

To: Dr. Mike Riggle
From: Ms. Lauren Fagel *L. Fagel*
Re: GBS Yearbook CSPA Trip
Date: November 28, 2016

Attached is a travel request for Brenda Field to take yearbook students to the Columbia Scholastic Press Association (CSPA) Spring Convention from March 15-18, 2017 in New York City. At this conference, the prestigious Crown Award is decided. The GBS Etruscan is the only yearbook from a high school in Illinois to receive a nomination for this award.

GBS yearbook editors will choose from 350 sessions in the areas of newspaper, yearbook, magazine, online media, video/broadcasting, and law and ethics. This is a student trip as described by Board Policy 7230 (attached). Students will cover their costs personally and through fundraising. The only cost incurred by the school is the registration and travel cost for the two staff members.

I support this request and believe this type of experience will enhance the educational experience of our yearbook students.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN _____ GBS X GBE _____ GBOC _____ District _____

II. Initiator Brenda Field Phone x 4509
 Position Yearbook Sponsor Date of Submission 11/15/16

III. **Dates and Times of Leave/Return**

Total Number of School Days Missed per Person 2
 Departure Date/Time 3/15/17 - P.M. Return Date/Time 3/18/17 - P.M.

IV. **Individuals Participating in Tour:** _____

Teachers and Staff (Identified) Brenda Field + 1 sponsor/chaperone
 Number of Students (Identity to be provided to the Principal) 22 students

V. **Description, Destination, and Reason for Trip**

Columbia Scholastic Press Association Spring Convention, NYC. - Attend educational breakout sessions and learn of excellence in yearbook creation.

VI. **Cost of Trip**

Was the trip included in your Dept. _____ Bldg. X District _____ Budget?

	Total Amount	Per Person	Account # =
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	_____	_____	N/A

please see attached

VII. **Approval**

[Signature] Lauren Apfel _____
 Supervisor Principal Superintendent
11/15/16 11/29/16 _____
 Date Date Date

Reminder: No purchases or expenses allowed prior to Board of Education approval.
 Form approved by Board of Education

Cost for Staff

Total Number of Staff

2

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$115.00	\$230.00	382332
Food		\$0.00	382332
Transportation			
Air	\$200.00	\$400.00	382332
Bus/Car			
Lodging (for 3 nights)	\$316.00	\$632.00	382332
Substitute	\$198.00	\$198.00	SUBSCH
Total		\$1,460.00	

Cost for Students

Total Number of Students

22

	Per Student	Total
Transportation		
Air	\$200.00	\$4,400.00
Bus/Car	\$50.00	\$1,100.00
Lodging (for 3 nights)	\$316.00	\$6,952.00
Total		\$12,452.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$115.00	\$2,530.00

Student Costs

Students	Per Student	Total	Account #
Total Cost	\$832.33	\$14,982.00	830380
Payment by students	\$832.33	\$14,982.00	
Student Activities Contribution	\$0.00	\$0.00	
Total Cost to Student	\$832.33	\$14,982.00	Students

Summary of Costs

Total Cost for Students and Staff	\$16,442.00
Total Cost for Students and Staff Funded by District	\$1,460.00
Total Cost Funded by Students	\$14,982.00

Join us in the media capital of the world
March 15-17, 2017 at
Columbia University in the City of New York

**FOR MORE INFORMATION,
VISIT OUR CONVENTION EVENT**

SITE.

Register Now

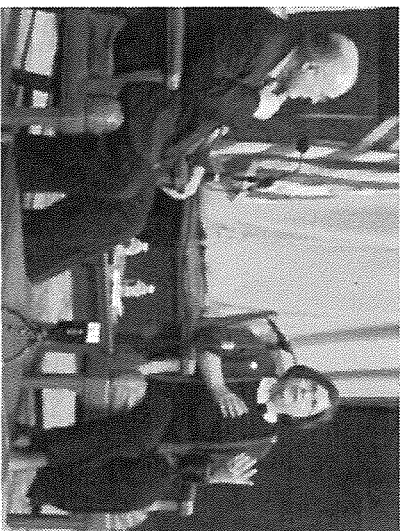
The CSPA invites high school students and faculty advisers to attend and participate in CSPA's 93rd annual **Spring Scholastic Convention**. This national gathering of student editors and faculty advisers to newspapers, yearbooks, magazines, video productions, and online media will be held at Columbia University from Wednesday, March 15 through Friday, March 17, 2017.

Delegates can choose from 350 or more sessions organized in seven sequences: newspaper, yearbook, magazine, online media, video/broadcasting, law and ethics and advisers. All seven sequences will run simultaneously throughout the three days of the Convention.

Throughout the Convention, our hourly schedule boasts a variety of special events, including Advisers Luncheons on Thursday and Friday. In addition, the Columbia Scholastic Press Advisers Association (CSPAA) will meet on Friday.

The winners of the Crown Awards for top publications will be presented at the Awards Convocation on Friday afternoon.

