

# Memorandum

**To:** Board of Education  
**From:** Todd Milligan and Eileen Smiertelny  
**Date:** June 5, 2025  
**Re:** 7<sup>th</sup> and 8<sup>th</sup> Grade class trip request

Proposed trip dates May 14-May 18, 2026

We would like to offer a trip to Williamsburg & Washington D.C. to our 7<sup>th</sup> and 8<sup>th</sup> grade students.

We are requesting approval from the board in an effort to give students and parents opportunity to plan for the financial implications of the trip.

We have secured bids from Adventure Student Travel, Educational Tours, GL Travel, and Worldstrides. Based on itineraries, travel times, and what the companies have to offer we have chosen to use GL Travel for next year's trip. The table below shows price comparisons.

Travel Agency	Cost of Trip (if full)	Meals	Nightly Security	Travel Protection
Adventure Student Travel	\$928.00 per student	9 Meals Included	Yes	Additional
Educational Tours	\$1253.00 per student	11 Meals Included	Yes	Additional
WorldStrides	\$1289.00 per student	9 Meals Included	Yes	Included
GL Travel	\$1163.00 per student	10 Meals Included	Yes	Included

We would like the Board to approve this trip. Please see the attached sample itinerary and trip summary information sheets from GL Travel.

We are available to answer questions or concerns at the numbers provided below:

Mr. Milligan – 269-779-2490  
Mrs. Smiertelny – 219-861-3825