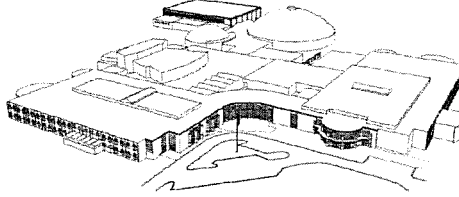


GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225



4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: www.glenbrook225.org/south
Telephone: 847.729.2000
Fax: 847.486.4462

Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BK*

Re: GBS POMS National Competition

Date: December 15, 2014

Attached is a travel request from Julie Smith to take the Varsity Titan Poms to the Universal Dance Association Dance Team Competition. This year represents the 11th time GBS students have qualified for and represented GBS in this prestigious competition. As defined in the attached Board Policy 7050, this will be an Educational Tour, which is travel conducted, but not financed, by the district.

Students will leave on Thursday, January 29, 2015 after a half-day of school and will return on Monday, February 2, 2015.

I am proud of the accomplishments of these students and grateful for the honor this type of success brings to the Glenbrooks. I support the approval of this tour.

Please let me know if you need any additional information.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN ___ GBS X GBE ___ GBOC ___ District ___

II. Initiator JULIE SMITH Phone x 4661

Position TRANSITION SPECIALIST Date of Submission 12/4/14

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 2

Departure Date/Time 1/29/15 P.M. Return Date/Time 2/2/15

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

Teachers and Staff JULIE SMITH + DAYNA PARENTI

22 Varsity Titan Power

Students _____

V. Description, Destination, and Reason for Trip

- please see attached -
UDA National Competition in Orlando, Florida

VI. Cost of Trip

Was this trip included in your Dept. ___ Bldg. ___ District ___ Budget? NO

	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] [Signature] _____
Supervisor Principal Superintendent
12/5/14 12/15/2014 _____
Date Date Date

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

Dear Board Members,

I am writing to ask your permission to take the Varsity Titan Poms to the Universal Dance Association National Dance Team Competition. This prestigious competition will take place in Orlando, Florida on January 29th-February 2nd, 2015. The Varsity Titan Poms have already begun their preparations for the competition. The Poms qualified for Nationals in June at the UDA Wheaton Camp. The girls have worked throughout the summer at GBS camp as well as participated in numerous weekend and after school practices to prepare for this privilege. The National Dance Team competition is televised on ESPN and is a fabulous opportunity for our team to grow and progress as dancers and teammates. I very much appreciate your support.

Best regards,



Julie Smith

Cost for Staff

Total Number of Staff

2

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$0.00	\$0.00	
Food	\$150.00	\$300.00	
Transportation			
Air	\$250.00	\$500.00	
Bus/Car		\$0.00	
Lodging (for 4 nights)	\$449.00	\$898.00	
Substitute	\$110.00	\$220.00	SUB
Total		\$1,918.00	

Cost for Students

Total Number of Students

22

	Per Student	Total	Account #
Transportation			
Air	\$250.00	\$5,500.00	
Food	\$150.00	\$3,300.00	
Lodging (for 4 nights)	\$475.00	\$10,450.00	
Total		\$19,250.00	

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)	Account #
Registration	\$0.00	\$0.00	

Students	Per Student	Total
Total Cost	\$875.00	\$19,250.00
Total Cost to Student	\$875.00	\$19,250.00

Summary of Costs

Total Cost for Students and Staff	\$21,168.00
Total Cost for Students and Staff Funded by District	\$220.00
Total Cost Funded by Students	\$20,948.00

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

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