Admission to the **NBC Studio Tour**
- Guided tour of **Carnegie Hall**
- Admission to a **Three (3) Broadway Performance** (*based on availability and \$90 tickets*)
- Participation for drama members in a **Broadway Classroom Clinic**
- Excursion to **Central Park**
- Two (2) **Complimentary Director Packages** (*based on single occupancy*)
- All taxes, service charges, and gratuities for restaurant and hotel facilities
- Bob Rogers Travel Tour Manual
- **Bob Rogers Travel Hotel Contract-** *Assurance that the hotel will abide by the student friendly bylaws that BRT has agreed upon with the hotel.*
- Insurance Coverage as Recommended by Student Youth Travel Association
- \$200,000 Consumer Protection Plan
- **Company Tour Escort -** *On-site trip coordinator who manages all trip details at your destination*

NON-INCLUSIONS / OPTIONS



6808 HOBSON VALLEY DRIVE, UNIT 110 WOODRIDGE IL 60517
PHONE: (630) 824-4343 FAX: (630) 824-4349
E-MAIL: info@bobrogerstravel.com
www.bobrogerstravel.com





BOB ROGERS TRAVEL
Group Travel Specialist

- Meals stated as student cost
- Private nighttime **security guard** at the hotel (10:30 pm-5:30 am)
- **Create A Video Souvenir Package** - *A great keepsake of a fabulous trip! Digital cameras will be sent. Take pictures throughout your trip, then mail back the cameras AND a recording of your music. A souvenir video will be created, and each traveler will receive a DVD copy.*
- **Rental costs** for any chairs or keyboard for performances / clinics
- **Baggage Fees** for checked baggage, oversize/overweight luggage or instruments

***AIR LUGGAGE NOTE:** Many airlines have implemented new luggage policies effective immediately. At this time, we are unable to estimate air luggage costs due to frequent changes in airline fees. **Baggage fees are NOT included in the package prices listed (unless otherwise noted).** We have seen fees as high as \$50 per person – totaling \$100 per person roundtrip. We highly recommend considering an equipment truck to help bring down these additional costs. Please ask your travel consultant for more information.

ESTIMATED TOUR PACKAGE COSTS (based on 20-25 Travelers)

\$1,373.00/person (based on quad occupancy)
\$1,457.00/person (based on triple occupancy)
\$1,540.00person (based on double occupancy)
\$1,876.00/person (based on single occupancy)

“You create the music...we’ll do the rest!”

March 7-SL

Proposal Valid for 30 days



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1375 E. Woodfield Road; Suite 530
Schaumburg, IL 60173
Toll Free: 800-323-6439 Fax: 847-619-0240
www.hemispheretravel.com

Glenbrook North New York City Tour Via Air
Friday, September 16, 2011 Until Sunday, September 18, 2011
3 Days and 2 Nights

Date Prepared: 3/31/2011

Julie Anne Robinson
Glenbrook North High School
2300 Shermer Rd.
Northbrook, IL 60062

Hello and thank you for contacting Hemisphere Educational Travel!

We appreciate the opportunity to provide you with the following tour proposal. Please keep in mind that we customize all of our tours. I will be happy to re-price the tour proposal below if you would like to include any tour upgrades or remove any existing tour components.

Upon acceptance of the tour proposal, we will discuss deposit arrangements and forward you the tour contract and participant paperwork including your customized tour itinerary. You will have the option of sending in bulk school payments or allowing individuals to send us payments directly.

We strive to build strong and lasting relationships with all of our schools and groups. If your group has specific budgetary restrictions or special needs, please let us know and we will do our best to accommodate your requests. Since we customize all of our tours, we have the flexibility to give you the tour that meets the needs of your group.

We have been showing student groups the world since 1970 and strive to provide an educational and exciting tour for your students. Should you have any questions, please call me direct at the toll free number listed above Monday through Friday.

Sincerely,

Emily Michelin - Educational Account Executive

Visit www.hemispheretravel.com or talk to your Educational Account Executive about all of the exciting domestic and international destinations that Hemisphere has to offer!

Glenbrook North New York City Tour Continued

SAMPLE ITINERARY

Day 1

4:15 AM Airport Transfer from School to Airport

7:00 AM Outbound Flight

Roundtrip Airfare from the Chicago O'Hare Airport to a New York City Airport. Please note that carry on or checked baggage fees are not included in your tour.

10:30 AM Deluxe Motorcoach

Deluxe Motorcoach equipped with air conditioning, reclining seats, lavatory, and TVs with DVD player. Group will have exclusive use of the Motorcoach for the duration of the tour.

11:30 AM Lunch- At Group's Expense

12:30 PM Lower Manhattan Guided Tour (4 Hours)

Tour Lower Manhattan by bus and by foot with your Step On Guide from Levys' Unique New York! Tour may include St Paul's Chapel, Trinity Church, Wall St, Battery Park, World Trade Center Site, the Brooklyn Bridge, City Hall, Canal Street, SoHo, Tribeca, Chinatown, and Little Italy among other sites to be determined by Group Leader and Tour Guide.

6:00 PM Dinner- Student Friendly Restaurant

8:00 PM Broadway Show- \$70 Per Ticket Allowance

Broadway show of choice, pending show availability within allowance

10:30 PM Depart for the Hotel

New York City Proper Hotel

Hotel accommodations at a hotel similar to a Comfort Inn and Suites located in Midtown Manhattan. Please note that we do not hold hotel space for a group without a tour commitment; therefore, tour pricing is subject to change in the event that availability changes at the hotel.

11:00 PM Private Overnight Hotel Security for 7 Hours

Private Security Guard to sit on the floor the group occupies from 11:00 PM to 6:00 AM.

