

GLENBROOK SOUTH HIGH SCHOOL

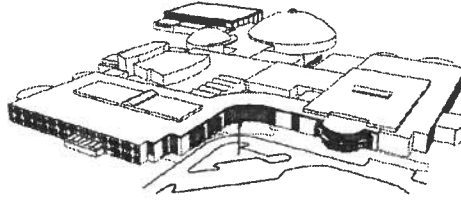
Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026

Web: www.glenbrook225.org/south

Telephone: 847.729.2000

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Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley

Re: GBS Business Professionals
of America National Competition

Date: March 8, 2011

Attached is a travel request for Rosie McManamon's Business Professionals of America (BPA) trip from Tuesday, May 3, 2011 through Sunday, May 8, 2011. This year 13 GBS students placed in the BPA state competition, which qualified them for this year's BPA national competition. All 13 students are able to participate in this national competition, held in Washington, D.C.

This national travel follows the established guidelines, which include students being responsible for 25% of their lodging and travel. The remaining costs of this trip will be covered by the GBS budget.

Please let me know if you need any further information.

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN GBS X GBE GBOC District
 II. Initiator ROSANNA McMANAMON Phone 4447
 Position BUS. PROF OF AMERICA ADVISOR Date of Submission MARCH 4, 2011

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 3 1/2
 Departure Date/Time MAY 3, 2011 / 2 PM Return Date/Time MAY 8, 2011 / 11:30 AM

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

Teachers and Staff ROSIE McMANAMON / BRIAN WHALEN
 Students 13 STUDENTS

V. Description, Destination, and Reason for Trip

NATIONAL LEADERSHIP CONFERENCE / COMPETITION
WASHINGTON, D.C.
STUDENTS HAVE QUALIFIED FOR NATIONAL COMPETITION

VI. Cost of Trip

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

SEE ATTACHED

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
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

[Signature] [Signature] [Signature]
 Supervisor Principal Superintendent
3/3/11 3/8/11 _____
 Date Date Date

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

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

Request for Travel - National

Cost for Staff

Total Number of Staff

2

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 for Advisor	\$109.00		382332
Registration for Chaperone	\$80.00		382332
Food	\$32.00	\$320.00	382332
Transportation			
Air	\$297.40	\$594.80	3317
Bus to Airport/Shuttle to Hotel	\$22.21	\$44.42	
Lodging (for 5 nights)	\$261.06	\$2,610.60	382332
Substitute	\$100.00	\$700.00	SUB
Total		\$4,269.82	

Cost for Students

Total Number of Students

13

	Per Student	Total	Student Cost (25)	District Cost (75)	Account #
Transportation					
Air	\$297.40	\$3,866.20	\$966.55	\$2,899.65	382332
Bus to Airport/Shuttle to Hotel	\$22.21	\$288.73	\$72.18	\$216.55	382332
Lodging (for 5 nights)	\$272.51	\$5,450.20	\$1,362.55	\$4,087.65	382332
Total		\$9,605.13	\$2,401.28	\$7,203.85	

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)	Account #
Registration	\$109.00	\$1,417.00	382332

Students	Per Student	Total
Total Cost		\$11,022.13
Student Activities Contribution	\$663.14	\$8,620.85
Total Cost to Student	\$184.71	\$2,401.28

Summary of Costs

Total Cost for Students and Staff	\$15,291.95
Total Cost for Students and Staff Funded by District	\$12,890.67
Total Cost Funded by Students	\$2,401.28

BUSINESS BPA Mail

Today's students. Tomorrow's business professionals.

OF AMERICA

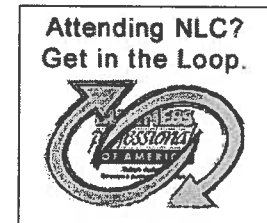
National Leadership Conference

Information Membership Compete NLC Service Resources The Wire

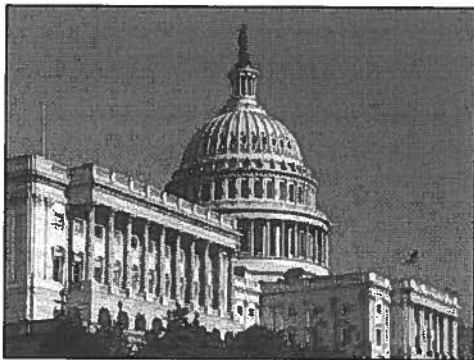
BPA » National Leadership Conference

Choose Your State

Choose a State... ▾



National Leadership Conference



From May 4-8, 2011, get ready to "Stand Out From the Crowd" at the 2011 Business Professionals of America National Leadership Conference! That week, thousands of students from around the country will gather to compete, showcase their business skills and develop their leadership acumen.

For the first time ever, a CTSO will host their Opening General Session on the lawn of the Washington Monument and you can be part of this!

Whether it's through WSAP contests, running for national office, attending the National Leadership Academy, being an NLC Intern, receiving an award, or participating in

elections, there's many ways to qualify for the 2011 National Leadership Conference and experience Washington, D.C.

Use the below links for more information. More info will be added throughout the year!

- **NLC Pre-Conference Publication** - The comprehensive PDF guide to attending the 2011 National Leadership Conference in Washington, D.C.
- **NLC Webinars** - NLC training, info, orientations and more.
- **NLC 2011: General Information** - Info on promotion changes, session and other details specific to NLC 2011 in DC.
- **NLC Highlights** - Programs, opportunities and presentations at the 2011 National Leadership Conference.
- **Capitol Hill Day: Thursday, May 5** - BPA will provide transportation to the Capitol for the purpose of meeting with your State Senator and/or Representative during our 2011 National Leadership Conference Thursday during the day.
- **NLC Registration Information** - Prices, deadlines, and other details.
- **NLC Hotel and Travel Information** - Travel and housing information for the 2011 NLC.

National Leadership Conference Documents

NLC 2011 Pre-Conference Publication

Related Pages

- National Leadership Conference
- Earn Your Spot at the 2011 NLC
- Competitive Events
- Competitive Event Listing
- NLC Success Sessions

Related Wire Articles

- Member Shares Regional Conference Experience
- The Curtain Rises on NLC 2010
- 2009 NLC wraps up in Dallas

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.

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