

To: Dr. Mike Riggle

From: Ms. Lauren S. Fagel *L. Fagel*

Re: GBS Yearbook NSPA Trip

Date: February 21, 2017

Attached is a request from Brenda Field to take yearbook students to the spring National High School Journalism Convention from April 6-9, 2017 in Seattle, Washington. At this conference, the prestigious Pacemaker Award is conferred. The National Scholastic Press Association Pacemaker Award has existed since 1927, is independent of publishing companies, and is considered by many to be student journalism's highest honor. The GBS yearbook has been named as a finalist every year since 2002, and GBS won the Pacemaker Award in 2002, 2003, 2004, 2008, 2011, 2012, 2014, 2015, and 2016.

We are proud that Glenbrook South is once again the only school nominated in Illinois. However, the main purpose of this trip is for students to attend conference learning sessions, workshops, onsite competitions, and journalistic career information sessions. This trip meets the guidelines of student activity travel outlined in Board Policy 7230 (attached). I support this valuable experience.

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 2/6/17

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 2

Departure Date/Time Thurs 4/6/17 - P.M. Return Date/Time Sunday 4/9/17 - P.M.

IV. Individuals Participating in Tour: Yearbook Editorial Staff

Teachers and Staff (Identified) B. Field + 1 chaperone (TBA)

Number of Students (Identity to be provided to the Principal) 21

V. Description, Destination, and Reason for Trip

National H.S. Journalism Conference in Seattle, WA - attending numerous professional learning sessions and participate in competitions.

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] [Signature] _____
 Supervisor Principal Superintendent
2/7/17 2/21/17 _____
 Date Date Date

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

Request for Travel - Yearbook

Cost for Staff

Total Number of Staff

2

Meals for Staff	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
Cost per Day	\$32.00

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$90.00	\$180.00	ESEC6500
Food	\$96.00	\$192.00	ESEC3330
Transportation			
Air	\$350.00	\$700.00	TSEC3310
Bus/Car			
Lodging (for 3 nights)	\$600.00	\$1,200.00	ESEC3330
Substitute	\$200.00	\$400.00	ESG11390
Total		\$2,672.00	

Cost for Students

Total Number of Students

21

	Per Student	Total
Transportation		
Air	\$350.00	\$7,350.00
Bus/Car		
Lodging (for 3 nights)	\$260.00	\$5,460.00
Total		\$12,810.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$90.00	\$1,890.00

Students	Per Student	Total	Account #
Total Cost	\$700.00	\$14,700.00	
Student Activities Contribution		\$5,000.00	ESEC3330
Total Cost to Student	\$461.90	\$9,700.00	Students

Summary of Costs

Total Cost for Students and Staff	\$17,372.00
Total Cost for Students and Staff Funded by District	\$7,672.00
Total Cost Funded by Students	\$9,700.00

ABOUT TRAVEL & HOTEL SESSIONS ADVISERS CONTEST & CRITIQUES

SPONSORS & EXHIBITORS

NATIONAL HIGH SCHOOL JOURNALISM CONVENTION

The National High School Journalism Convention is a semiannual gathering of high school journalists and advisers co-sponsored by the Journalism Education Association and the National Scholastic Press Association. With typical attendance of more than 4,000 delegates, the JEA/NSPA convention is the largest gathering of student journalists in the country.

The associations partner to prepare hundreds of practical and professional learning sessions, from high-profile keynotes to specific, problem-solving breakouts and hands-on workshops. Other convention activities an exhibit hall, JEA's on-site Write-off contests, NSPA's Best of Show contest, receptions, awards convocations, critiques and career roundtables.

