

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026

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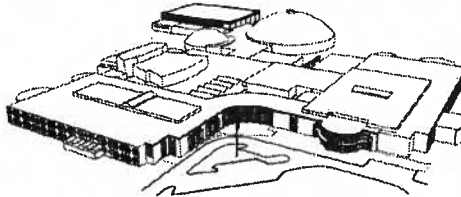
Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley *BKW*

Re: GBS Yearbook Trip

Date: January 11, 2012



Attached is a travel request for Brenda Field's Yearbook Students who are requesting approval for a trip to the Spring Columbia Scholastic Press Association National Convention from March 14-17. At this conference, the prestigious Crown Award is decided. Glenbrook South High School is the only school from Illinois to receive the honor of this nomination.

Though we will be proud of the Crown Award nomination if it is forthcoming in March, the main motivation behind this student trip is the conference and onsite competitions in which our editors for the yearbook will participate. I support this experience and am convinced of the value of this unique opportunity, which is a student trip as described by Board Policy 7230 (attached).

For this trip, the students will cover their costs personally and through fundraising. The only cost incurred by the school is the travel costs for the two staff members involved.

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 BRENDA FIELD Phone X 4493
 Position YEARBOOK SPONSOR Date of Submission 1/10/12

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 3
 Departure Date/Time 3/14/12 - 3:30 Return Date/Time 3/17/12 - 9:00 pm.

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff Brenda Field, Jim Shellard
 Students 18 students

V. Description, Destination, and Reason for Trip
Columbia Scholastic Press Assoc. National Convention: New York, N.Y. Attend topic sessions and learn of Crown Award winners

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

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

VII. Approval
Jim Shellard Dr. K. Hegly
 Supervisor Principal Superintendent
1/10/12 1/11/2012
 Date Date Date

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

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

Reset Form

2012 CSPA Convention Registration Form

Print Form

Group Leader _____ Attending? Yes No **Our group will be attending on the following days:**

Publication or Media _____ Wednesday Thursday Friday

School _____

Street Address _____

City _____ State _____ ZIP _____

Telephone: _____ FAX: _____

e-mail Address: _____

Bill to address (leave blank if same):

Purchase Order # (for billing purposes): _____

Billing Contact Name: _____

Billing Address: _____

City: _____ State _____ ZIP _____

Telephone: _____ ext. _____

Please name all delegates attending and click all applicable to describe the make-up of your delegation:

DELEGATE NAMES	Std	Adv	Nws	Yrb	Mag	TV	Radio	Online	PUB NAME/CALL LETTERS
1 _____	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2 _____	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3 _____	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4 _____	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5 _____	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6 _____	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7 _____	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Total number in delegation (including advisers): _____

To list additional names, please attach a separate sheet or download the CSPA additional delegate form.

Check here if any members of your delegation have a disability that may affect participation in this event. Attach a statement to your registration regarding your disability-related needs. CSPA will contact you to discuss accommodation. We cannot assure availability of appropriate accommodation without notification by February 13, 2012.

Early Registration

Use this table if fees and form are postmarked ON or BEFORE February 13, 2012.

Total No. of delegates:	_____ @ \$105 per delegate =	\$ 0.00
Total No. of lunches for Wed.	_____ @ \$16 per person =	\$ 0.00
Total No. of lunches for Thurs.	_____ @ \$16 per person =	\$ 0.00
Total No. of lunches for Fri.	_____ @ \$16 per person =	\$ 0.00
Reserv. for Thurs. Adv. Lunch*:	_____ @ FREE* =	\$ 0.00
Reserv. for Fri. Advisers Lunch*:	_____ @ FREE* =	\$ 0.00
Total Enclosed:		\$ 0.00

Late Registration

Use this table if fees and form are postmarked AFTER February 13, 2012 OR if using a purchase order.

Total No. of delegates:	_____ @ \$119 per delegate =	\$ 0.00
Total No. of lunches for Wed.	_____ @ \$18 per person =	\$ 0.00
Total No. of lunches for Thurs.	_____ @ \$18 per person =	\$ 0.00
Total No. of lunches for Fri.	_____ @ \$18 per person =	\$ 0.00
Reserv. for Thurs. Adv. Lunch*:	_____ @ FREE* =	\$ 0.00
Reserv. for Fri. Advisers Lunch*:	_____ @ FREE* =	\$ 0.00
Total Enclosed:		\$ 0.00

**While the Thursday and Friday Advisers Luncheons are free, each person must reserve their seat in advance. We can only accommodate the first 140 people who reserve for each luncheon. Please reserve your luncheon seat only if you are sure you will be able to attend.*

A note about billing/payment:

Deadline for early registration is February 13, 2012 at a fee of \$105 per person. To qualify for the early registration rate, registration form must be postmarked by February 13th, and include full payment.

PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT. No purchase orders accepted for early fee registrations.

Because they are subject to late payment, we will only accept purchase orders at the rate of \$119 per person.

No refunds will be granted after February 13, 2012. Bring substitutes. All registrations not canceled by February 13th will be held liable for all fees listed on their registration form.

Make registration checks payable in U.S. funds drawn on a U.S. bank to: Columbia Scholastic Press Association.

For information, call (212) 854-9400, send us a fax at (212) 854-9401 (7 days, 24 hours) or send us an e-mail at cspa@columbia.edu.

Mail fees and this form to:

Columbia Scholastic Press Association
Columbia University
Convention Registration Desk
Mail Code 5711, New York, NY 10027

Do Not Write Here - WEB-REV - 08/11
R _____ Pg: _____
CK# _____ \$ _____
PID: _____ • Reg ID: _____

Request for Travel - National

Cost for Staff

Total Number of Staff

2

Meals for Staff	
Breakfast	\$6.00
Lunch	\$10.00
Dinner	\$16.00
Cost per Day	\$32.00

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$105.00	\$210.00	382 332
Food	\$96.00	\$192.00	382 332
Transportation			
	Air	\$220.00	\$440.00
	Bus/Car		382 332
Lodging (for 3 nights)	\$270.00	\$540.00	382 332
Substitute	\$198.00	\$396.00	SUB
Total		\$1,778.00	

Cost for Students

Total Number of Students

18

	Per Student	Total
Transportation		
	Air	\$220.00
	Bus/Car	\$50.00
Lodging (for 3 nights)	\$270.00	\$4,050.00
Total		\$8,710.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$105.00	\$1,890.00

Student Costs

Students	Per Student	Total	Account #
Total Cost	\$588.89	\$10,600.00	
Payment by students	\$392.00	\$7,056.00	
Student Activities Contribution	\$196.89	\$3,544.00	830 380
Total Cost to Student	\$392.00	\$7,056.00	Students

Summary of Costs

Total Cost for Students and Staff	\$12,378.00
Total Cost for Students and Staff Funded by District	\$1,778.00
Total Cost Funded by Students	\$7,056.00
Total Cost Funded by Fundraising	\$3,544.00

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