


GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304
Office of the Superintendent

TO: Scott McPeak, Assistant Principal
Tom Rogers, Principal
Geneva Community High School

FROM: Kent D. Mutchler 

SUBJECT: Geneva High School DECA Club Out-of-State Trip

DATE: March 19, 2013

I have reviewed the proposal submitted by Jami Dunlap, DECA Sponsor, regarding a Geneva High School DECA Club out-of-state trip to Anaheim, California, in April 2013.

This memo acknowledges receipt of and grants approval for the GHS DECA Club students to participate in an out-of-state field trip to the DECA International Career Development Conference to be held April 24-28, 2013 at the Anaheim Convention Center in Anaheim, California in accordance with Board of Education Policy 2340, *Field and Other District-Sponsored Trips*. The guidelines for overnight trips are attached.

As this trip is within the continental United States, it does not require Board of Education approval. I will notify the Board of this request.

KDM/pb
Attachments

Cc: Board of Education
Jami Dunlap, Sponsor, GHS DECA Club

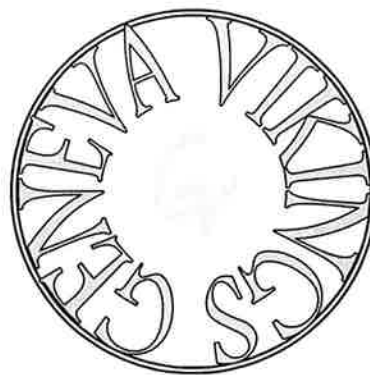
OVERNIGHT TRIPS
(District-Sponsored)

Guidelines and Procedures for Extra-Curricular Field Trips Outside of the State of Illinois or Outside of the Continental United States

- A. All field trips requiring an overnight stay outside of the State of Illinois must be approved by the Superintendent of Schools.
- B. All field trips traveling outside the continental United States must be approved by the Superintendent of Schools and the Board of Education.
- C. Field trips requiring an overnight stay outside of the State of Illinois or outside of the continental United States should be presented for approval at least six (6) months prior to departure.
- D. Students with prior disciplinary infractions or disruptive classroom behavior may be excluded from extra-curricular trips outside of Illinois or outside of the continental United States at the request of the sponsor. The building administrator or Superintendent of Schools will review such requests and make the final determination.
- E. Students and staff traveling on trips outside the continental United States are not covered by standard District insurance policies. Proof of acceptable liability coverage through the contracted tour company, or other insurance carrier must be provided prior to approval of the trip. Coverage must have a limit of liability in excess of \$1,000,000, and the District must be named as an additional insured on the policy.
- F. For all trips requiring travel outside the United States, the District will purchase foreign travel liability insurance to cover employees and chaperones. All participants in the trip, excluding sponsors and chaperones, will pay a fee to offset the cost of the foreign travel liability policy. Fees will be established on an annual basis by the District. (2003 = #35 per participant)

- G. Parents must be notified in writing that any trip, whether local, national, or international, may be cancelled at any time by the Superintendent of Schools, Building Administrator or Board of Education if it is determined that cancellation is in the best interest of the students' safety or well being. The District will make every effort to minimize the financial loss in the event of cancellation, but will not be responsible for reimbursing students and parents for any non-refundable fees.

Memo



Office of the Assistant Principal

Date: March 13, 2013
To: Dr. Kent Mutchler
From: Scott McPeak
Re: Out-of-state Field Trip Request

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:

Event: DECA International Career Development Conference

Trip Destination(s)/Date(s): April 24 – 28, 2013 to Anaheim Convention Center, Anaheim, CA
[ICDC Info](#)

Length/time of trip: Each trip will be a day trip from the hotel to the convention center (departing in the morning, returning in the evening)

Staff Member: Jamie Dunlap (sponsor)

Group: DECA Business & Marketing Club

of Students: 3

of Chaperones (if app.): 1 (and advisors' husband is helping out)

Transportation: Southwest Airlines; Rental Car

Total Cost of trip: Appx. \$700 (airfare, hotel, registration fee, misc.)

How the trip will be paid for: Student funded

Educational Benefit of trip: 14,000 high school students, advisors, businesspersons and alumni gather for several days; most participants at ICDC compete in one of DECA's competitive events. The top competitors in each event are recognized for their outstanding achievements. In addition to the competitive events, many students and advisors participate in a variety of leadership and career advancing academies.

Cc:
Pam Burgeson
Tom Rogers