# 2.6 APPROVAL OF OVERNIGHT FIELD TRIP REQUEST FOR 8th GRADE MIDDLE SCHOOL STUDENTS TO TRAVEL TO WASHINGTON, DC JUNE 1-3, 2026

#### A. <u>SUBJECT</u>

The Board is asked to approve an overnight field trip for 8th grade students from both Northwood Middle School and Creekside Middle School to travel to Washington, DC on June 1-3, 2026. Students will have a greater understanding and appreciation of American History after touring various memorials and monuments in the city.

### **B.** SUGGESTED MOTION

This item will be included as part of the Consent Agenda Motion.

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	O'	VERNIGHT	STUDENT 1	RAVEL RE	OUEST FO	l RM		
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Athletic/Club Name:		Creekside M	iddle School/	Northwood M	liddle School (	Woodstock C	USD #200 Mid	dle Schools)
Name of Event and Descrip	ption:	J	8th grade Wa	shington DC	Trip			
Coach/Chaperone Name(s	j):	J	Eric Schleute	rmann, Jason	Laidig, and Ni	ck Rago		
Number of Chaperones:		Male:	6	Female:	4	Total:		10
Date(s) of Activity:		June 1 - June	3, 2026					
Location of Activity:		Washington I	DC					
Number of Students:		Male:	45	Female:	45	Total:		90
Applicable Costs:			!					
Gas/Mileage:	Expression and a second						=	\$0.00
Entry/Reg Fee:	-				<u></u>		=	
Lodging:	<del></del>	per night	# of nights		# of Rooms		<b>=</b>	
Meals: Tolls:	-	per day	# of days		# of Students		= =	
Transportation:		See attahced	GL Travel itine	ararv				
	(exprair)	bee ananoea	OL HUICH	-1 cu y		i		
	l· 						TOTAL	\$0.00
Attach Daily Trip Itinera	-		Ĺl					
Above Costs to be Paid By			:			: :		
Paid completely	by student fa	mily contribut	ion	Total cost no	fundraising of	portunities)		\$1,777.00
					<u>                                     </u>		ļ	
Account # (if applicable):	•	All accounts	for money reci	eved will be	handled direct	ly through GI	Travel	•
Submitted By:			: :-					
		:		-	:			Date
Approved By:			Principal's	Signatura				Date
		!	Timupara	pignatitte				Date
		i	Superintende	nt's Signature			<del>1</del>	Date
:	: ! !							
		Board	l Meeting Approv	al Date (if appli	cable)			Date

### Appendix A: Tour Proposal and Detailed Itinerary

To: Administration and Board of Education of Woodstock Community School District 200

From: Eric Schleutermann and Jason Laidig at Creekside Middle School and Nick Rago at Northwood Middle School

Request for Trip to Washington DC - 2026 8th grade Trip to Washington DC

Date: June 1 - June 3, 2026

Plan for the Trip (Narrative: Lead Chaperone's experience with trips, The "Why") My experience on the Washington trip has been 3 consecutive years combined with Northwood. This is the fourth trip for Creekside 8th grade. Jason Laidig brings over 15 years of planning and trip experience to Creekside from his past Northwood Trips. The reason for the trip is the opportunity for students to interact in real time with all of what Washington DC has to offer from the multitude of memorials to the amazing array of museums (Smithsonian and US Holocaust) available to US citizens. This trip is a once in a lifetime chance for the students to experience US history and government first hand.

**Trip Objectives:** (What you plan for your students to accomplish and what learning standards it relates to) The students will participate in touring the following sites: the memorials: Washington Monument, Jefferson, Lincoln, MLK WWII, Korean and Vietnam, US Holocaust Museum and the US Capitol Building and the Gettysburg Battlefield Interactive Tour. The Students will be able to have a greater understanding and appreciation of American History. Illinois Standards addressed with the trip:

- 1. SS.G.3.6-8.MdC. Explain how changes in transportation and communication influence the spatial connections among human settlements and affect the spread of ideas and culture.
- 2. SS.H.1.6-8.LC. Classify series of historical events and developments as examples of change and/or continuity
- 3. SS.G.2.6-8.MdC. Compare and contrast the cultural and environmental characteristics of different places or regions.
- 4. SS.CV.5.6-8.LC; MdC; MC : Apply civic virtues and democratic principles in school and community settings.

