

CRETE-MONEE BOARD OF EDUCATION

Regular Meeting – May 20, 2025

Crete-Monee High School Naval Junior Reserve Officers Training Corps (NJROTC)
Chicagoland Basic Leadership Training Camp Educational Experience – **CONSENT**

Prepared by: Ghantel Perkins, Assistant Superintendent, Office of Teaching and Learning

The Issue:

This is a request for the Crete-Monee High School Naval Junior Reserve Officers Training Corps (NJROTC) to participate in the Chicagoland Basic Leadership Training Camp. The students and chaperone will travel from Crete-Monee High School to the Army National Guard Base in Marseilles, Illinois, on Wednesday, June 25, and return to Crete-Monee High School on Monday, June 30, 2025.

Justification:

Participation in events of this type is a valuable learning activity and enriches leadership experiences.

Board Policy and Past Practices:

Board Policy 6:240: Overnight field trips require the Board of Education's approval.

Strategic Plan:

Graduation Goal: Monitor all students to ensure their identified pathway is aligned with their goals for their post-secondary path. Participation in events of this type is a valuable learning activity and enriches leadership experiences.

Community Impact:

Evidence indicates that parents and community members continue to support trips like this one.

Supporting Data:

Please see the attached Co-Curricular Overnight Field Trip Application and supporting documentation, including the Letter of Instruction (LOI), the vendor's W-9 form, and the list of students attending.

Financial Impact:

The trip will be paid with funds from the Crete-Monee High School Naval Junior Reserve Officers Training Corps activity account.

Recommendation:

The Office of Teaching and Learning recommends that the Board of Education approve Crete-Monee High School's Naval Junior Reserve Officers Training Corps (NJROTC) to participate in the Chicagoland Basic Leadership Training Camp. The students and chaperone will travel from Crete-Monee High School to the Army National Guard Base in Marseilles, Illinois, on Wednesday, June 25, and return to Crete-Monee High School on Monday, June 30, 2025.

Timeline for Decision:

May 20, 2025

Crete-Monee School District 201-U Field Trip Procedures and Guidelines

Co-Curricular Overnight Field Trip Application

Sponsoring Staff Member: <u>Petty Officer Vernon Reed</u>	School: <u>Crete-Monee High School</u>
Destination of Trip: <u>Army Nat'l Guard Base Marseilles, IL</u>	Student Group Traveling: <u>NJROTC</u>
Give a Brief Description/Purpose of the Trip: <u>Leadership Training Camp/ Educational Experience</u>	
Approximate Departure Date: <u>25 June 2025</u>	Approximate Departure Time: <u>10:00 AM</u>
Approximate Return Date: <u>30 June 2025</u>	Approximate Return Time: <u>2:00 PM</u>

Is an outside vendor (i.e., travel agency) being used to organize the trip? No


If yes, a Certificate of Insurance naming the School and District as an additional insured is required and must be submitted with this application

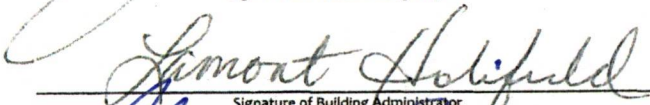
Will a vendor, besides our current pupil transportation vendor (i.e., First Student), supply transportation services for the trip? No

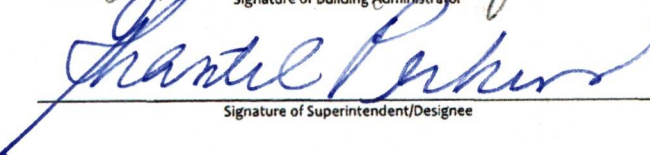
If yes, a Certificate of Insurance naming the School and District as an additional insured is required and must be submitted with this application

Number of School Days Missed (if any): <u>0 Days</u>	Method of Transportation: <u>School Bus</u> <u>First Student</u>
Approximate Number of Students Traveling: <u>10</u>	
Approximate cost per student: Transportation: <u>\$60</u>	Food: <u>0</u>
<u>ARMY Nat'l Guard Base</u> - Lodging: <u>0</u>	Other (please define): <u>\$110 each</u>
Approximate Total Cost per Student: <u>170</u>	
Brief Explanation of how This Trip will be Funded: <u>NJROTC School FUNDS</u>	

