

**2.7 APPROVAL OF OVERNIGHT FIELD TRIP REQUEST FOR THESPIAN TROUPE 991 TO ATTEND THEATRE FEST AT IL STATE JANUARY 8-10, 2026**

**A. SUBJECT**

The Board is asked to approve an overnight field trip for Woodstock High School Thespian Troupe 991 to attend Theatre Fest 2026 at Illinois State University on January 8-10, 2026. Students will have the opportunity to participate in workshops presented by professionals and other theatre educators, as well as see shows produced by other high schools.

**B. SUGGESTED MOTION**

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

**WOODSTOCK COMMUNITY UNIT SCHOOL DISTRICT NO. 200**

**OVERNIGHT STUDENT TRAVEL REQUEST FORM**

Athletic/Club Name:

Thespian Troupe 991

Name of Event and Description:

Theatre Fest 2026 at Illinois State University

Coach/Chaperone Name(s):

Christy Johanson

Date(s) of Activity:

January 8-10, 2026

Location of Activity:

Bloomington-Normal IL - Illinois State University

Number of Students:

Male: 6      Female: 18      Total: 24

<b>Applicable Costs:</b>			
Gas/Mileage:	160	=	\$2,360.00
Entry/Reg Fee:	2250	=	\$2,250.00
Lodging:	\$190.00 per night # of nights 2 # of Rooms 10	=	\$3,800.00
Meals:	\$ 12.50 per day # of days 2 # of Students 24	=	\$ 600.00
Tolls:		=	\$ -
Transportation:	(explain) \$60 in meals, \$552 in hourly rates, \$1100 in mileage	=	\$ -
<b>TOTAL</b>			<b>\$9,010.00</b>

Detailed Trip Itinerary: See attached

Above Costs to be Paid By (Including % paid by fundraising):

Students pay \$150/person, district pays for bus, the rest is paid for by Thespian Troupe 991

Account # (if applicable):

Submitted By: Christy Johanson

8/4/2025

Approved By:

[Signature]  
Principal's Signature

8/5/25  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Meeting Approval Date (if applicable)

## **Appendix A: Tour Proposal and Detailed Itinerary**

**Trip Leader:** Christy Johanson

**Trip Location:** Illinois State University

**Trip Name:** Theatre Fest

**Trip Dates:** January 8-10, 2026

**Students:** Students from Woodstock HS who are in Thespian Troupe 991

**Trip Plan:** Now in its 50th year, the Illinois High School Theatre Festival (IHSTF) is the largest and oldest non-competitive high school theatre festival in the nation, and is produced by the Illinois Theatre Association. Over 4,500 students, teachers, university representatives, exhibitors, and volunteers come together to put on theatrical workshops and various high school productions. The IHSTF organizes over 150 workshops, whose topics range from acting, musical theatre, auditions, improvisation, technical theatre, directing, stage management, make-up and costumes, lighting and special effects, to name a few. In addition, more than 20 high school productions, both showcases and full-length, from around the state are selected to perform at the IHSTF each year.

**Trip Objectives:** Our students will be exposed to theatre from across the state, have an opportunity to participate in workshops presented by professionals and other theatre educators, as well as see shows produced by other high schools. We hope this experience will help fuel the passion that is already present in our students, while educating them in the various aspects of performing arts.

**What is the per-student cost? \$150**

- **What is Included?** Registration, 4 meals, hotel
- **What is Not Included?** Spending money, 2 additional meals, souvenirs

**Describe your Travel Protections Plan (Insurance):**

A full refund, less a \$15.00 per person processing fee, will be provided for cancellation requests received prior to October 31, 2025

A full refund, less a \$50 per person processing fee, will be provided for cancellation requests received prior to January 8, 2026.