This trip also addresses the Illinois Holocaust mandate which requires to teach a separate standalone unit on the Holocaust. This will be addressed through the trip to the US Holocaust Museum.

#### **Pertinent Information**

- 1a) Cost to the District: No cost to the District.
- 1b) Cost to the Student: \$1777.00 (Trip insurance included (Travel Protection Plus (already included): \$152 per participant))
  - What is Included? Transportation to and from Airport and around
     Washington DC, Accommodations ( night stay at a hotel near DC), Meals,
  - See attached GL Travel Tour Agreement
  - What is <u>Not</u> Included? Spending money for students
- 2) Chaperones We will have a combination of available staff and paid parents
- 3) Student Expectations
- 4) Cancellation and Travel Protections Plan (Insurance): Trip insurance is included into the price and students can cancel any time up to the point of departure less the cost of the insurance.

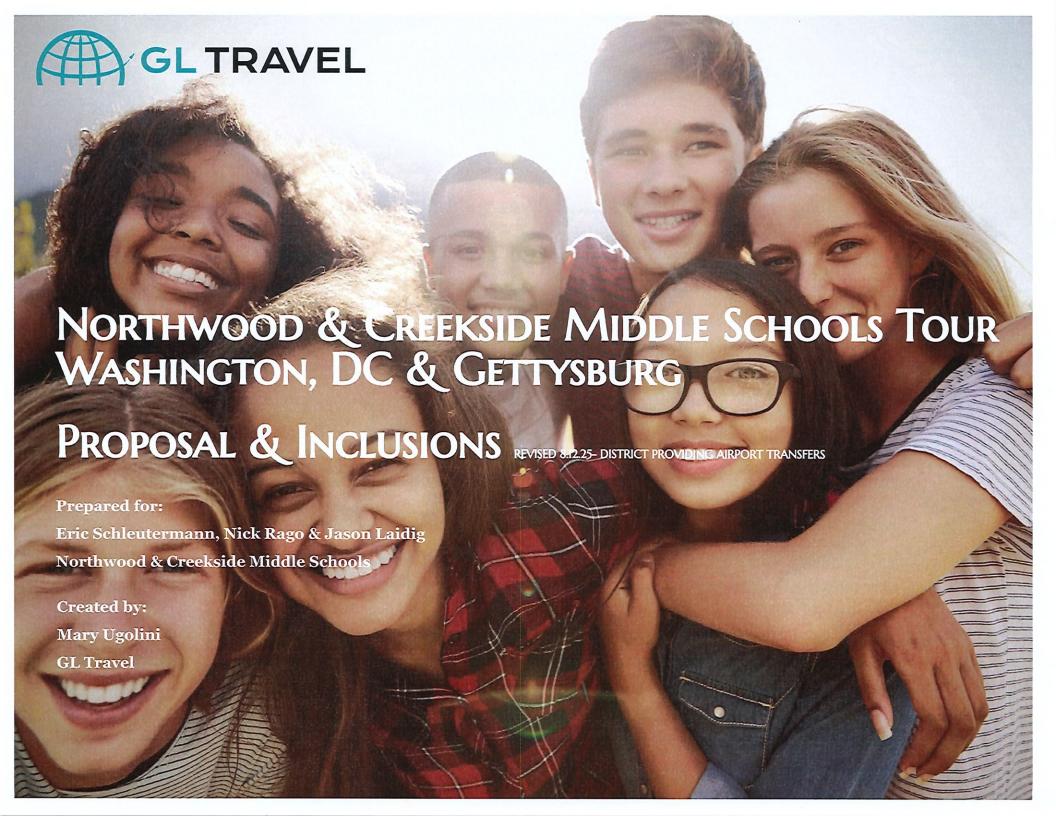
#### 5) Supporting Documents

<u>Document Title</u>				
Appendix A: Tour Proposal (including Costs) and Detailed Itinerary *	Appendix F: Chaperone Expectations *			
Appendix B: Frequently Asked Questions *	Appendix G: Health Forms *			
Appendix C: Payment Plan (if applicable.)	Appendix H: Student Behavioral Expectations *			
Appendix D: Fundraising Opportunities (if applicable)	Appendix I: Information Letter *			
Appendix E: Travel Insurance Information (if applicable)	Appendix J: Chaperone Benefits and Rewards (from the tour company if applicable)			
* Required documents				

Thank you so much for your time and consideration of this potential experience and trip for students within our school district. If you have any further questions, please email me at eschleutermann@wcusd200.org or jlaidig@wcusd200.org) or over the phone at (815)337-5200 Ext 5259 or 5206. I look forward to moving forward with your approval to provide the students of Woodstock Community School District with this great opportunity.

