

**2.6 APPROVAL OF OVERNIGHT FIELD TRIP REQUEST FOR 8th GRADE
MIDDLE SCHOOL STUDENTS TO TRAVEL TO WASHINGTON, DC
JUNE 1-3, 2027**

A. SUBJECT

The Board is asked to approve an overnight field trip for 8th grade students from both Northwood Middle School and Creekside Middle School to travel to Washington, DC on June 1-3, 2027. Students will have a greater understanding and appreciation of American History after touring various memorials and monuments in the city.

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: Creekside Middle School/ Northwood Middle School (Woodstock CUSD #200 Middle Schools)

Name of Event and Description: 8th grade Washington DC Trip

Coach/Chaperone Name(s): Eric Schleutermann, Jason Laidig, and Nick Rago

Number of Chaperones: Male: 6 Female: 4 Total: 10

Date(s) of Activity: June 1 - June 3, 2027

Location of Activity: Washington DC

Number of Students: Male: 45 Female: 45 Total: 90

Applicable Costs:

Gas/Mileage:					=	\$0.00
Entry/Reg Fee:					=	
Lodging:		per night	# of nights	# of Rooms	=	
Meals:		per day	# of days	# of Students	=	
Tolls:					=	
Transportation:	(explain)	District transportation will be used to and from the airport			=	
					TOTAL:	\$0.00

Attach Daily Trip Itinerary

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

Paid completely by student family contribution Total cost no fundraising opportunities) \$1,818.00

Account # (if applicable): All accounts for money recieved will be handled directly through GL Travel

Submitted By: NICK RAGO, ERIC SCHLEUTERMANN, JASON LAIDIG Date: 6-22-26

Approved By: [Signature] Date: 6/22/26

Principal's Signature

Superintendent's Signature

Date

Board Meeting Approval Date (if applicable)

Date

Appendix A: Tour Proposal and Detailed Itinerary

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

From: Eric Schleutermann and Jason Laidig at Creekside Middle School and Nick Rago at Northwood Middle School

Request for Trip to Washington DC - 2027 8th grade Trip to Washington DC

Date: June 1 - June 3, 2027

Plan for the Trip (Narrative: Lead Chaperone's experience with trips, The "Why")

My experience on the Washington trip, along with Nick Rago, has been 5 consecutive years combined with Northwood. This is the fifth trip for Northwood and Creekside 8th grade. Jason Laidig brings over 16 years of planning and trip experience to Creekside from his past Northwood Trips. The reason for the trip is the opportunity for students to interact in real time with all of what Washington DC has to offer from the multitude of memorials to the amazing array of museums (Smithsonian and US Holocaust) available to US citizens. This trip is a once in a lifetime chance for the students to experience US history and government first hand.

Trip Objectives: (What you plan for your students to accomplish and what learning standards it relates to) The students will participate in touring the following sites: the memorials: Washington Monument, Jefferson, Lincoln, MLK WWII, Korean and Vietnam, US Holocaust Museum and the US Capitol Building and the Gettysburg Battlefield Interactive Tour. The Students will be able to have a greater understanding and appreciation of American History. Illinois Standards addressed with the trip:

1. SS.G.3.6-8.MdC. Explain how changes in transportation and communication influence the spatial connections among human settlements and affect the spread of ideas and culture.
2. SS.H.1.6-8.LC. Classify series of historical events and developments as examples of change and/or continuity
3. SS.G.2.6-8.MdC. Compare and contrast the cultural and environmental characteristics of different places or regions.
4. SS.CV.5.6-8.LC; MdC; MC : Apply civic virtues and democratic principles in school and community settings.

This trip also addresses the Illinois Holocaust mandate which requires to teach a separate standalone unit on the Holocaust. This will be addressed through the trip to the US Holocaust Museum.

Pertinent Information

1a) Cost to the District: No cost to the District.

1b) Cost to the Student: \$1,815.00 (Trip insurance included (Travel Protection Plus (already included): \$152 per participant))

- What is Included? Transportation to and from Airport and around Washington DC, Accommodations (night stay at a hotel near DC), Meals,
- See attached GL Travel Tour Agreement
- What is Not Included? Spending money for students

2) Chaperones We will have a combination of available staff and paid parents

3) Student Expectations

4) Cancellation and Travel Protections Plan (Insurance): Trip insurance is included into the price and students can cancel any time up to the point of departure less the cost of the insurance.