Name and position (i.e., teacher, parent, coach) of adult chaperones:		
Name	Position	Background Check
Petty Officer Vernon Reed	NJROTC Instructor CMHS	Yes


Signature of Person Making Request


Signature of Building Administrator


Signature of Superintendent/Designee

10 Apr 25
Date

11 April 2025
Date

14 April 2025
Date

Signatures indicate conceptual approval of this trip. If the trip is rescheduled for any reason (i.e., inclement weather), the Board of Education will be notified of the rescheduled dates, and additional approval will not be necessary.

A detailed itinerary must be provided to your building principal/designee closer to the departure date of the trip.



Date: 29 January 2025

From: Officer in Charge

To: Aspira, Crete-Monee, East Aurora, Freeport, North Chicago, Richards, Wheeling, and Zion Benton

SUBJ: CHICAGOLAND BASIC LEADERSHIP TRAINING (BLT), MARSEILLES, IL
25 (24 JUN- 30 JUNE 2025) LETTER OF INSTRUCTION (LOI)

The following LOI is published in order to carry out the Chicagoland Basic Leadership Training (BLT) Marseilles.

- 1) **Purpose:** To train selected cadets in basic military skills and instill desired leadership qualities. BLT graduates will become a "leadership core" at your school.

Who will not attend:

- a. Cadets who have already attended BLT.
 - b. Cadets who are physically unfit.
 - c. Cadets who rely heavily upon prescription drugs.
 - d. Cadets with extreme allergies to grass, woods, weeds, etc.
 - e. Cadets with asthma and currently using an inhaler.
 - f. Cadets who have a major attitude problem.
- 2) **Training Environment:** The BLT is located in a "remote" area. The overall training effect upon individual cadets will require their maximum participation and cooperation. Besides the normal routine of P.T., drill, inspections, intramural sports, military knowledge; there is also orienteering and hiking. SNSI's/NSI's must read the LOI and all attachments in order to properly prepare their cadets.
 - 3) **Quotas:** This BLT is by invitation only. We are planning on training approximately 120 cadets. School must have equal numbers of females and males.
 - 4) **Attachments:** Refer to the below attachments in order to complete required planning.
 - a. Registrations forms. (See embedded worksheet instructions for completion)
 - b. Required, optional, and prohibited gear list.
 - c. Cadet Letter of Agreement / Cadet Aide Letter of Agreement.
 - d. Medical questionnaire / Cadet Emergency Data Sheet
 - e. SNSI / NSI check off list
 - f. Directions to Marseilles
 - 5) **Action Items:** Please note the action dates that the following are to be completed by.

a. REGISTRATION PACKET: Registration forms (Excel Spreadsheet), fees (**School check ONLY**), SNSI Check-off Sheet, along with a copy of your School's liability insurance coverage to be rcvd NLT 09 May 2025 to:
Richards High School
Attn: NJROTC
10601 S. Central Ave

CHICAGOLAND BASIC LEADERSHIP TRAINING (BLT), MARSEILLES, IL
(26 JUNE – 1 JULY 2024) LETTER OF INSTRUCTION (LOI)

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Oak Lawn, IL 60453
CHECKS MUST BE MADE OUT TO Chicagoland BLT.

- b. **MEDICAL PACKET:** A complete packet containing copies of the Medical Questionnaire, Cadet Emergency Data Sheet, NJROTC Health Risk Screening Questionnaire (CNET 1533/106 09-02), Standard Release Form and Physicals are to be reviewed and mailed to NLT 16 May 2025:
ZB High School NJROTC
3901 21st Street Zion, IL 60099.

Each School should hand carry original copies to BLT.

Dates/Times:

- 25
a. **Check-in:** Schools should plan to arrive at Illinois National Guard Base (Gate 40), approximately five miles south of Marseilles, IL; Wednesday ~~26~~ June, 1200 - 1400. Any gate change will be promulgated separately. There is an area for buses to stage/turn around. There are no provisions for early arrivals.