Sincerely,

(Eric Schleutermann, Nick Rago and Jason Laidig)





Dear Eric, Nick & Jason,

We're so glad to be working with you for your upcoming Washington, DC & Gettysburg Tour. Educators consistently choose GL due to our unwavering commitment to customer experience. We know the importance of providing your students with a memorable, educational trip.

Established by a former teacher, GL Travel understands that your attention is dedicated to your students and their education. That's precisely why we take care of all the intricate details and simplify the planning process for you.

Here are a few of the ways that GL Travel stands out from the competition:

- Safety and Security: We understand safety is the top priority when planning student travel. Therefore, we provide nighttime security at your hotel, assign a dedicated professional tour manager to each bus, and include health and accident insurance in the package price.
- Exceptional Tour Directors: Explore your destination with the industry's finest tour guides, backed by our unwavering commitment to customer service excellence.
- **Top Value Provided:** GL Travel is sure to provide the best quality at a great price, enabling more students to be able to participate.

We look forward to supporting you in planning a phenomenal trip for your students. Once you've reviewed the proposal, let's set up a time to review everything in more detail. If everything looks good, we will start your trip plans immediately once the agreement has been signed.

Your perfect trip partner,

The Crew at GL Travel



## HOW WE CAN HELP

Our team is committed to making this year and next year's trip the one your students talk about for decades. We handle the details so that you can avoid the stress of trip planning. When a trip is delivered to your satisfaction you have the peace of mind knowing you've given your students the very best.

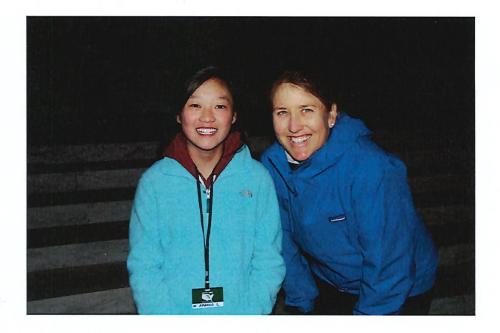
Here's the plan that we have implemented so that your trip meets its goals.

#### Step 1 - Trip Planning

- · You announce your trip kick-off meeting to families
- GL Travel provides promotional materials for the kickoff meeting and registration
- GL Travel Consultant hosts a trip kick-off meeting in-person or via zoom
- Participants begin enrolling and making payments online directly to GL Travel

#### Step 2 - Pre Departure

- GL Travel fulfills your amazing trip itinerary
- · You encourage registration & excitement about the trip
- GL Travel handles all parent emails and calls
- GL Travel provides you updates throughout the planning process



#### Step 3 - Take your trip!

- You step onto the bus in anticipation of a great trip!
- Your exceptional tour director ensures a successful trip experience
- GL Travel supports your trip from start to finish and you are impressed!
- You arrive home after a memory-making trip with the satisfaction of knowing you've given your students the best!



## YOUR AWESOME ITINERARY TO WASHINGTON, DC & GETTYSBURG

Day 1:	Monday,	June 1.	2026

Trip Check in at School

Board District provided buses and Depart for

Airport

Flight Departs Milwaukee

Flight Arrives in Washington, DC

Meet GL Travel Tour Director (1 per coach unless

driver guides are available) & Board Motorcoaches

Jefferson, FDR, and MLK Jr. Memorials

Lunch- \$20 Jassby Debit Card

United States Holocaust Memorial Museum

Washington Monument-Picture Stop

Photo Stop at Ford's Theatre & the Petersen

House

Dinner at Hard Rock Cafe

World War II Memorial

Lincoln, Vietnam Veterans and Korean War

Memorials

Hotel Check In- Crowne Plaza Crystal City

Overnight security each evening

#### Day 2: Tuesday, June 2, 2026

Breakfast at Hotel

Depart for Gettysburg, PA

Gettysburg 2 hour Battlefield Tour

Lunch- \$20 Jassby Debit Card at Outlet Mall

Depart for Washington, DC

Arlington National Cemetery

Iwo Jima

Pentagon Memorial (time permitting)