23

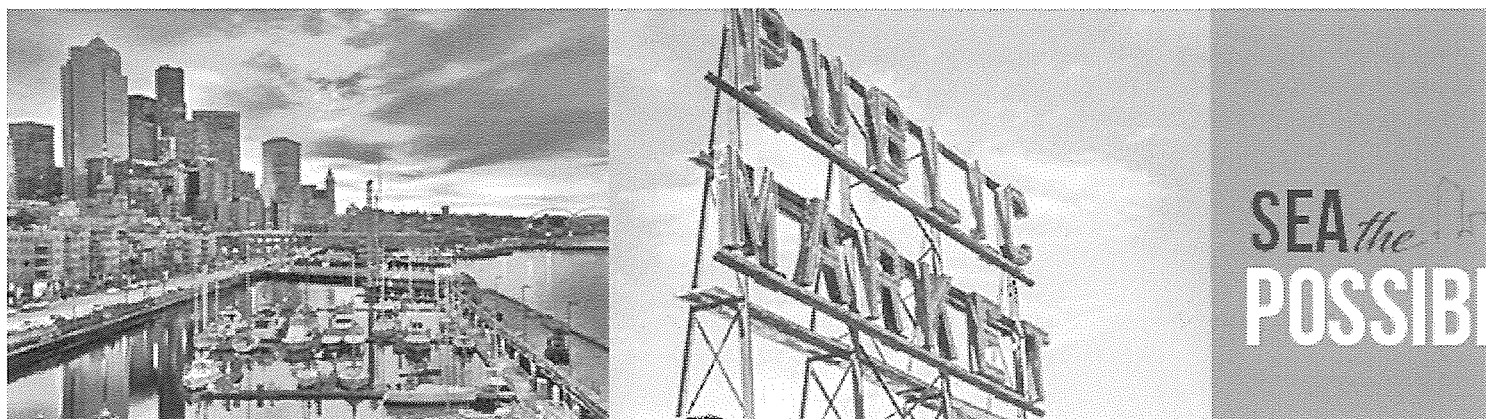
April 6-9, 2017

Seattle

Washington State
Convention Center &
Sheraton Seattle

Starting at \$90

**REGISTER
ONLINE**



SEA THE POSSIBILITIES

Nestled between majestic Mount Rainier and peaceful Puget Sound, Seattle is the center for convergent media and technology of the Pacific Northwest. Few cities offer natural

Registration
booklet
available for
download
Download a PDF of
the JEA/NSPA



EARLYBIRD DEADLINE

36 13 40 45
Days Hours Minutes Seconds

**TWEET WITH OUR
HASHTAG**

beauty juxtaposed with the modern urban setting like Seattle does. Even through the infamous rain, you and your staff will find elements that shine. From Pulitzer Prize-winning professionals to a multitude of successful sports teams and the journalists who cover them, you'll "SEA" what we are talking about.

While attending the JEA/NSPA Spring National High School Convention at the Sheraton Seattle Hotel and Washington State Convention Center April 6-9, 2017, delegates have a range of things to do and see. Explore the downtown region, catch a fish at Pike Place Market, see the skyline from the world-famous Space Needle or watch the world rotate from the new Ferris wheel on the pier. Seattle has so much to offer.

JEA/NSPA Spring Conv...



Spring National High School Journalism Convention registration booklet, which outlines everything you need to know about registering for and attending the convention in Indianapolis. Printed versions of the registration booklet should be hitting mailboxes of JEA and NSPA members within a few weeks.

Keynote speaker announced

Tim Harrower 7:30 p.m. Thursday, April 6 Tim

Harrower has been an award-winning editor, designer and columnist at newspapers from New York (The Times-Union) to Portland (The Oregonian). He became a journalist in the '80s after his first career choice — rock 'n' roll superlegend — fizzled out. Harrower's first book, "The Newspaper Designer's Handbook," [...]



Tweet #nhsjc

Tweets by @nhsjc

JEA/NSPA JEA/NSPA NHSJC @nhsjc

Registration for #nhsjc in Seattle is now open. seattlejournalismconvention.org

18 Jan

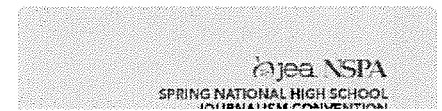
JEA/NSPA JEA/NSPA NHSJC @nhsjc

You can now download a copy of the spring convention registration book. Registration opens at 4 p.m. CT. ow.ly/vsFi307X1Jn

18 Jan

JEA/NSPA JEA/NSPA NHSJC @nhsjc

The #nhsjc Seattle registration book is available for download. Online registration opens tomorrow at 4 p.m. CT. ow.ly/YmAT307X1D0



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Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

7230

Page 1 of 3 pages

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.

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