

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma *SP*

Re: Speech/ I.E. National Tournament

Date: April 11, 2013

Attached is a request from Sarah Ilie, GBN Speech/ Individual Events coach, to participate in the National Forensics League (NFL) National Tournament in Birmingham, Alabama, June 16 - 22, 2013. Included documents are: trip rationale, tournament itinerary, routine district travel request forms, guidelines for student trips, and board policy 7230, Student Trips.

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

PP:rp

enc.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District

II. Initiator Sarah Elie Phone x24040

Position head coach, teacher Date of Submission 4/8/13

III. Date and Times of Leave/Return

Total Number of School Days Missed per Person None

Departure Date/Time 6/16/2013 @ 7:00 AM Return Date/Time 6/22/2013 @ 12:30 PM

IV. Name of Individuals Participating in Tour: (Attach list if necessary.) (see attached)

Teachers and Staff Sarah Elie

Students 3 students

V. Description, Destination, and Reason for Trip

See attached letter memo

Birmingham, Alabama

VI. Cost of Trip

Was this trip included in your Dept. Bldg. District Budget?

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

VII. Approval

M.F.S. Ashlynn P. Payne 4/8/2013 4/10/13

Supervisor Principal Superintendent

Date Date Date

Reminder: No purchase or expenses prior to Board of Education approval.

Form approved by Board of education 12/15/97.

Request For Travel-National

With Cost to Student

COST FOR TEACHERS & STAFF

Total Number of Staff: 2 (1 room only)

	Per Person	Total (Cost times # of staff)	Account#
Food	\$224.00	\$448.00	
Transportation:			
Air	\$340.00	\$680.00	
Bus/Car	\$150.00	\$300.00	
Lodging	\$345.00	\$690.00	
TOTAL	\$1,059.00	\$2,118.00	

adj. total: **\$320**
 (1st adult, 7 days = \$224)
 (2nd adult, 3 days = \$96)

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

COST FOR STUDENTS

Total Number of Student: 3 (2 rooms only)

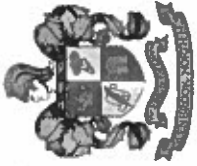
	Per Person	Total (Cost times # of student)	Student Cost 25%	District Cost 75%	Account #
Transportation:					
Air	\$340.00	\$1,020.00	\$255.00	\$765.00	
Bus/Car	\$150.00	\$450.00	\$112.50	\$337.50	
Lodging	\$460.00	\$1,380.00	\$345.00	\$1,035.00	
TOTAL	\$950.00	\$2,850.00	\$712.50	\$2,137.50	820740

COST OF REGISTRATION, JUDGING and/or OFFICIATING

	Total Cost	Account#
Registration	\$240.00	247390
Judging/Officiating	\$300.00	247310
TOTAL	\$540.00	

TOTALS

COST TO DISTRICT:	\$4,795.50	(Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$712.50	(Total of the 25% student cost)
COST OF TRIP:	\$5,508.00	(Cost to District plus Cost to Student)



Glenbrook North High School

2300 Shermer Rd, Northbrook, IL 60062
Phone: 847-509-2640

Date: April 6, 2013

To: Mike Riggle
Paul Pryma
John Finan
Mike Tarjan

From: Sarah Ilic, head coach of the Speech/I.E. program

RE: I.E./Speech NFL National Tournament, June 16-22, 2013

The Glenbrook North I.E./Speech Team is pleased to announce that three students have qualified to the 2013 NFL National Tournament in Birmingham, Alabama.

Individual Events/Speech is an IHSA sponsored national program for students interested in developing public speaking and oral interpretation skills. Students compete both locally and nationally, and a secondary organization, National Forensics League, hosts the national tournament every summer for high school students who qualified from various districts around the country.

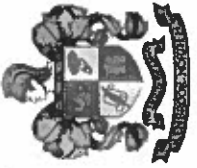
This year, Glenbrook North students competed in the NFL's Northern Illinois District, which also grew in number of competitors and schools in the 2012-2013 school year. The number of entries and strength of the competing school were nearly double of that from last year (250+ entries). Despite the stiff competition, three students from Glenbrook North advanced to the NFL National Tournament and will once again compete this June.

The qualifying students include:

- One female GBN junior and two GBN senior male and female
- The students qualified to Nationals in duet acting and solo dramatic interpretation events. They competed throughout the 2012-2013 season and finished in the top 3 at every tournament. The female GBN senior placed 3rd at the IHSA State Tournament and the other two GBN students were IHSA Sectional Finalists.

NFL requires supervision of students during competition and adult speech judges that will cover 20+ rounds at the National Tournament. As the I.E./Speech head coach who directly worked with these students, I will accompany them, along with one hired judge who will also act as an official in the multiple rounds of the National Tournament.

Attached you will find a spreadsheet that specifies the financial details of the trip. Transportation estimates were determined with the use of district vehicle (mini-bus) in mind. We also compared the group rates provided by the NFL 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.



Glenbrook North High School

2300 Shermer Rd, Northbrook, IL 60062
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Itinerary for 2013 NFL National Tournament trip:

- June 16: Arrive in Birmingham, AL, complete registration, attend beginning ceremonies, and group practice session
- June 17~20: Competition (preliminary and initial elimination rounds)
- June 21: Final round competition and award ceremony
- June 22: Leave for Chicago, IL

Glenbrook High Schools Guidelines for Student Trips

Standards for Approval

- Contests/activities must be approved by the IHSA or meet the guidelines established by the National Association of Secondary School Principals in its publication: “National Advisory List of Approved Student Contests and Activities”
- Contests/activities must comply with the provisions of Board Policy 7230: Student Trips
- Any student trips resulting from a state, contiguous state, or national competition must be pre-approved by the school administration
- Entry fees, registration, judging and/or officiating will be paid by the school district
- Expenses for students on free/reduced lunch will be handled in accordance with Board Policy 8170: Student Aid for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education

Local (Within Cook or Contiguous Counties)

- The school district will provide transportation
- Meals and lodging will be provided by the students, parents, or sponsoring organization through fundraising activities

State/Contiguous State

- The school district will provide transportation and lodging
- Meals will be provided by the students, parents, or sponsoring organization through fundraising activities

National

- The school district will provide 75% of the transportation and lodging expenses
- Meals and the remaining 25% of transportation expenses will be provided by the students, parents, or sponsoring organization through fundraising activities

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.

I. 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.

BOARD POLICY: STUDENT TRIPS

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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