Dinner- \$20 Jassby Debit Card (Western Market-

Georgetown)

Performance of Shear Madness! at the Kennedy

Center for Performing Arts

Return to Hotel

#### Day 3: Wednesday, June 3, 2026

Breakfast at Hotel

Hotel check out

Board Motorcoaches and depart for sightseeing

White House-Photo Stop

The People House

U.S. Capitol Building Tour

Library of Congress & Supreme Court-Photo

Stops

Lunch- \$20 Jassby Debit Card

National Museum of African American History &

Culture

Smithsonian American History Museum or Steven

F. Udvar-Hazy Center- Air & Space Museum

(pending timing and confirmed flights)

Depart for Airport

Dinner at Airport with \$20 Jassby Card

Flight Departs

Flight Lands in Milwaukee

Board District provided buses & Depart for School

Welcome Home!



## YOUR AWESOME TRIP PROPOSAL TO WASHINGTON, DC & GETTYSBURG

**Destination:** Washington, DC & Gettysburg

Trip Dates: Monday - Wednesday, June 1 - 3, 2026

Paying Passengers: 90 students (quads) + 10 complimentary

chaperones (doubles)

**Transportation** 

Deluxe Motorcoach Roundtrip to/from Airport- Provided by District (cost

included in student price)

Flights Included (Baggage fees are not included)
Deluxe Motorcoach in Washington, DC & Gettysburg

Accommodations

2 Nights Lodging- quoted Crowne Plaza Crystal City

Meals

2 Breakfasts

3 Lunches

3 Dinners

All Activities Included per Itinerary

**GL Travel Benefits** 

Professional Full Time Tour Director (1 per coach unless driver guides are available) with your Group Nighttime Security at the Hotel

24/7 Emergency Service and Phone Number on Lanyards Health/Accident Insurance & General Liability Insurance

Customer Trust to Protect your Investment

Dedicated Tour Liaison Assigned to your Tour-Top Customer Service!

Member of SYTA and ABA

**Student Price: \$1777** 

Travel Protection Plus (already included): \$152 per participant

**Additional Benefits:** 

\$2000 GL Travel Scholarship to used towards the students of your choice

\$65 per student commission

GL Travel Loyalty Program

Drawstring Bag, Lanyard & Luggage Tag for each participant

All quotes that include airfare and are 6+ months from departure are good for 30 days. If the trip is within 2-6 months, the quote is valid for 21 days. If the trip is within 2 months of departure, the quote is good for 7 days.



## APPROVAL

We can't wait to create your best trip ever. Here's what we'll need from you to start planning your trip.

- 1. Review this proposal and sign or click "accept this proposal."
- 2. We'll send you a trip registration form
- 3. We'll schedule our Trip Kick-off Meeting and get the ball rolling

We'll check in with you in 3 days to make sure all of your questions are answered and you feel confident in your decision. So that we can reserve your must-have trip components, please sign this proposal within 5 days of receipt.

Trip Leader Approval:

Eric Schleutermann, Nick Rago & Jason Laidig

Northwood & Creekside Middle Schools

#### **Appendix B: Frequently Asked Questions**

#### TRIP DETAILS

When will I receive our final itinerary? 1 month prior to trip

Can I change my reservation (room occupancy, etc.)? Yes

How many adults or chaperones will travel with my child? 10

Are parents allowed to attend a tour? Yes as a paid participant

What if the weather is inclement? Trip will continue as planned and participants are encouraged to bring appropriate gear.

#### **EMERGENCIES**

What happens if my child has a medical emergency while on tour? If a situation arises, GL Travel makes sure to have student medical information on hand to ensure that the appropriate course of action is taken. Students will be with Chaperone during any situation that may arise and in constant communication with parents as well.

What if I have an emergency and need to reach my child? Students and Chaperones will have cell phones on the trip and GL Travel direct communication if something arises.

#### HOTEL/ACCOMMODATIONS

On overnight tours, how many students will be in each hotel room? 4 students per room

Who determines the hotel rooming arrangements? Tour organizers (student choice with lead teachers approval)

#### **INSURANCE**

Travel Protection Plus (already included in the overall trip price): \$152 per participant. This insurance allows the trip to be canceled for any reason at any time less the cost of the trip insurance.