## **Appendix A: Tour Proposal and Detailed Itinerary**

### **Detailed Itinerary:**

#### **PROPOSED ITINERARY\***

\*subject to slight alteration upon release of official festival schedule

#### **THURSDAY, JANUARY 8**

- 11:00 am Students gather in WHS Auditorium
- 11:30 am Students board District 200 bus; travel to Bloomington, IL
- 3:00 pm Arrive at hotel (TBD) in Bloomington, IL; check-in
- 4:00 pm Board District 200 bus; travel to local restaurant for food
- 6:30 pm Arrive at ISU for Opening Ceremony
- 9:00 pm Travel back to hotel (TBD)

#### **FRIDAY, JANUARY 9**

- 8:15 am Student board bus heading to ISU
- 9:00 am Arrive at ISU; spend full morning on campus
- Noon Students meet at designated place; eat lunch
- 1:00 pm Students disperse to individual activities on campus
- 5:00 pm Students eat dinner on their own
- 7:30 pm Attend All-State Musical as a group
- 9:30 pm Travel back to hotel (TBD)

#### **SATURDAY, JANUARY 10**

- 8:15 am Check-out; board bus heading to ISU
- 9:00 am Arrive at ISU; spend full morning on campus
- Noon Students meet at designated place; eat lunch
- 1:00 pm Students disperse to individual activities on campus
- 4:00 pm Meet at designated place, board bus, travel back to Woodstock High School
- 7:00 pm Arrive at Woodstock High School (stop at local store for snacks for bus)

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

### **TRIP DETAILS**

When will I receive our final itinerary? 1 week before departure

Can I change my reservation (room occupancy, etc.)? Yes, at the discretion of the directors

How many adults or chaperones will travel with my child? 3

Are parents allowed to attend a tour? No

What if the weather is inclement? The event is held indoors, so inclement weather will not be an issue.

### **EMERGENCIES**

What happens if my child has a medical emergency while on tour? We will have all the medical forms with us. ISU has many medical options for anyone with an emergency. Ill students will be taken to Carle BroMenn Hospital in Normal, IL.

What if I have an emergency and need to reach my child? Students will have cell phones. Parents will also have contact info for all three chaperones.

### **HOTEL/ACCOMMODATIONS**

On overnight tours, how many students will be in each hotel room? 3 to 4

Who determines the hotel rooming arrangements? Directors will assign rooms based on requests from students.

### **INSURANCE**

What is the Optional Travel Protection Plan? A full refund, less a \$15.00 per person processing fee, will be provided for cancellation requests received prior to October 31, 2025.

### **PAYMENT AND REGISTRATION**

How do I make payment for my child's trip? Cash or checks made payable to Woodstock HS Theatre

Is it ok if my payment is late? A \$50 deposit must be made to secure a spot.

Do you send out payment reminders? Yes

How do I register for a tour? Students will have forms to fill out and turn in.

How do I complete the Permission for Medical Treatment form online? All forms will be hard copies distributed to students and parents.

What happens if not enough participants sign up for the tour by the initial deposit date? We will travel to Theatre Fest no matter how few students sign up.

If my school is fundraising, how will I know how much my child has earned? No individual fundraising opportunities are not available for this trip. However, if a students need financial assistance, please contact Christy Johanson [cjohanson@wcusd200.org](mailto:cjohanson@wcusd200.org)

Can I make subsequent payments online if I have mailed in the first deposit? No.

Can I pay with a credit card over the phone? No.

### **CANCELLATIONS**

How do I cancel my child from a tour? Please contact Christy Johanson [cjohanson@wcusd200.org](mailto:cjohanson@wcusd200.org)

### **MEDICATIONS AND SPECIAL NEEDS**

What if my child has medications or allergies or is on a special diet? Medical forms are required for the school and for festival registration. Chaperones will make sure all requirements are met for each student.

What if my child has special needs? Please speak with the directors directly and we will accommodate special needs.

### **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? Enough money for 2 dinners and souvenirs.

## **Appendix C: Payment Plan**

Tuesday, September 30, 2025 - A deposit of \$50 is required to secure a spot on the Theatre Fest Trip

Friday, Dec. 19, 2025 - The balance of the \$150 total fee is due (\$100 after the deposit)

## **Appendix D: Fundraising Opportunities**

The theatre department raises funds throughout the year during shows through ticket sales, swag sales, a silent auction, a raffle, and concessions. Individual student fundraising will not be available for this trip. However, if a student is interested in a scholarship opportunity, please contact Christy Johanson at [cjohanson@wcusd200.org](mailto:cjohanson@wcusd200.org).



## **Appendix E: Travel Protection Information**

A full refund, less a \$15.00 per person processing fee, will be provided for cancellation requests received prior to October 31, 2025

A full refund, less a \$50 per person processing fee, will be provided for cancellation requests received prior to January 8, 2026.