Cadets should arrive **well hydrated** and with one regulation sea bag containing BLT items, one hanging garment bag (containing only uniforms) and backpack/carry bag for hand-carried items. Garment bag should be sufficient to protect uniform items (**not plastic dry cleaners bags**). Both bags should be securely marked with cadet's name and school.

Cadets should arrive **well hydrated** in PT gear with CLOSED TOE SHOES (No flip flops, slides or sandals). Males with a fresh haircut and Female's hair within regulation (i.e bun, ponytail or braided.). Cadets must conform to cadet grooming standards at all times (hair length as prescribed in cadet field manual; no braids for males; female braids/style 'attached' to head; etc). Cadets should not have jewelry other than authorized to be worn in uniform. Cell phones/MP3 players are not authorized on Marseilles Training Center. Loose hand-carried items should be placed in a protective backpack/carry bag before arriving.

Instructors bringing cadets must work the entire BLT.

- b. **Graduation:** 1000 Monday 30 June 2025. Families are invited. Seating is limited, so bring your lawn chairs and umbrellas for shade.
- c. **Departure:** 1200 Monday 30 June 2025. Cadets will not be allowed to depart until necessary cleaning is completed.

6) **Costs:**

- a. \$110 for each cadet and cadet aide attending
b. \$110 SNSI's and NSI's

Note: Cadets will receive: 1 Navy ball cap, 2 BLT t-shirts, 1 water bottle, 3 meals a day, one MRE, and training.

- b. **Planned events:** Marching, daily PT, PT test, inspections, orienteering, field training, chow, intramural sports, watch standing, military instruction, daily showers, academic test, field meet, drill competition, etc.

CHICAGOLAND BASIC LEADERSHIP TRAINING (BLT), MARSEILLES, IL
(26 JUNE – 1 JULY 2024) LETTER OF INSTRUCTION (LOI)

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- 7) **Emergency telephone number:** 1-815-750-6522 Range Control or 1-815-750-6521 Base Security
Note: Please keep communications to emergency circumstances. Advanced coordination between parents, schools and BLT is paramount. Relaying routine information will be difficult, time consuming and subject to delays.

8) **Staff uniform guidance:**

- a. In garrison (means while training in or around our buildings) Modified khaki or equivalent.
- b. In the field (orienteering, etc.) field gear.
- c. **Note:** These woods are full of thorns, briars etc. Khaki uniforms will not stand up to these conditions.
- d. Graduation ceremony: NSU or equivalent.

11) **Cadet Aides:** Cadet Aides will be **limited** and should be a graduate of BLT and currently enrolled in your program. **(NO GRADUATES)**. For the most part cadet aides will need to be at the BLT during the advance party preparations. Aides are expected to lead by example and should be mentally and physically fit for the leadership challenge. Aides should normally be able to routinely pass the PRT and be prepared to demonstrate drill and commands. As BLT is an outstanding hands-on learning opportunity and for liability reasons, Cadets Aides should currently be enrolled in the NJROTC program.

This Basic Leadership Training experience is designed to promote discipline, military bearing, physical fitness, and to help develop basic military skills. Safety is a must. ORM instructions will be followed and adhered to. Any violation of safety procedures or discipline requirements will result in expulsion. Parents will be required to come to the training area to pick up their cadet. I do not expect such violations!

Officer in Charge

SHIRT SIZE CODES: SM, MED, LAR, XL, 2XL, 3XL

GENDER CODES: MALE, FEMALE

[illegible]

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Chicagoland Basic Leadership Training	
2 Business name/disregarded entity name, if different from above.	
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
5 Address (number, street, and apt. or suite no.). See instructions. 10601 S. Central Ave	Requester's name and address (optional)
6 City, state, and ZIP code Oak Lawn, IL 60453	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
<div></div>	<div></div>
or	
Employer identification number	
<div>4</div>	<div>6</div>
<div>-</div>	<div>2</div>
<div>7</div>	<div>2</div>
<div>5</div>	<div>1</div>
<div>0</div>	<div>4</div>

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they