More than 500 newspapers, magazines and yearbooks that will enter the CSPA's 2016 competitions will be displayed at the 93rd Convention. The display will include recent high scoring publications. Delegates will be able to browse through the publications on Wednesday and Thursday.



Deadline for early registration is February 20, 2017 at a fee of **\$115** per person. To qualify for the early registration fee, your registration fees must be paid in full before the early deadline.

For all registrations postmarked after February 20th or made on-site at the Convention, the registration fee is **\$129** per person.

No purchase orders will be accepted for early registration fees. All purchase orders will be billed at the late fee of **\$129** per person.

Limited seating is available for the FREE Advisers Luncheons on Thursday and Friday. While these Advisers Luncheons are **free to attend, each adviser must reserve their seat in advance.** We can only accommodate the **first 180 people** who have reservations for each luncheon. Please reserve your luncheon seat **only if you are sure you will be able to attend.**

If students or advisers wish to register additional persons as part of an existing school delegation, they may do so after February 20th at the late fee.

Gold & Silver Crown Awards for student publications



From left to right: During their 91st annual Convention in March, 2015, CSPA presented Silver Crowns to the staffs of the Cavalier Classic yearbook (Carroll County High School, Hillsville, VA) and The Circuit hybrid news (Cypress Bay High School, Weston, FL) and a Gold Crown to The Feather Online digital news (Fresno Christian Academy, Fresno, CA). photos/Mike Simons

Gold and Silver Crown Awards will be publicly announced and presented to those winners who are present at the Convention on Friday, March 17th in the Roone Arledge Auditorium of the Alfred Lerner Hall Student Center, located on the Morningside campus of Columbia University. The Crown Awards are the highest awards bestowed by the Association upon publications as a whole.

These awards represent the CSPA's highest level of accomplishment in its annual competitions. More than 1,200 CSPA member publications will enter the Crown Awards program for 2017, while it's expected that about only 200 Crown Awards will be given. An awards list will also be distributed at the Convocation, scheduled for 2:30 pm.

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

7230
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Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for Glenbrook students exist within and outside the boundaries of District #225. The Board also realizes that additional responsibilities arise whenever students are taken from the school premises. Staff, parents, and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must always be paramount in our considerations. It shall be the policy of this Board of Education to maintain insurance for the liability of the district, its board members, its employees, and authorized volunteers as a result of student injury, property loss and general liability coverage on student trips. It shall also be the Board's policy to encourage the maintenance of adequate personal automobile liability and medical insurance by our staff members.

Section B – Definition of Student Trips

A student trip shall be considered to be a school-sponsored activity away from the school premises usually falling within two major areas.

1. Instructional Field Trips and Extended Classroom:

Instructional field trips provide experiences out of the classroom that are normally carried on during regular class hours and are related to the planned curriculum. In some instances pre- and post-school hours may be utilized.

- a. A field trip implements and/or augments group classroom instruction. Transportation for field trips is restricted by The School Code to Illinois or adjacent states.
- b. An "extended classroom" allows individual students to pursue their studies in various work-related, volunteer, or observation activities outside the classroom.

2. Student Activity Trips:

Student activity trips are connected with regularly sponsored in school or post-school programs and may include but not be limited to the following:

- a. An activity trip as part of an extracurricular activity
- b. A contest (or practice for a contest) between students representing Glenbrook and another secondary school, or between participants in intramural sports (contestants, cheerleaders, marching band, etc.)
- c. A performance or exhibition displaying special talent by an individual or group of students (e.g., band, chorus, etc.)
- d. A convention or workshop in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop)

Section C – General Parameters

1. All student trips must be approved by and will be subject to the procedures set forth by the school principal or the designated representative.
2. Recommendation of the principal and approval of the superintendent shall be required for all overnight student trips. Recommendation of the principal and the superintendent and approval of the Board shall be required for all student trips conducted outside the State of Illinois or adjacent states.
3. Funding for student trips shall be in accordance with the guidelines adopted by the Board.
4. No student shall be penalized for non-participation in a class field trip. No student shall be penalized for participation in a class field trip or student activity trip.
5. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips. Staff members shall accompany all field trips except "extended classroom" trips.
6. All Board and school policies, procedures and regulations regarding student conduct apply for students on student trips.

BOARD POLICY: STUDENT TRIPS

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7. Transportation on all student trips should be by district-owned vehicles or by commercial vehicles, whenever practical. Occasionally, because of a limited number of participating students, private transportation is permissible when approved by the principal or the designated representative. In these instances, travel may be by private automobile, if the driver is a Glenbrook staff member, parent, or student.
8. Students participating in student trips must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception for good cause is made by the trip's sponsor for the student to be transported by the student, his/her parent or guardian.
9. The Parental Permission Slip and Field Trip Request Application, as specified in the procedures to this policy, shall be used in complying with this policy.

Source: School Code; Section 10-20.19
10-22.22,
10-22.29b
29-3.1

Revised: February 6, 1978
Revised: September 10, 1984
Revised: October 28, 1996
Revised: May 29, 2001
Revised: July 10, 2006