## **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 nighttime 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.**

## Appendix G: D200 Field Trip Medication Form

### **Woodstock Community Unit School District 200**

Dear Parent/Guardian,

If your student will need to take prescription or over-the-counter medication during the international/overnight field trip, please complete the **D200 Field Trip Medication Form** with your student's physician. A physician's order is required for all prescription or over-the-counter medication that your student may need during the trip (ie. if your student has a headache, the **D200 Field Trip Medication Form** is required before medication can be administered). The **D200 Field Trip Medication Form** needs to be turned in to the trip sponsor four weeks before departure for the trip. It will be held by the trip sponsor during the trip for safety purposes. Students may carry and self-administer a prescribed asthma inhaler or epinephrine auto-injector device if the permission to self-carry is indicated by your physician. The **D200 Field Trip Medication Form** is below for your reference. If you have any questions, please call the trip sponsor or your School Nurse.

Sincerely,

District 200 Health Services

## D200 Field 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 **must** 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 INSTRUCTIONS:** The following medication(s) will be stored and administered by the student's teacher or other designated school employee. \*For emergency medications (inhalers, EpiPens), please clearly write out specific instructions on when to administer, how to administer, and what to do after administration.

☐ Prescription Medication      ☒ Non-Prescription Medication      ☐ Student to Carry / Self-Administer\*\*

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time(s) to Be Given: \_\_\_\_\_

\*Emergency Medication Instructions: \_\_\_\_\_

\_\_\_\_\_  
☐ Prescription Medication      ☐ Non-Prescription Medication      ☐ Student to Carry /Self-Administer

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time(s) to Be Given: \_\_\_\_\_

\*Emergency Medication Instructions: \_\_\_\_\_

\_\_\_\_\_  
Name of Physician (Please print): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

I authorize Woodstock Community Unit School District 200 and its employees and agents, to administer the above medication(s) or to permit my child to carry and self administer\*\* as directed by the physician. I agree to indemnify and hold harmless Woodstock Community Unit School District 200 and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of medication to my child **and/or** my child's self administration of medication. I also give my permission to Woodstock Community Unit School District 200 and its employees and agents, to contact the physician in regard to any medication questions or concerns.

Parent's Name (Please Print): \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

Work / Cell Phone: \_\_\_\_\_

Date \_\_\_\_\_

## Appendix H: WCUSD200 Student Field Trip Permission Form

Woodstock Community Unit School District 200 - Woodstock, IL 60098

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Father: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mother: \_\_\_\_\_ Phone: \_\_\_\_\_  
Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of last tetanus booster: \_\_\_\_\_

Student Health Insurance coverage for accident and/or medical is provided by:

Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Allergies/Health Concerns: \_\_\_\_\_

Current Medication (indicate medication, dosage, and times to be taken): \_\_\_\_\_

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### Release and Waiver, Affidavit of Insurance Coverage, and Agreement regarding Student Conduct on Educational Tour/Field Trip

I/We \_\_\_\_\_, the parents or legal guardians of \_\_\_\_\_, a minor in Woodstock Community Unit School District No. 200 (hereafter "School District"), McHenry County, Illinois (hereafter "student"), in consideration of the agreement by the School District to permit the student to participate in the educational tour/field trip (hereafter "trip") to take place from \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_, do hereby swear and affirm that there is accident and health insurance coverage for our student that will cover him/her while participating in the said trip, and that we agree to maintain such coverage in full force and effect for the duration of the trip.

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, its 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 student's participation 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. 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 room of a hospital, doctor's office, or medical clinic. We further authorized such personnel to sign releases as may be required to obtain immediate medical or surgical treatment as is required in the judgment of medical authorities at said facilities.

## Appendix H: WCUSD200 Student Field Trip Permission Form

Student medication during an international/overnight field trip is kept under the supervision of the District 200 lead staff chaperone. Student medication will be administered by the District 200 lead staff chaperone according to the physician's order(s) that is documented on the District 200 overnight trip medication authorization form that is submitted by the parent/guardian. All medications to be taken during the educational tour/field trip must be brought to the School Nurse at least two weeks before the trip's departure, along with the overnight trip medication authorization form completed by the parent/guardian and physician.