Day 2

7:00 AM Breakfast- Continental Breakfast at the Hotel

Deluxe Continental Breakfast may include the following: breakfast breads (bagels, english muffins, toast), breakfast pastries, cold cereal, oatmeal, yogurt, muffins, etc. Milk, juice, coffee and tea also available. Continental spreads may vary depending on location.

9:00 AM Mid and Upper Manhattan Guided Tour (4 Hours)

Tour Mid and Upper Manhattan by bus and by foot with your Step On Guide from Levys' Unique New York! Tour may include Central Park & Strawberry Fields, The Dakota, Upper West Side, American Museum of Natural History, Lincoln Center, Fifth Avenue, The Plaza Hotel, Trump Tower & Tiffanys, Rockefeller Center, St Patrick's Cathedral, Diamond District, Empire State Bldg, Madison Square Park, Flatiron Bldg, and Greenwich Village among other sites to be determined by Group Leader and Tour Guide.

12:00 PM Lunch- At Group's Expense

Glenbrook North New York City Tour Continued

SAMPLE ITINERARY

- 2:00 PM Broadway Show- \$70 Per Ticket Allowance**
Broadway show of choice, pending show availability within allowance
- 6:00 PM Dinner- Student Friendly Restaurant**
- 8:00 PM Broadway Show- \$70 Per Ticket Allowance**
Broadway show of choice, pending show availability within allowance
- 10:30 PM Return to the Hotel**
- 11:00 PM Private Overnight Hotel Security for 7 Hours**
Private Security Guard to sit on the floor the group occupies from 11:00 PM to 6:00 AM.

Day 3

- 7:00 AM Breakfast- Continental Breakfast at the Hotel**
Deluxe Continental Breakfast may include the following: breakfast breads (bagels, english muffins, toast), breakfast pastries, cold cereal, oatmeal, yogurt, muffins, etc. Milk, juice, coffee and tea also available. Continental spreads may vary depending on location.
- 9:30 AM Broadway Classroom**
Learn about the ins and outs of Broadway and Performance Theatre with a 90 minute private workshop designed for the needs of your group. The workshop is held in a theatrical rehearsal studio and a Broadway performer may teach your workshop or be a guest at the end of a session, depending on which session your group chooses! Some sample workshops include: Musical Theatre Song and Movement, Acting Audition, Making Music, Making a Scene, and Broadway Instrumental. More information can be found at www.broadway.com.
- 11:00 AM Radio City Stage Door Tour**
The Radio City Stage Door Tour is a fascinating excursion behind the scenes of Radio City Music Hall, located in the heart of NYC in Rockefeller Center. The tour includes the Hall's beautiful art deco interiors, a visit to the private apartment of Samuel Lionel "Roxy" Rothafel and meeting a Rockette!
- 12:00 PM Lunch- At Group's Expense**
- 1:00 PM Depart for the Airport**
Dinner- \$10 of Meal Money Included
- 4:00 PM Return Flight**
Return Flight from a New York City Airport to the Chicago O'Hare Airport.
- 6:00 PM Airport Transfer from Airport to School**



Glenbrook North New York City Tour Continued

SAMPLE ITINERARY

Included In Your Proposed Tour:

- All inclusions, sites and attractions as per sample itinerary.
- 1 free chaperone package for every 10 participants based on single occupancy rooms.
- Night security guard at the hotel hired specifically for your group (7 hours per night)
- Professional Tour Guide to lecture to your group (hours based on itinerary)
- All taxes and gratuities included
- Comprehensive Accident/Illness Medical Coverage, Professional Tour Operator's Liability Insurance and Consumer Protection Policies for the duration of the tour
- Each participant will receive a luggage tag and a lanyard containing 24 hour emergency contact information
- All tour planning and coordinating
- Free online registration and Group Leader section available for most tours. Ask your Account Executive for details.
- Hemisphere has active memberships in SYTA (Student and Youth Travel Association) and NTA (National Tour Association), requiring a standard for financial stability and industry ethics.

Price Per Person*:

	Quad*	Triple*	Double*	Single*
25-29 Paid Participants Per Coach:	\$1,215.00	\$1,269.00	\$1,379.00	\$1,699.00
20-24 Paid Participants Per Coach:	\$1,325.00	\$1,379.00	\$1,489.00	\$1,815.00

- * Price is subject to change if actual number of paid participants is less than what is shown above.
- The above proposal is valid until 03/10/10. Tour components are based on availability until signed contract and/or deposit is received.
- We are currently holding airfare for your group. If a signed tour contract and deposit are not received by 03/10/11, the airfare will be released and we cannot guarantee the same flights and/or airfare.
- Airline baggage fees are not included.
- The above tour is customizable. If you would like to make any changes, please consult your Account Executive for an updated proposal.

Optional Tour Upgrades - Ask Your Account Executive For More Details:

- Tour Director to meet and accompany group 24 hrs/day for the duration of the tour.
- A memory keepsake DVD from the tour for each tour participant. Visit www.hemispheretravel.com and click on the sample video button)
- Statue of Liberty & Ellis Island Ferry
- Empire State Building Observatory
- Top of the Rock Observatory
- Metropolitan Museum of Art/Self-guided
- Museum of Modern Art/Self-guided
- American Museum of Natural History/Self-guided
- Intrepid Air & Space Museum
- United Nations Guided Tour
- NBC Studio Backstage Guided Tour
- Madison Square Garden Guided Tour
- Lincoln Center Guided Tour
- Carnegie Hall Guided Tour
- Apollo Theatre Guided Tour
- New York Mets/Yankees game (\$20.00 seating)
- New York Knicks or Liberty Basketball game
- Performance Opportunity for your group
- Optional Tour Cancellation Insurance for each participant (details will be distributed in the participant paperwork)

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