



## Proposal for OVERNIGHT or EXTENDED Student Trips

Group GLHS Model United Nations

Proposer Position Scott Minehart, Advisor

Destination Hilton Hotel City Altamonte Springs State Florida

Proposed Departure Date February 19, 2025 Return Date February 25, 2025

Date by which response is needed ASAP Proposal Date January 6, 2025

### A. Purpose of Trip

1. **What is the major place to be visited or event to be attended?** Florida High School Model UN Conference
2. **How is this trip related to the educational program of the District?** Model UN supports reading, writing, speaking with purpose, researching, history, current events, networking, and bargaining, all of which align with GL goals
3. **In what ways will the students benefit?** Students will practice and compete in the above areas throughout the year and at these specific events.

### B. Students and Staff

1. **How many students will be going?** 15
2. **What staff member will be in charge?** Scott Minehart
3. **What previous experience has the staff member had in conducting overnight/extended field trips?** I have taken groups overnight with DECA, Model UN, and multiple sports teams to Europe.
4. **What other staff members will be going?** None
5. **How many chaperones, in addition to staff members, will be going?** Two
6. **Chaperone names and affiliations with the students?** Buffi Minehart, wife & Sara Holt, mother of student

**7. How many school days will be missed?** 5

**8. How will teachers be notified in advance that students will be out of school?** Email from me and students

### **C. Itinerary**

**1. Where will the group be housed and fed? (list phone numbers for housing)**

Hilton Altamonte Springs Florida

350 Northlake Blvd, Altamonte Springs, FL 32701

Phone: (407) 830-1985

**2. What will be the mode of transportation? What liability insurance does the carrier have?** Southwest Air for air travel and Ace Luxury Transportation for ground transportation

**3. What arrangements have been made for dealing with emergency situations?** The conference requires medical forms to be filled out and will carry copies with me. In addition, my wife is a physical therapist so that helps as well.

**4. If tour guides are involved, what liability insurance do they carry?** N/A

### **D. Finances**

**1. What is the estimated total cost AND cost per student?** Estimated total cost is \$22,000.00 and per student is \$1500.00

**2. What is the source of funds?** Parents and current funds

**3. How will the funds be collected and safeguarded?** E- funds

**4. How will any shortfall be made up or excess funds used?** We have enough money in the UN account to cover shortfalls

**5. What provision has been made for students who are financially unable to pay any necessary costs?**

Curent money in the MUN account

### **E. Communications**

**1. How will you communicate to parents prior to, during and after the trip?** A parent meeting is scheduled and through emails and texts and Google Classroom

Scott Minehart \_\_\_\_\_ 1/6/25 \_\_\_\_\_  
**Signature of the Requestor** **Date**

\_\_\_\_\_ **Trip approved** \_\_\_\_\_ **Trip not approved**

Don Eastman \_\_\_\_\_ 1/13/25 \_\_\_\_\_  
**Principal** **Date**

\_\_\_\_\_ \_\_\_\_\_  
**Board of Education** **Date**