

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Speech National Tournament

Date: April 19, 2018

Attached is a request from Sarah Ilie, GBN Speech coach, to participate in the National Speech and Debate Association (NSDA) National Tournament in Ft. Lauderdale, FL. June 17-23, 2018. Included are the trip rationale and routine district travel request forms.

GBN students competed in the NSDA's district tournament to qualify for the national competition. In the Northern Illinois District, eight Glenbrook North students have advanced to compete at the national level. I fully support this opportunity and ask for your support as well.

JF:rp

enc.



Glenbrook North High School

2300 Shermer Rd, Northbrook, IL 60062

Phone: 847-509-2640

Date: April 16, 2018
TO: Dr. Mike Riggle, Dr. John Finan, Dr. Ed Solis, and Dr. Mike Tarjan
RE: Speech/I.E. NSDA National Tournament, June 17-23, 2018

The Glenbrook North Speech/Individual Events Team is pleased to announce that eight students have qualified to the 2018 NSDA National Tournament in Ft. Lauderdale, FL.

Speech/I.E. is an IHSA and nationally recognized competitive activity for students interested in developing public speaking and oral interpretation skills. Students compete both locally and nationally, and the National Speech and Debate Association hosts the national tournament every summer for high school students who qualified from various districts around the country.

This year, Glenbrook North students competed in the NSDA Northern Illinois District and qualified eight speakers to the National Tournament. Since 2010, the Northern IL District has produced quarter-, semi-, and top six finalists at Speech Nationals; Glenbrook North competitors have placed fourth and sixth in Prose Reading and Expository Speaking, respectively, from a pool of 300+ competitors in each event.

To the 2018 National Tournament, we are excited to take the following advancing students:

- A senior and junior pairing in Duo Interpretation
- Five juniors competing in Humorous Interpretation, Informative Speaking, and International Extemporaneous Speaking
- One sophomore in Informative Speaking
- By qualifying to Nationals, all students are also able to compete in additional events such as prose reading, poetry reading, and expository speech.
- Five of the qualifiers were Sectional finalists, and the sophomore competitor was a State qualifier in her competition category.

The NSDA requires supervision of students during competition and adult judges that will cover a set of required number of competition rounds at the National Tournament. Due to the many students that we are taking this year, we need to provide supervision at three different competition sites and hire judging for 40 competition rounds. Thus, we request the attendance of at least three coaches, including myself as head coach and 2 assistant coaches, who will both supervise and judge competition rounds. We will also need to pay for competition rounds that we cannot officiate ourselves and must hire through the NSDA.



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Attached you will find a spreadsheet that specifies the financial details of the trip. Transportation estimates are attached. We compared the group rates provided by the NSDA with the rates provided by other major hotels and chose the best-quoted price. A schedule highlighting the tournament itinerary is also provided for your reference.

Itinerary for 2018 NFL National Tournament trip:

- June 17: AM Check-in/registration, beginning ceremonies, group practice session
- June 18-21: All-day competition (preliminary and initial elimination rounds)
- June 22: All-day final round competition and award ceremony
- June 23: AM Departure

A specific itinerary, flight schedule, and lodging information will follow once approval is obtained and tickets have been purchased.

Sincerely,

Sarah H. Ilie
Speech/I.E. head coach
Social Studies teacher



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): _____ Extension: _____

Activity / Class Name: _____

Description: _____

Date(s) of Trip: _____

Number of Chaperones: _____ Number of Students: _____

Names of Chaperones: _____

Transportation Information

Departing from: _____ date: _____ at: _____ AM PM

Traveling to (complete address): _____

Returning from (complete address): _____ date: _____ at: _____ AM PM

Returning to: _____ date: _____ at: _____ AM PM

Students released from class (indicate time or blocks): _____

Permission Slip Needed? Yes No Waiver Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: _____ End Collection on: _____

Cost Per Student

Cost per Student*: \$ _____

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

Instructional / Course Field Trip

Student Activity / Co-Curricular Field Trip

Account Number: GBN: 10L200 4850 0000 00 000000

GBS: 10L300 4850 0000 00 000000

Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: _____ Date: _____
Instructional Supervisor _____ Date: _____
or Assistant Principal*: _____
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant



Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

Trip Information

Trip Description: Speech/I.E. NSDA National Competition

Staff Expenses

Number of Staff: 3

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ <u>224.00</u>	Meals:	\$ <u>672.00</u>
Transportation:		Transportation:	
Air	\$ <u>325.00</u>	Air	\$ <u>975.00</u>
Bus / Car	\$ <u>100.00</u>	Bus / Car	\$ <u>300.00</u>
Lodging:	\$ <u>750.00</u>	Lodging:	\$ <u>2250.00</u>
Total Cost:	\$ <u>1399.00</u>	Total Cost:	\$ <u>4197.00</u>

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast	\$ 4.00
Lunch	\$ 8.00
Dinner	\$ 20.00
Per Day	\$ <u>32.00</u>

Student Expenses

Number of Students: 8

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ <u>0.00</u>	Meals:	\$ <u>0.00</u>
Transportation:		Transportation:	
Air	\$ <u>325.00</u>	Air	\$ <u>2600.00</u>
Bus / Car	\$ <u>100.00</u>	Bus / Car	\$ <u>800.00</u>
Lodging:	\$ <u>375.00</u>	Lodging:	\$ <u>3000.00</u>
Total Cost:	\$ <u>800.00</u>	Total Cost:	\$ <u>6400.00</u>

Other Expenses

Registration:	\$ <u>960.00</u>
Judging:	\$ <u>1000.00</u>
Officiating:	\$ <u>1500.00</u>
Total Cost:	\$ <u>3460.00</u>

Total Trip Expenses

Staff Expenses:	\$ <u>4197.00</u>
Student Expenses:	\$ <u>6400.00</u>
Other Expenses	\$ <u>3460.00</u>
Total Cost:	\$ <u>14057.00</u>

Payment Responsibility

Paid by Students:	\$ <u>1600.00</u>	Per Student Cost:	\$ <u>200.00</u>
Paid by District:	\$ <u>12457.00</u>		

<u>Description of Expenses Paid by Students</u>
25% of travel and lodging costs covered by students and fundraising