#### PAYMENT AND REGISTRATION

How do I make payment for my child's trip? Payment can be made in full or a prearranged payment plan has been established. See Tour Brochure

Is it ok if my payment is late? Once payment plan is established, monthly payments must be on time.

Do you send out payment reminders? Payment reminders are sent out through GL Travel portal.

How do I register for a tour? Parents use QR code or trip code from meeting and register through their website.

How do I complete the Permission for Medical Treatment form online? Forms will be completed through the Tour company portal or forms will be distributed to the students if necessary.

What happens if not enough participants sign up for the tour by the initial deposit date? We will combine tours with Northwood to get to our overall numbers.

If my school is fundraising, how will I know how much my child has earned? No fundraising is available for this trip

Can I make subsequent payments online if I have mailed in the first deposit? Everything is done online through the GL Travel portal

Can I pay with a credit card over the phone? Yes

#### **CANCELLATIONS**

How do I cancel my child from a tour? Cancellations are done through the tour company.

#### MEDICATIONS AND SPECIAL NEEDS

What if my child has medications or allergies or is on a special diet? All medication is administered per WCUSD 200 and Board policy. Extreme circumstances will be dealt with on a case by case situation. Special Dietary needs are given to the Tour company and arrangements are made by them.

What if my child has special needs? Situations are dealt with as they arise

#### **PACKING**

Is my child allowed to bring a cell phone or other electronic devices? yes

How much money will my child need to bring on the tour? The amount the parent is comfortable with for personal use.

## **Appendix C: Payment Plan**

<u>Installment</u>	<u>Due Date</u>	Quad Occupancy
Registration Fee	September 2nd	\$350.00 +152.00 FRP
2	October 2nd, 2025	\$240.83
3	November 2nd, 2025	\$240.83
4	December 2, 2025	\$240.83
5	January 2, 2026	\$240.83
6	February 2, 2026	\$240.83
7	March 18, 2026	FINAL BALANCE

## <u>Appendix D: Fundraising Opportunities</u>

No fundraising opportunities are currently available for the trip.

### **Appendix E: Travel Insurance Information**

GL Travel understands the importance of your financial security. All GL Travel trips include medical and liability insurance for all travelers. We also offer a Full Coverage Program (FCP) as an optional add-on. With FCP, parents can cancel their child's tour at any time, for any reason, and receive all trip payments less the cost of the Full Coverage Program.

## Appendix F: Woodstock District 200 Field Trip Chaperone Expectations

#### CHAPERONE DUTIES AND EXPECTATIONS WILL INCLUDE BUT ARE NOT LIMITED TO:

- 1. Responsible for an assigned group of students throughout the planning and execution of the trip.
- 2. Attendance at any pre-trip chaperone meetings and meetings during the trip will be expected.
- 3. Compile an emergency contact list and communication plan for the assigned group.
- 4. Required to attend all planned functions during the trip.
- 5. Responsible for getting assigned groups to specified locations on time.
- 6. Responsible for assuring students have all the required items needed for the day's events.
- 7. Work in shifts with other chaperones including supervision during all daytime activities as well as potential night time hotel hallway/room monitoring.
- 8. Assist with bus loading and attendance.
- 9. Assist with equipment loading, unloading, and handling as needed.
- 10. Assist with any snack and meal preparation, serving and clean-up as necessary.
- 11. NO CHAPERONE WILL ISSUE DISCIPLINE TO A STUDENT.
- 12. Report all problems to the Lead Staff Chaperone.
- 13. NO SMOKING, CONSUMPTION OF ALCOHOL OR USE OF ILLEGAL SUBSTANCES WILL BE ALLOWED BY ANY CHAPERONE DURING THE TRIP.

#### **D200 Overnight Trip Medication Form**

**Health Services** 

Guidelines for the administration of prescription or non-prescription medication to students attending a school-sponsored activity or field trip (including overnight trips) will follow District 200 Board Policy 7:270, Administering Medicines to Students. As the school nurse does not usually accompany students on trips, the student's teacher or other designated school employee will be responsible for medication storage and administration. Illinois School Code (105 ILCS 5/22-30) and District 200 Board Policy permits students to carry and self-administer specific medication deemed necessary for life-threatening conditions provided the student's parent has completed and submitted the appropriate Request for Self-Administration of Medication\*\* form in addition to this form. (Medications that can be carried and self-administered include asthma inhalers and epinephrine). Students may NOT carry or self-administer medications other than asthma inhalers and/or epinephrine.

