

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley *BKW*

Re: GBS Broadcast Trip

Date: November 19, 2012



4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: gbs.glenbrook.k12.il.us
Telephone: 847.729.2000
Fax: 847.486.4462

Attached is a travel request for Mark Ferguson's yearbook students who are requesting approval for a trip to the National Association of Broadcasters Annual Convention in Las Vegas, NV from April 7th through April 10th. The only cost to the district will be the cost of the sub to cover Mr. Ferguson's classes.

As defined by Board Policy 7050 (attached), this is an educational tour, which is conducted by the district, but not financed by the district. The students will be making a documentary of the broadcast industry's emerging practices and technologies. Students will also have a unique opportunity to network with professionals and other students. They will specifically join Lyons Township High School television students at the event as well.

I support this valuable experience. Please let me know if you need anything further.

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN ___ GBS X GBE ___ GBOC ___ District ___
 II. Initiator MARK FERGUSON Phone X 4562
 Position TELEVISION INSTRUCTOR Date of Submission 10/22/12

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 3
 Departure Date/Time 4/7/13 - A.M. Return Date/Time 4/10/13 - P.M.

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff MARK FERGUSON
 Students 8 Students

V. Description, Destination, and Reason for Trip
National Association of Broadcasters Annual Convention
This is the premier event for broadcasters and
filmmakers held yearly in Las Vegas, NV

VI. Cost of Trip (see attached)
 Was this trip included in your Dept. ___ Bldg. ___ District ___ Budget? NO

	Total Amount	Per Person	Account #
Registration	0	0	—
Lodging	1200	150	831310
Meals (Advance)	0	0	—
Judging	N/A	N/A	—
Substitute Teacher	300	N/A	SUBSCH
Transportation			
Air	4,000	500	831310
Bus/Car	400	50	831310
District Total	300	N/A	N/A
Cost to Student	5,600	700	N/A

VII. Approval
[Signature] Supervisor [Signature] Principal [Signature] Superintendent
10/23/12 Date 11/19/2012 Date

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

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

NATIONAL ASSOCIATION OF BROADCASTERS CONVENTION APRIL 7-10, 2013

TRIP RATIONALE

The National Association of Broadcasters annual convention (NAB show) is the premiere event in media, film, and broadcasting. It is the biggest international expo in the world, and it will provide our students with unique opportunities to learn about the industry trends, new technology, business development, and career networking opportunities.

This is where industry professionals and colleges go, every year, to stay informed and current with the industry and technology. Attending this convention is a HUGE opportunity for our students.

Here are some of the highlights that the NAB show has to offer:

- 90,000+ media and entertainment professionals from over 150 countries
- Over \$18 billion in purchasing power represented on-site
- 1,500+ unique companies spread over 800,000 net square feet
- Five conferences featuring more than 500 skill-building sessions.

The students I intend to take to NAB are very qualified members of the Advanced Television & Film Production Class. Almost every one of them is already set to go to college in film or television, and based on the sheer number of hours they spend involved with Glenbrook South Television, they are personally very dedicated to their creative interests. This trip will benefit them academically and personally, exposing them to the premiere industry event, informing them about industry and technology trends, and providing them with unique opportunities to meet and network with industry professionals.

The convention floor is open daily from 9 am to 6 pm. There will be some special presentations and forums that we'll be attending, but the final schedule is not yet available. We plan on attending the Keynote addresses each day, as well as other speakers and industry presentations.

For more information can be accessed at the NAB website: <http://www.nabshow.com/2013>

Glenbrook High School District #225

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 2 pages

Section A - Introduction

The Board of Education of District #225 believes that educational travel experiences can provide significant educational experiences for Glenbrook students. However, it is the policy of the Board of Education that such travel experiences should not be scheduled to conflict with normal student attendance days. Under extraordinary circumstances, the Board may approve exceptions to this policy.

Section B - Educational Tours: Travel Conducted, but Not Financed, by the District

1. The Board of Education is authorized by Illinois statute to conduct educational tours as a supplement to particular courses of instruction, within or without the district, the State of Illinois, or the United States.
2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for educational tours conducted outside the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more.
3. No student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour. Cost of said insurance shall be assumed by the organization financing the tour. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.
4. The Board of Education is not authorized to use school funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the payment of salaries of necessary personnel while on tour if the personnel are performing in the ordinary course of their employment.
5. All school rules and regulations regarding student conduct shall apply for students participating in educational tours.

Section C - Educational Travel : Travel Not Sponsored, Supported, or Conducted by the District

1. The Board of Education authorizes the superintendent to approve requests submitted by a school employee or a private agency and which have been recommended for approval by the principal, to use school facilities to inform students of educational travel programs within any of the fifty United States or any foreign country which, in the discretion of the principal and the superintendent, have educational significance for the district's students. Such use may be granted only with the clear understanding that the program is not sponsored or supported by the Board of Education and that the Board of Education assumes no legal responsibility or financial liability related to the program. Further, all materials used by the sponsoring agency in publicizing the program must contain a statement to this effect which has been approved by the superintendent. These same materials must also carry the identification of the sponsoring agency.
2. No student or employee may participate in educational travel unless he has accident and health insurance coverage protecting against bodily injury or death and, if an employee, disability while participating in the educational travel. Cost of said insurance shall be assumed by the employee or private agency financing the educational travel. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

Glenbrook equipment, materials or supplies, including stationery, shall be used for school-sponsored activities only, and shall not be used for any educational travel which is not school sponsored.

Section E - Student Trips Exclusion

Student trips are not included within the provisions of this policy.

Approved: April 12, 1971
Revised: February 5, 1973
Revised: December 1, 1975
Revised: February 6, 1978
Revised: January 23, 1984
Revised: September 10, 1984
Reviewed: November 14, 1988
Revised: October 28, 1996
Revised: November 27, 2000