

Memo



Office of the Assistant Principal

Date:

To: Dr. Kent Mutchler

OK [initials] 8/27/19

From: Scott McPeak

Re: Out-of-state Field Trip Request

Cc: Bonnie Johnson, Tom Rogers, Jay Markuson, Dr. Barrett

The following information pertains to a request made by a GHS faculty member and club sponsor to attend an event outside the State of Illinois:

Destination/Event: Washington D.C.

Date of trip: Sept. 21 -25

Length/time of trip: 5 days

Staff Member :Jay A. Markuson

Group: 1

of Students: 1

of Chaperones (if app.): 1 I am the SKILLS U.S.A. Advisor

Transportation: United airlines

Total Cost of trip: 1692.70

How the trip will be paid for: The district 304

Educational Benefit of trip: Ohm Vyas is now the President of the Illinois Chapter of Skills U.S.A. The trip to Washington D.C. is to represent our state and Geneva at a conference with state senators to promote CTE in our state and school.