The parent must complete and submit this form to the school health office prior to departure of the trip. Medication must be provided in the original container clearly labeled with the child's name, name of medication, dosage, and possible side effects. Medication supply should coincide with the number of doses needed for the duration of the trip and <u>must</u> be dropped off to the school health office by a parent or other responsible adult.

Student's Name (Please print)	Birthdate	Grade	Teacher or Activity Sponsor's Name (Please print)
MEDICATION(S) AND INSTRUCTION designated school employee. * For a to administer, how to administer, and the school employee.	emergency medications (inhaler	rs, EpiPens	red and administered by the student's teacher or other ), please clearly write out specific instructions on when
☐ Prescription Medication ☐	Non-Prescription Medication		Student to Carry / Self-Administer**
Name of Medication:			
Dosage:	Time	(s) to Be Gi	ven:
*Emergency Medication Instruction			
Prescription Medication	3 Non-Prescription Medication		Student to Carry / Self-Administer**
Dosage:			ven:
*Emergency Medication Instructions	51		
Name of Physician (Please print):			Phone Number:
Address:			
Physician's Signature:			Date:
permit my child to carry and self a Community Unit School District 200 conduct, arising out of the administr	dminister** as directed by the and its employees and agents ation of medication to my child	e physiciar against a <u>and/or</u> my	and agents, to administer the above medication(s) or to n. I agree to indemnify and hold harmless Woodstock my claims, except a claim based on willful and wantor y child's self-administration of medication. I also give my es and agents, to contact the physician in regard to any
Parent's Name (Please Print):	· · · · · · · · · · · · · · · · · · ·		Relationship:
Parent's Signature:			Date:
Work / Cell Phone:			

## Appendix H: WCUSD200 International/Overnight Student Field Trip Permission Form

Woodstock Community Unit School District 200 - Woodstock, IL 60098

Student Name:	DOB:
Address:	Phone:
Father:	
Mother:	
Family Doctor:	
Date of last tetanus booster:	
Student Health Insurance coverage for accident and/or medical is p	provided by:
Company:	Policy Number:
Allergies/Health Concerns:	
Current Medication (indicate medication, dosage and times to be ta	aken):
Poloase and Waiver Affidavit of Incurance Coverage a	nd Agreement repression Student Conduct on
Release and Waiver, Affidavit of Insurance Coverage a Educational Tour/f	Field Trip
I/We,the parents or a minor in Woodstock Community Unit School District No. 200 (her (hereafter "student"), in consideration of the agreement by the Schoeducational tour/field trip (hereafter "trip") to take place fromdo hereby swear and affirm that there is accident and health insura while participating in the said trip, and that we agree to maintain su the trip.	eafter "School District"), McHenry County, Illinois  ool District to permit the student to participate in the  toto, 20,  nce coverage for our student that will cover him/her
I/We do further agree to release, indemnify, protect and hold harmle	ess said School District, its Board members, officers,

I/We do further agree to release, indemnify, protect and hold harmless said School District, its Board members, officers, supervisors, agents, servants, employees and all private persons or organizations volunteering services without charge to supervise or chaperone students while on the trip from any claim or liability whatsoever, including, but not limited to, personal injury, property damage, court costs, attorneys' fees and interest, whosoever caused, as a result of the student participating in the above described trip.

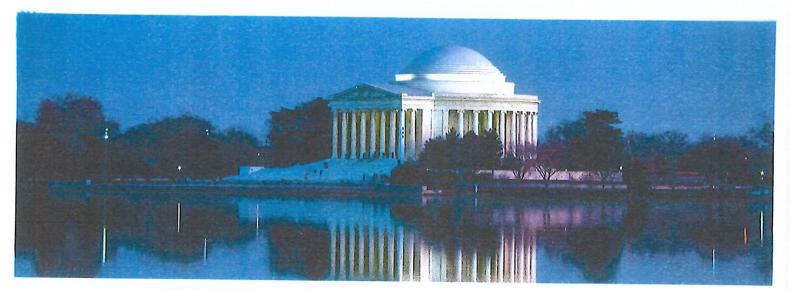
I/We do further agree that the Board of Education, it's officers, agents and/or employees reserve the right to terminate the participation of the student for failure to behave and act in accordance with the School District Regulations on Conduct, for failure to follow the instructions and directions of the tour supervisor(s) and/or chaperones, or for failure of the student to act or conduct him/herself in a manner that is compatible with the interest, harmony, comfort or welfare of the trip as a whole as determined by said Board, its officers, agents and/or employees. If the participation of the student is terminated, I/we understand that the cost of the trip may not be refunded and the student will be sent home at our expense.