I hereby request and grant permission for District #200 school personnel to dispense medication to my student, according to Doctor (name) \_\_\_\_\_ instructions during the field trip. I further waive any claims against the School District, its employees, and agents arising out of the administration of said medication and agree to hold harmless and indemnify the School District, its employees, and agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs, and expenses including attorney's fees, resulting from or arising out of the administration of medication.

SUBSCRIBED and SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Notary Seal

August 4, 2025

Dear Parent or Guardian,



Your student, who is a member of Thespian Troupe 991, has the opportunity to travel with other students from WHS and spend 3 days with Thespians from all over the state of Illinois - **January 8-10, 2026**. Theatre Fest is held this year at Illinois State University in Bloomington-Normal. It is an annual tradition, and this year will be great!

Celebrating its 50th year, the Illinois High School Theatre Festival (IHSTF) is the largest and oldest non-competitive high school theatre festival in the nation, and is produced by the Illinois Theatre Association. Over 4,500 students, teachers, university representatives, exhibitors, and volunteers come together to put on theatrical workshops and various high school productions. The IHSTF organizes over 150 workshops, whose topics range from acting, musical theatre, auditions, improvisation, technical theatre, directing, stage management, make-up and costumes, lighting and special effects, to name a few. In addition, more than 25 high school productions, both showcases and full-length, from around the state are selected to perform at the IHSTF each year.

**A deposit of \$50 is required by Tuesday, September 30, 2025** to secure a spot on the trip. The balance of the trip's cost is due by December 19, 2025 - \$100, for a total of \$150. This payment provides 4 meals, a 2-night stay at a local hotel, bus transportation, and Theatre Fest registration. Payments can be made by cash or check made payable to Woodstock HS Theatre.

Please reach out with any questions or if you would like to inquire about a scholarship to cover the cost of this trip.

Christy Johanson (cjohanson@wcusd200.org), Billy Seger, Kristi Geggie

**Check list for forms/payment** - *All forms and payment must be completed to attend the trip.*

**Turn in by Tuesday, September 30, 2025**

\_\_\_\_ 50th Annual HS Theatre Festival Medical/Media Release form - use BLACK or BLUE pen

\_\_\_\_ Deposit of \$50 OR payment in full of \$150 - cash or check to WHS Theatre

**Turn in by December 19 - last day before winter break**

\_\_\_\_ Balance of \$100 fee due if not already paid in full - cash or check to WHS Theatre

\_\_\_\_ WCUSD200 International/Overnight Student Field Trip Permission Form\*

**\*THIS MUST BE NOTARIZED**

\_\_\_\_ (If taking medication) WCUSD200 Medication Authorization Form

## FINAL ITINERARY

\*subject to slight alteration upon release of official festival schedule

### THURSDAY, JANUARY 8

- 11:00 am Students gather in WHS Auditorium
- 11:30 am Students board District 200 bus; travel to Bloomington, IL
- 3:00 pm Arrive at hotel (TBD) in Bloomington, IL; check-in
- 4:00 pm Board District 200 bus; travel to local restaurant for food
- 6:30 pm Arrive at ISU for Opening Ceremony
- 9:00 pm Travel back to hotel (TBD)

### FRIDAY, JANUARY 9

- 8:15 am Student board bus heading to ISU
- 9:00 am Arrive at ISU; spend full morning on campus
- Noon Students meet at designated place; eat lunch
- 1:00 pm Students disperse to individual activities on campus
- 5:00 pm Students eat dinner on their own
- 7:30 pm Attend All-State Musical as a group
- 9:30 pm Travel back to hotel (TBD)

### SATURDAY, JANUARY 10

- 8:15 am Check-out; board bus heading to ISU
- 9:00 am Arrive at ISU; spend full morning on campus
- Noon Students meet at designated place; eat lunch
- 1:00 pm Students disperse to individual activities on campus
- 4:00 pm Meet at designated place, board bus, travel back to Woodstock High School
- 7:00 pm Arrive at Woodstock High School (bring snacks for bus)

### Cancellation

A full refund, less a \$15.00 per person processing fee, will be provided for cancellation requests received prior to October 31, 2025

A full refund, less a \$50 per person processing fee, will be provided for cancellation requests received prior to January 8, 2026.

### Rooming

Students will share hotel rooms with 3-4 people in each room. A sign-up sheet will be sent out prior to travel.