5) Supporting Documents

<u>Document Title</u>	
Appendix A: Tour Proposal (including Costs) and Detailed Itinerary *	Appendix F: Chaperone Expectations *
Appendix B: Frequently Asked Questions *	Appendix G: Health Forms *
Appendix C: Payment Plan (if applicable.)	Appendix H: Student Behavioral Expectations *
Appendix D: Fundraising Opportunities (if applicable)	Appendix I: Information Letter *
Appendix E: Travel Insurance Information (if applicable)	Appendix J: Chaperone Benefits and Rewards (from the tour company if applicable)
* Required documents	

Thank you so much for your time and consideration of this potential experience and trip for students within our school district. If you have any further questions, please email me at eschleutermann@wcusd200.org, jlaidig@wcusd200.org, or nrago@wcusd200.org) or over the phone at Creekside (815)337-5200 Ext 5259 or 5206 Northwood: (815)338 - 4900. I look forward to moving forward with your approval to provide the students of Woodstock Community School District with this great opportunity.

Sincerely,

(Eric Schleutermann, Nick Rago and Jason Laidig)

Appendix B: Frequently Asked Questions

TRIP DETAILS

When will I receive our final itinerary? 1 month prior to trip

Can I change my reservation (room occupancy, etc.)? Yes

How many adults or chaperones will travel with my child? 10

Are parents allowed to attend a tour? Yes as a paid participant

What if the weather is inclement? Trip will continue as planned and participants are encouraged to bring appropriate gear.

EMERGENCIES

What happens if my child has a medical emergency while on tour? If a situation arises, GL Travel makes sure to have student medical information on hand to ensure that the appropriate course of action is taken. Students will be with Chaperone during any situation that may arise and in constant communication with parents as well.

What if I have an emergency and need to reach my child? Students and Chaperones will have cell phones on the trip and GL Travel direct communication if something arises.

HOTEL/ACCOMMODATIONS

On overnight tours, how many students will be in each hotel room? 4 students per room

Who determines the hotel rooming arrangements? Tour organizers (student choice with lead teachers approval)

INSURANCE

Travel Protection Plus (already included in the overall trip price): \$152 per participant. This insurance allows the trip to be canceled for any reason at any time less the cost of the trip insurance.

PAYMENT AND REGISTRATION

How do I make payment for my child's trip? Payment can be made in full or a prearranged payment plan has been established. See Tour Brochure

Is it ok if my payment is late? Once payment plan is established, monthly payments must be on time.

Do you send out payment reminders? Payment reminders are sent out through GL Travel portal.

How do I register for a tour? Parents use QR code or trip code from meeting and register through their website.

How do I complete the Permission for Medical Treatment form online? Forms will be completed through the Tour company portal or forms will be distributed to the students if necessary.

What happens if not enough participants sign up for the tour by the initial deposit date? In the event that both schools combined (Northwood and Creekside) would not have enough numbers to meet the requirement, there may be a slight increase in the pricing per student. We are unsure of the amount of the increase at this time, but parents would be notified in a timely manner.

If my school is fundraising, how will I know how much my child has earned? Fundraising is available in the form of crowdfunding. It is called Go Learn Booster. The students have a page that asks family and friends for donations for the trip. A running total is used to tell parents and guardians the progress of their student. This can be explained during a parent meeting.

Can I make subsequent payments online if I have mailed in the first deposit? Everything is done online through the GL Travel portal.

Can I pay with a credit card over the phone? Yes

CANCELLATIONS

How do I cancel my child from a tour? Cancellations are done through the tour company.

MEDICATIONS AND SPECIAL NEEDS

What if my child has medications or allergies or is on a special diet? All medication is administered per WCUSD 200 and Board policy. Extreme circumstances will be dealt with on a case by case situation. Special Dietary needs are given to the Tour company and arrangements are made by them.

What if my child has special needs? Situations are dealt with as they arise

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? The amount the parent is comfortable with for personal use.