I/We do further agree that in the event of an accident or illness to our son/daughter/ward occurring from the commencement to the end of the trip and if we cannot be immediately contacted we hereby authorize the School District personnel to arrange for the transportation of our son/daughter/ward whether by ambulance or otherwise to a proper facility where emergency medical treatment would normally be administered including, but not limited to the emergency

against the School District, it's employees and agents arising hold harmless and indemnify the School District, it's employee	shool personnel to dispense medication to my student, accordin instructions during the field trip. I further waive any claims sing out of the administration of said medication, and agree to oyees and agents, either jointly or severally, from and against of action or injuries, costs, and expenses including attorney's medication.				
SUBSCRIBED and SWORN to before me this	day of		, 20.		
Parent or Legal Guardian			**************************************		
Notary		Notary	y Seal		

## <u>Appendix I: Parent Letter</u>

Please see attached <u>GL Travel Parent Letter</u>



WASHINGTON D.C. & GETTYSBURG

## NORTHWOOD & CREEKSIDE MIDDLE SCHOOLS

3-Day Washington, D.C. & Gettysburg Trip for 8th Grade Students

KICK OFF MEETING: TUESDAY, SEPTEMBER 2<sup>ND</sup> & THURSDAY, SEPTEMBER 4<sup>TH</sup> AT 6PM AT CREEKSIDE MIDDLE SCHOOL

### ALL-INCLUSIVE PRICING

PRICING IS BASED ON 90 PAYING TRAVELERS

TRIP DATES: JUNE 1 - 3, 2026

STUDENT QUAD \$1,795

Payment plan available

#### PACKAGE INCLUDES

Onsite Tour Director | Air Transportation | Hotel Accommodations All Gratuities | Overnight Security | All Meals | All Activities | Trip Protection

## REGISTER FOR THE TRIP BY SEPTEMBER 18TH

HTTPS://ENROLL.GLTRAVELCO.COM

Trip ID: 40251

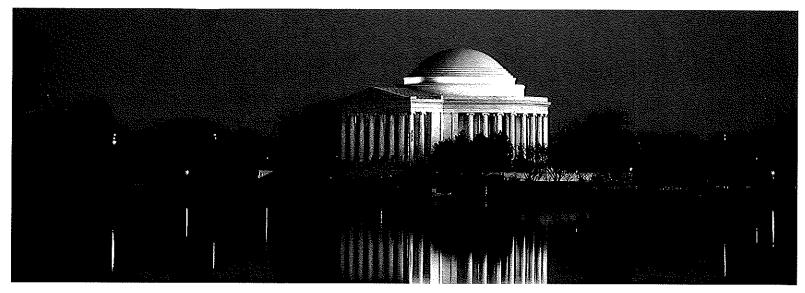
Passcode: 2026-344

gltravelco.com





info@gltravelco.com



WASHINGTON D.C. & GETTYSBURG

### NORTHWOOD & CREEKSIDE MIDDLE SCHOOLS

3-Day Washington, D.C. & Gettysburg Trip for 8th Grade Students

KICK OFF MEETING: TUESDAY, SEPTEMBER 16<sup>th</sup> & THURSDAY, SEPTEMBER 18<sup>th</sup> AT 7PM AT CREEKSIDE MIDDLE SCHOOL BOG

### ALL-INCLUSIVE PRICING

PRICING IS BASED ON 90 PAYING TRAVELERS

TRIP DATES: JUNE 1 - 3, 2026

STUDENT QUAD

\$1,777

Payment plan available

#### **PACKAGE INCLUDES**

Onsite Tour Director | Air Transportation | Hotel Accommodations All Gratuities | Overnight Security | All Meals | All Activities | Trip Protection

### REGISTER FOR THE TRIP BY OCTOBER 2ND

HTTPS://ENROLL.GLTRAVELCO.COM

Trip ID: 40251

Passcode: 2026-344

GL TRAVEL



info@gltravelco.com