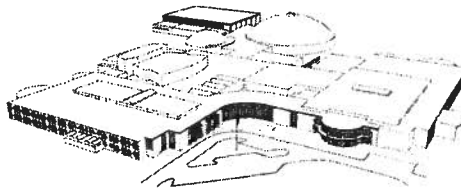


GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225



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

Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley

Re: GBS Yearbook Trip

Date: March 4, 2009

Attached is a travel request for Brenda Field's Yearbook Students. The Glenbrook South High School's Etruscan Yearbook has been named as the only Illinois finalist for the prestigious Pacemaker Award by the National Scholastic Press Association (NSPA). The NSPA Pacemaker Award has existed since 1927, is independent of publishing companies and has been considered by many to be student journalism's highest honor. Yearbooks are judged based upon the following criteria: writing/editing, design, content, concept, photography, art and graphics.

Winners of this prestigious award will be honored at the Spring National High School Journalism Convention from April 16-19. Though we are proud of the Pacemaker nomination, the main motivation behind this student trip is the conference and onsite competitions in which these editors for the yearbook will participate. The keynote speakers for this event include Aaron Brown, who is best known for his reporting of the Sept. 11, 2001, attacks on the World Trade Center for CNN, and Mary Tinker, whose landmark legal case (Tinker vs. Des Moines) set the standard for freedom of speech and expression within schools. Students will participate in a rich assortment of workshops and have the chance to hear from Aaron Brown and Mary Tinker personally.

Students will leave on Thursday, April 16th and will return on Sunday, April 19th.

After much discussion regarding this trip with Ms. Field, Dr. Shellard and you, I support this spring trip and am convinced of the value of this unique opportunity, which does meet the guidelines of student activity travel outlined in board policy 7230. Dr. Shellard will attend Monday's board meeting to share any additional information requested.

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 4509
Position YEARBOOK SPONSOR Date of Submission 3/2/09

III. Dates and Times of Leave/Return
Total Number of School Days Missed per Person 2 DAYS
Departure Date/Time 4/16/09 Return Date/Time 4/19/09

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
Teachers and Staff BRENDA FIELD
Students 12 STUDENTS

V. Description, Destination, and Reason for Trip
SEA / NSPA Spring National HS.
Journalism Conference in Phoenix, AZ
4/16 - 4/19/09

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

	Total Amount	Per Person	Account #
Registration	<u>1,105.00</u>	<u>85.00</u>	
Lodging	<u>2,532.72</u>	<u>211.06/nt @ 3 nts. @ 4 rms.</u>	
Meals (Advance)	<u>106.00</u>	<u>106.00</u>	
Judging	<u>—</u>	<u>N/A</u>	
Substitute Teacher	<u>200.00</u>	<u>N/A</u>	
Transportation			
Air	<u>3,900.00</u>	<u>300.00</u>	
Bus/Car	<u>—</u>	<u>—</u>	
District Total	<u>6,468.83</u>	<u>N/A</u>	<u>N/A</u>
Cost to Student	<u>1,374.89</u>	<u>114.57</u>	<u>N/A</u>

VII. Approval
[Signature] Supervisor 3/3/09 Date
[Signature] Principal 3/5/09 Date

Superintendent Date

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

NSPA Out of State Lodging and Transportation Payment Summary
Student Payment

Lodging costs

<i>Student</i>	<i>1,899.54 (\$211.06/room x 3 rooms x 3 nights)</i>
Faculty chaperones	633.18 (\$211.06/room x 1 rooms x 3 nights)

Transportation costs

Air

<i>Student</i>	<i>3,600.00 (\$300.00 x 12 students)</i>
Faculty chaperones	300.00 (\$300.00 x 1 teacher)

Total Student Lodging and Transportation = \$5,499.54 x 25% = \$1,374.89 student payment (\$114.57/student x 12 students)