Appendix C: Payment Plan

<u>Installment</u>	<u>Due Date</u>	<u>Quad Occupancy</u>
Registration Fee	September 2nd, 2026	\$350.00 +152.00 FRP
2	October 2nd, 2026	\$244.16
3	November 2nd, 2026	\$244.16
4	December 2, 2026	\$244.16
5	January 2, 2027	\$244.16
6	February 2, 2027	\$244.16
7	March 18, 2027	FINAL BALANCE

Appendix D: Fundraising Opportunities

There is an opportunity for the student to fundraise. It is called Go Learn Booster (Crowdfunding). The students have a page that asks family and friends for donations for the trip.

This is a completely optional step for the students to complete and is in no way required for participation.

Appendix E: Travel Insurance Information

GL Travel understands the importance of your financial security. All GL Travel trips include medical and liability insurance for all travelers. We also offer a Full Coverage Program (FCP) included in the pricing of the trip. With FCP, parents can cancel their child's tour at any time, for any reason, and receive all trip payments less the cost of the Full Coverage Program.

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 specified 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 night time 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 International/Overnight 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 participation of the student 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 and 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 and we further authorized such personnel to sign releases as may be required in order to obtain immediate medical or surgical treatment as is required in the judgement of medical authorities at said facilities.

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 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 prior to the departure of the trip, along with the 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, it's employees and agents arising out of the administration of said medication, and agree to hold harmless and indemnify the School District, it's 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__.

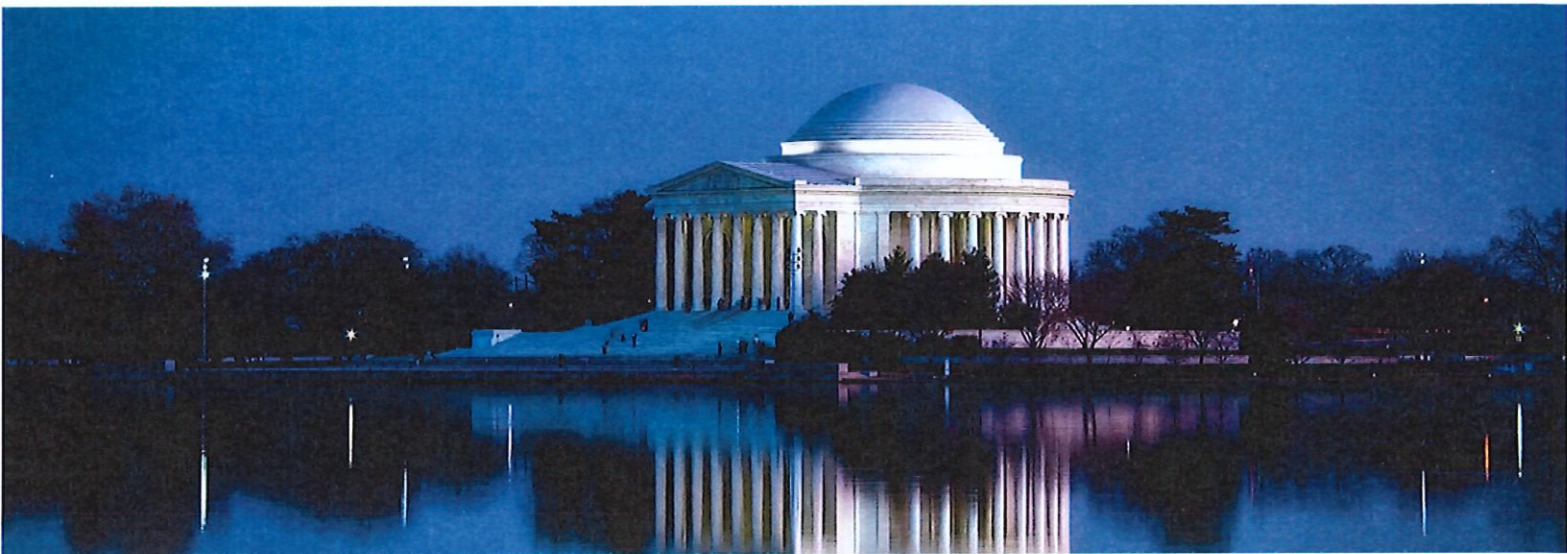
Parent or Legal Guardian

Notary

Notary Seal

Appendix I: Parent Letter

Please see attached [GL Travel Parent Letter](#) and [presentation](#).



