

**2.6 APPROVAL OF OVERNIGHT FIELD TRIP REQUEST FOR WNHS
THEATRE STUDENTS 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 North High School theatre students 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: WNHS Theatre

Name of Event and Description: Illionis Theatre Festival 4,000 kids on campus

Coach/Chaperone Name(s):
Letitia Lyon, Sue Lewis, Cynthia Vanderstappen, Winter Noe

Date(s) of Activity: January 8, 9, 10th 2026

Location of Activity:
IL State University Normal, IL 61761

Number of Students:

Male: 11 Female: 20 Total: 31

Applicable Costs:

Gas/Mileage:	=	\$	-
Entry/Reg Fee:	=	\$	-
Lodging: \$167.00 per night # of nights 2 # of Rooms 12	=	\$	4,008.00
Meals: \$ 12.00 per day # of days 2 # of Students 31	=	\$	744.00
Tolls:	=	\$	-
Transportation: (explain) Provided by D200	=	\$	-
TOTAL			\$ 4,752.00

Detailed Trip Itinerary:

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

Account # (if applicable):

Submitted By:

Approved By:

Principal's Signature

Superintendent's Signature

Board Meeting Approval Date (if applicable)

10/15/25
Date

Date

Date

Appendix A: Tour Proposal and Detailed Itinerary

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

From: Letitia Lyon , Woodstock North High School

Request for Trip to Illinois Theatre Fest at IL State University Bloomington/Normal

Date: January 8, 9, 10th 2026

Trip Location: Il State University, Bloomington Normal, IL

Trip Name: Illinois Theatre Festival

Trip Dates: January 8, 9, 10th 2026

Students: WNHS Theatre Students 9th through 12th grade

Plan for the Trip Now in its 50th consecutive year, the Illinois High School Theatre Festival (IHSTF) is the largest non-competitive high school theatre festival in the nation. Fest is produced by Illinois Theatre Association. Over 4,500 students, teachers, exhibitors, and volunteers come together to put on various workshops and student productions.

IHSTF organizes over 150 workshops, whose topics range from acting, stage management, musical theatre, improvisation, technical theatre, directing make-up, costumes, and lighting 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.

Trip Objectives: Our students will be exposed to theatre across the state. They'll have the opportunity to participate in workshops presented by professional and other theatre educators and 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 the performing arts.

What is the per-student cost? Registration fee and Hotel = \$228

- **What is Included?**Registration for Fest, Two ISU lunch tickets, 2 night stay Hotel 2 hot breakfasts and Transportation.
- **What is Not Included?** Two evening meals and spending money

Describe your Travel Protections Plan (Insurance): A full refund less \$15 off the Theatre Fest registration fee will be provided before November 21st 2025

Detailed Itinerary:

WNHS Theatre Itinerary IL State Jan 8, 9, & 10,2026

Thursday January 8, 2026

Students are encouraged to eat lunch at North@11am or bring lunch for the bus ride!

11:30 am 31 students & 5 chaperones board bus @ exterior auditorium doors (District 200 yellow bus) Three Chaperones and Tish will be on the bus. Mrs. Vanderstappe is also a D200 employee.

Leave at Noon. Lew is driving in back of the bus, in communication w/ the chaperones and Tish. These are seasoned chaperones. They've been to Fest before.

Travel to IL State Normal, IL 3-4 house drive time. Students will write out schedules, so know where they're going each day. All workshops and shows are online now. We need a paper copy.

4pm - chaperones pick up registration packets on campus, drive to Home 2 Suites by Hilton.

4pm - bus goes to Hilton w/2 chaperones to check in.

6pm - eat dinner together somewhere near the Hotel/Campus.

***** Our opening ceremony starts at _____

Get tickets for shows?

Friday January 10, 2026

7am - hot breakfast at the hotel.

8:30am - arrive on Campus for the start of the workshops.

12pm - 1:30pm - students get lunch on campus using tickets.

6pm - attend All State production together.

Dinner after the show....TBD

11:45pm - all workshops and performances end.

12:30am - back to the hotel.

Saturday January 11, 2026

8am - eat hot breakfast and pack/load bus w/luggage.

10am - workshops and performances resume on Campus.

12pm - 1:30pm - students get lunch on campus using tickets.

2pm - return to WNHS.

ADD Hotel and chaperone information. _____

Appendix B: Frequently Asked Questions

TRIP DETAILS

When will I receive our final itinerary? 1 month 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? 5 chaperones

Are parents allowed to attend a tour? No

What if the weather is inclement? The event is sprawled out on the IL State campus. Students will be outside quite a bit walking to other theatre venues and workshops - bring winter coats.

EMERGENCIES

What happens if my child has a medical emergency while at Fest? We will have all the medical forms with us. An adult will stay with the student and travel to the nearest Immediate Care Center or hospital.

What if I have an emergency and need to reach my child? Students will have cell phone #'s. Parents will also have contact info for all five chaperones, Sue Lewis, Tish Lyon, Winter Noe, Cyndy Vanderstappen, and Lisa Czarny-Hyrkas.

HOTEL/ACCOMMODATIONS

How many students will be in each hotel room on overnight tours? Up 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 IL Fest registration fee, will be provided for cancellation requests received before November 21st 2025

PAYMENT AND REGISTRATION

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

Is it ok if my payment is late? Your entire payment must be made by November 21st, 2025

Do you send out payment reminders? Yes

How do I register for a tour? You are registered for Fest by us, when you hand in the medical liability form and a check to cover the registration fee.

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

Appendix B: Frequently Asked Questions

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 available for this trip.

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 Letitia Lyon llyon@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 for 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 to cover two dinners and souvenirs.

Appendix C: Payment Plans

(If applicable, provide details as to when and how payments will be made.)

All Hotel fees must be paid in full by Friday November 21st 2025

Appendix D: Fundraising Opportunities

(If applicable, list the fundraising opportunities provided to students to offset the cost of the trip.)

Individual student fundraising will not be available for this trip.

Appendix E: Travel Protection Information

(Describe the student travel insurance, cancelation policy, and cost per student.)

A full refund, less a \$15 IL Fest registration fee, will be provided for cancellation requests received before Nov. 21st 2025.

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 specific 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): _____

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

Appendix I: Parent Letter

(Write a letter to parents describing the field trip.)

Dear Parent or Guardian,

Your student will travel to IL State University in Normal, IL . Jan. 8, 9, 10th 2026. They will join 4,500 other Thespians from all over Illinois to be immersed in all aspects of theatre.

Now in its 50th consecutive year, the Illinois High School Theatre Festival (IHSTF) is the largest and oldest non-competitive high school theatre festival in the nation. The Illinois Theatre Fest produces Fest. The IHSTF organizes over 150 workshops, whose topics range from acting, musical theatre, auditions, improvisation, technical theatre, directing, stage management, make-up, costumes, lighting and special effects, to name a few. In addition there are, more than 25 high school productions, both showcases and full-length, from around the state are selected to perform at the IHSTF each year.

The Theatre Fest registration of \$99.00 per student has already been deposited to IL State. That payment provides registration and two lunch tickets on campus. The Hotel cost of \$129 is for a two-night stay at the Home 2 Suites.

\$228.00 is due in full by November 21st, 2025.