

# GLENBROOK SOUTH HIGH SCHOOL

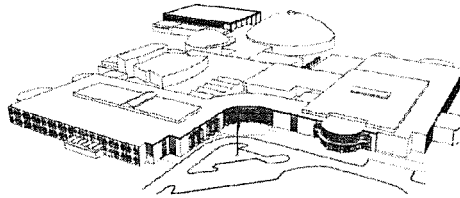
Northfield Township High School District 225

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GLENVIEW, IL 60026

Web: [www.glenbrook225.org/south](http://www.glenbrook225.org/south)

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*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Dr. Brian K. Wegley

**Re:** GBS Model UN Trip

**Date:** July 21, 2014

Attached is a travel request from Mr. Terry Jozwik and Ms. Kaitlin Bundy for 24 students to attend the Vanderbilt University Model United Nations Conference in Nashville, TN, from October 24-26, 2014. In its 11<sup>th</sup> year, the Vanderbilt conference allows participants to engage in serious research and diplomatic simulations with peers from Midwestern schools.

I support this experience and believe this will be a value experience for our Model UN students. This is a student trip as described by Board Policy 7230 (attached).

For this trip, the students will cover their costs personally and through fundraising. The only costs incurred by the school are those for travel and lodging for Mr. Jozwik and Ms. Budny and the cost of a sub for her.

Please let me know if you need anything further.

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

I. School GBN \_\_\_\_\_ GBS X GBE \_\_\_\_\_ GBOC \_\_\_\_\_ District \_\_\_\_\_

II. Initiator TERRENCE JOZWIK Phone \_\_\_\_\_  
 Position MODEL U.N. Coach Date of Submission 7/21/14

III. Date and Times of Leave/Return  
 Total Number of School Days Missed per Person 1  
 Departure Date/Time 10/24/14 - 6:00 am. Return Date/Time 10/26/14 - 9:00 p.m.

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

Teachers and Staff Terrence Jozwik, Kaitlin Budny

Students + 24 students from Model UN team

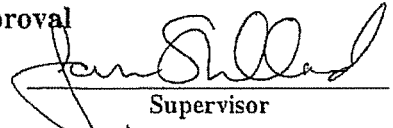

V. Description, Destination, and Reason for Trip  
VANDERBILT UNIVERSITY MODEL UNITED NATIONS CONFERENCE, 10/24 - 10/26/14 in Nashville, Tennessee. Participation in diplomatic simulations with schools from the midwest.

VI. Cost of Trip

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

	Total Amount	Per Person	Account #
Registration	<i>None see attached</i>		
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 <u>7/21/14</u> Date	 _____ Principal <u>7/21/14</u> Date	_____ Superintendent _____ Date
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TO: Brian Wegley  
FROM: Terrence Jozwik, Jim Shellard  
RE: Out of State Travel Request for Model U.N. Team  
DATE: July 21, 2014

We are requesting permission to take 24 members of the Glenbrook South Model UN team to the Vanderbilt University Model U.N. Conference to be held October 24-26, 2014, in Nashville, Tennessee. The Vanderbilt conference is in its 11<sup>th</sup> year and has a wonderful reputation for creating diplomatic simulations that teach future leaders about the United Nations and important issues that involve the international community. Glenbrook South delegates to the VUMUN XI conference will most certainly have an engaging experience centered on serious research and dialogue with peers from exceptional schools from the Midwest.

In researching costs for this trip, we examined three options to minimize the cost to students. Each are detailed below:

1. Airfare: \$5,880 total = \$245/student
2. First Student Bus Service (require 2 drivers and hotel rooms):  
\$4,400 total = \$184/student
3. Bob Rogers Travel Agency via Bus (1 driver and no hotel room cost- included in price quote): \$3,800 total = \$160/student

Therefore, we have included the Bob Rogers Travel Agency quote in the "VI. Cost of Trip" spreadsheet attached.

Thank you for your consideration and please do not hesitate to contact us if you have any questions.

Request for Travel for Model U.N. Team to Vanderbilt University

**Cost for Staff**

Total Number of Staff 2

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$0.00	\$0.00	382332
Food	\$0.00	\$0.00	382332
Transportation			
	Air		3317
	Bus/Car		
Lodging (for 2 nights)	\$600.00	\$1,200.00	382332
Substitute	\$100.00	\$200.00	SUB
<b>Total</b>		<b>\$1,400.00</b>	

**Cost for Students**

Total Number of Students 24

	Per Student	Total
Transportation		
	Air	\$0.00
	Bus/Car	\$158.33
Lodging (for 2 nights)	\$151.25	\$3,630.00
<b>Total</b>		<b>\$7,430.00</b>

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

**Cost of Registrations, etc.**

	Per Student	Total (Cost times # of students)
Registration	\$60.00	\$1,440.00

Students	Per Student	Total	Account #
<b>Total Cost</b>		<b>\$8,870.00</b>	
Student Activities Contribution		\$0.00	382332
<b>Total Cost to Student</b>	<b>\$369.58</b>	<b>\$8,870.00</b>	Students

**Summary of Costs**

Total Cost for Students and Staff	\$10,270.00
Total Cost for Students and Staff Funded by District	\$1,400.00
Total Cost Funded by Students	\$8,870.00



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# VUMUN XI AGENDA



3:00 PM - 6:15 PM  
6:30 PM - 7:15 PM  
7:30 PM - 10:20 PM

Registration  
Opening Ceremonies  
Committee Session I

9:30 AM - 12:00 PM  
12:00 PM - 1:50 PM  
1:50 PM - 4:20 PM  
4:20 PM - 6:30 PM  
6:30 PM - 9:00 PM  
9:15 PM - 11:00 PM

Committee Session II  
Lunch Break  
Committee Session III  
Dinner Break  
Committee Session IV  
\*Delegate Social  
Adviser Social

9:30 AM - 11:00 AM  
11:30 AM - 12:30 PM

Committee Session V  
Closing Ceremonies

*\*Note: Delegate social is mandatory.*

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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**

**7230**

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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