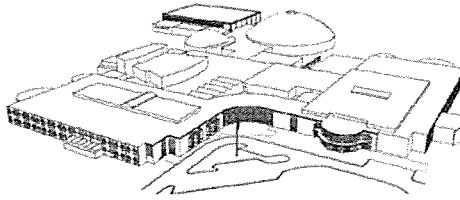


GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: www.glenbrook225.org/south
Telephone: 847.729.2000
Fax: 847.486.4462



Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BN*

Re: GBS Speech National Tournament

Date: March 17, 2015

Attached is a travel request for Afrodite Skaouris' National Speech competition from Sunday, June 14, 2015 through Saturday, June 20, 2015, in Dallas, Texas. This year one GBS student qualified for the National Forensic League Tournament. I am proud of the accomplishments of this student and grateful for the honor this type of success brings to the Glenbrooks.

This national travel follows the established guidelines, which include students being responsible for 25% of their lodging and travel, and is an Educational Trip covered under Board Policy 7230, which is attached. The remaining costs of this trip will be covered by the GBS budget.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS X GBE GBOC District
 II. Initiator AFRODITS SKAOURIS Phone X 4494
 Position SPEECH COACH Date of Submission 3/14/15


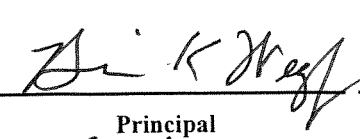
III. **Dates and Times of Leave/Return**
 Total Number of School Days Missed per Person - 0 -
 Departure Date/Time 6/14 - A.M. Return Date/Time 6/20 - P.M.

IV. **Name of Individuals Participating in Tour:** (Attach list if necessary.)
 Teachers and Staff Afroditis Skaouris
 Students + 1 Student

V. **Description, Destination, and Reason for Trip**
National Forensic League Tournament in Dallas TX. Student qualified for tournament in dramatic interp.

VI. **Cost of Trip**
 Was this trip included in your Dept. Bldg. X District Budget?

	Total Amount	Per Person	Account #
Registration	<i>Please see attached</i>	<i>see attached</i>	
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

VII. **Approval**
  _____
 Supervisor Principal Superintendent
3/16/15 3/12/15 _____
 Date Date Date

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

MEMO

To: Brian Wegley
Gary Freund
Jim Shellard

cc: Rosanne Mackie

From: Afrodite Skaouris –GBS Speech Team

Date: March 16, 2015

Re: Request for Nationals Trip—Speech Team Individual Events

This is the trip request for the annual National Forensics League Tournament on June 14-20, 2015 Dallas, TX. This year, Glenbrook South's Speech Team will send a female senior student to compete in Dramatic Interpretation. NFL requires supervision of students during competition and adult speech judges that will cover rounds at the National Tournament. Head Coach, Afrodite Skaouris, will accompany the student and will cover all the rounds that we will be assigned to judge.

On the next page you will find a list of financials details of the trip. A schedule highlighting the tournament itinerary is provided below:

Itinerary for 2015 NFL National Tournament trip:

- June 14: Arrive in Dallas, Texas, to complete required registration, attend beginning ceremonies, and hold practice session.
- June 15-18: Competition (preliminary and initial elimination rounds)
- June 19: Final round competition and award ceremony
- June 20: Leave for Chicago, IL

Cost for Staff

June 14th--June 20th, 2015

Request for Travel - National
National Forensic League Tournament

Dallas, Texas

Total Number of Staff

1

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/Judge Bond		\$100.00	
Food	\$192.00	\$192.00	
Transportation			
Air	\$250.00	\$250.00	
Bus/Car	NA	NA	
Lodging (for 6 nights)	\$822.96	\$822.96	
Substitute			SUB
Total		\$1,364.96	147343

Cost for Students

Total Number of Students

1

	Per Student	Total	Student Cost (25%)	District Cost (75%)	Account #
Transportation					
Air	\$250.00	\$250.00	\$62.50	\$187.50	
Bus/Car	NA	NA	NA	NA	
Lodging (for 6 nights)	\$822.96	\$822.96	\$205.74	\$617.22	
Total		\$1,072.96	\$268.24	\$804.72	147343

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)	Account #
Registration	\$60.00	\$60.00	147343

Students	Per Student	Total
Total Cost		\$1,072.96
Student Activities Contribution	\$804.72	\$804.72
Total Cost to Student	\$268.24	\$268.24

Summary of Costs

Total Cost for Students and Staff	\$2,497.92
Total Cost for Students and Staff Funded by District	\$2,229.68
Total Cost Funded by Students	\$268.24

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.

BOARD POLICY: STUDENT TRIPS

7230

Page 3 of 3 pages

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

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