WASHINGTON D.C. & GETTYSBURG

NORTHWOOD & CREEKSIDE MIDDLE SCHOOLS

3-Day Washington, D.C. & Gettysburg Trip for 8th Grade Students

ALL-INCLUSIVE PRICING

PRICING IS BASED ON 90 PAYING TRAVELERS

TRIP DATES: JUNE 1 - 3, 2027

STUDENT QUAD

\$1,815

Payment plan available

PACKAGE INCLUDES

Onsite Tour Director | Air Transportation | Hotel Accommodations
All Gratuities | Overnight Security | All Meals | All Activities | Trip Protection

REGISTER FOR THE TRIP

[HTTPS://ENROLL.GLTRAVELCO.COM](https://enroll.gltravelco.com)

Trip ID: 40445
Passcode: 2027-393

gltravelco.com



info@gltravelco.com



WELCOME PARENTS!

www.gltravelco.com

School: Northwood and Creekside Middle Schools

Travel Dates: June 1 - 3, 2027

Destination: Washington, DC & Gettysburg



TENTATIVE ITINERARY

Tuesday, June 1, 2027

School buses arrive at school (booked by group)
Depart for the airport
Arrive at the airport two hours in advance of departure to check in for your flight
Flight departs
Flight arrives
Meet your Tour Directors in baggage claim
Depart for sightseeing
Holocaust Memorial Museum
Lunch with \$20 Jassby debit card
Washington Monument - Picture stop
WWII Memorial
Jefferson, FDR and MLK Memorials
Ford's Theatre - Picture stop
Dinner at Madhatter
Lincoln, Vietnam and Korean Memorials
U.S. Marine Corp War Memorial "Iwo Jima" - drive by
Check in to your hotel - Hyatt Crystal City
Overnight security at the hotel each evening

Wednesday, June 2, 2027

Breakfast at Hotel
Depart for Gettysburg
Gettysburg Battlefield Tour
Lunch with \$20 Jassby debit card - Outlet mall
Depart for Udvar-Hazy
Udvar-Hazy Center
Pentagon Memorial
White House - picture stop
Board ship
Spirit DJ Dinner Cruise
Return to your hotel

Thursday, June 3, 2027

Breakfast at Hotel
Check out of your hotel and depart for sightseeing
U.S. Capitol Tour
Library of Congress and Supreme Court - Picture stops
Lunch with \$20 Jassby debit card
Museum of African American History and Culture
Arlington National Cemetery
Arrive at the airport two hours in advance of departure to check in for your flight
Tour Directors bid farewell to the group
Dinner with \$20 Jassby debit card
Flight departs
Flight arrives
School buses depart for school
Approximate arrival at school

TOP ATTRACTIONS



US Capitol



White House



**Museum of African
American History**

MONUMENTS & MEMORIALS



Lincoln Memorial



MLK Jr. Memorial



Washington Monument

ALL INCLUSIVE

- Round-trip air transportation with airport transfers
- Deluxe sightseeing motorcoach
- Hotel accommodations (4/room)
- All Listed Meals
- Full-time, professional Tour Directors
- Private hotel security each evening
- All taxes and gratuities
- All tickets & admissions to planned activities
- GL Travel lanyard ID badges, drawstring backpacks, & luggage tags
- Ground support from GL Travel
- 24/7 emergency hotline
- An unforgettable educational experience!

PRICE & PAYMENT PLAN

- \$1,815 Student (4/room)
- \$401 deposit
- Options:
 - Pay in full
 - Deposit + equal monthly payments



CANCELLATION & TRAVEL PROTECTION POLICY



With Travel Protection+

- **Cancel for any reason, up to 24 hours before departure**
- **Coverage while on tour** (trip delay, trip interruptions, lost bags)
- **Cancel and receive a refund of payments made**, less the cost of the trip deposit and cost of Travel Protection Plus plan
 - With Travel Protection Plus, the student refund, if paid in full, would be \$1,414.

GO LEARN BOOSTER

- All registrants receive a crowdfunding page
- Easy to use
- Personalized
- Shareable through email or social media





REGISTRATION INFORMATION:

Enrollment:

<https://enroll.gltravelco.com/login>

Trip ID: 40445

Passcode: 2027-393

Questions?

GL Travel Contact Info

info@gltravelco.com

800.681.4578

Nick Rago

nrago@wcusd200.org

Eric Schleutermann

eschleutermann@wcusd200.org

Jason Laidig

jlaidig@wcusd200.org

