



Proposal for OVERNIGHT or EXTENDED Student Trips

Group GLHS Model United Nations

Proposer Scott Minehart **Position** Advisor **Destination** Michigan State University

City Lansing **State** MI

Proposed Departure Date March 14, 2025 **Return Date** March 16, 2025

Date by which response is needed ASAP **Proposal Date** March 5, 2025

A. Purpose of Trip

1. **What is the major place to be visited or event to be attended?** Michigan State Model UN Conference
2. **How is this trip related to the educational program of the District?** Model UN supports reading, writing, and speaking with purpose, researching history, current events, networking, and bargaining. All of which align with GL goals.
3. **In what ways will the students benefit?** Students will practice and compete in the above areas throughout the year and at these specific events.

B. Students and Staff

1. **How many students will be going?** 11
2. **What staff member will be in charge?** Scott Minehart
3. **What previous experience has the staff member had in conducting overnight/extended field trips?** I have taken groups overnight with DECA, Model UN, and multiple sports teams to Europe.
4. **What other staff members will be going?** None
5. **How many chaperones, in addition to staff members, will be going?** One
6. **Chaperone names and affiliations with the students?** Sara Holt, mother of student
7. **How many school days will be missed?** 1
8. **How will teachers be notified in advance that students will be out of school?** Email from me and students

C. Itinerary:

- 1. **Where will the group be housed and fed? (list phone numbers for housing)** The Graduate Hotel, 133 Evergreen Ave., East Lansing, MI 48823 Phone (517) 348-0900
- 2. **What will be the mode of transportation? What liability insurance does the carrier have?** Parent Drivers
- 3. **What arrangements have been made for dealing with emergency situations?** The conference requires medical forms to be filled out and will carry copies with me.
- 4. **If tour guides are involved, what liability insurance do they carry?** N/A

D. Finances

- 1. **What is the estimated total cost AND cost per student?** \$3200 total cost and \$175 per student
- 2. **What is the source of funds?** Parents and current funds
- 3. **How will the funds be collected and safeguarded?** E-funds
- 4. **How will any shortfall be made up or excess funds used?** We have enough funds in the UN account to cover any shortfalls
- 5. **What provision has been made for students who are financially unable to pay any necessary costs?** Current money in the MUN account.

E. Communications

- 1. **How will you communicate to parents prior to, during and after the trip?** A parent meeting is scheduled. And through emails, text messages, and Google Classroom.

Scott Minehart 3/5/25

Signature of the Requestor **Date**

_____ Trip approved _____ Trip not approved

Don Eastman 3/5/25

Principal **Date**

Board of Education **Date**