



Proposal for OVERNIGHT or EXTENDED Student Trips

Group: GLHS Model United Nations

Proposer Position Advisor Destination The Graduate Hotel City East Lansing State MI

Proposed Departure Date March 13, 2026 Return Date March 15, 2026

Date by which response is needed ASAP Proposal Date Jan 5, 2026

A. Purpose of Trip

1. What is the major place to be visited or event to be attended? Michigan State Model UN Competition
2. How is this trip related to the educational program of the District? Model UN supports reading, writing, and 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 all of the above areas through the year and at these specific events.

B. Students and Staff

1. How many students will be going? 19
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? Mr. Minehart has taken groups overnight with DECA, Model UN, and multiple sports teams to Europe.
4. What other staff members will be going? Mr. Minehart is the only staff member planning to attend at this time.
5. How many chaperones, in addition to staff members, will be going? Mr. Minehart + 2 adult chaperones
6. Chaperone names and affiliations with the students? _Braden Minehart, GLHS/Model UN alum, as well as one female parent or staff member to be determined.
7. How many school days will be missed? 1
8. How will teachers be notified in advance that students will be out of school? Advisor Mr. Minehart will email GLHS staff.

C. Itinerary

1. Where will the group be housed and fed? (list phone numbers for housing)
133 Evergreen Ave East Lansing MI 48823
Phone: (517) 348-0900
2. What will be the mode of transportation? What liability insurance does the carrier have? _parent drivers
3. What arrangements have been made for dealing with emergency situations? The conference requires medical forms to be filled out and Mr. Minehart will carry with him.
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? \$4000 total (\$175 per student)

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

3. How will the funds be collected and safeguarded? The funds will be collected utilizing 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? Current money in the MUN Account

E. Communications

1. How will you communicate to parents prior to, during and after the trip? _Parent Meeting, Emails, Texts, Google Classroom

Scott Minehart _____ 1/05/26 _____

Signature of the Requestor

Date

_____ Trip approved _____ Trip not approved

Principal Buffy J. Storer _____

Date 1/7/2026 _____

Board of Education _____

Date _____