

**GLENBROOK
SOUTH
HIGH SCHOOL**

Northfield Township High School District 225

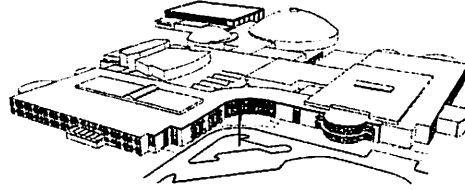
Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley *BKW*

Re: GBS POMS National Competition

Date: October 13, 2010



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 from Julie Manning to take the Varsity Titan Poms to the Universal Dance Association Dance Team Competition. This year represents the 7th time GBS students have qualified for and represented GBS in this prestigious competition. As defined in the attached Board Policy 7050, this will be an Educational Tour, which is travel conducted, but not financed, by the district.

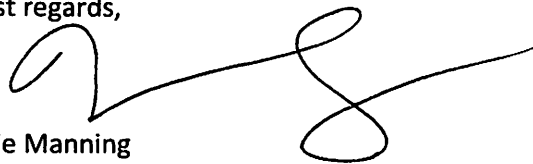
I am proud of the accomplishments of these students and grateful for the honor this type of success brings to the Glenbrooks. I support the approval of this tour.

Please let me know if you need any additional information.

Dear Board Members,

I am writing to ask your permission to take the Varsity Titan Poms to the Universal Dance Association National Dance Team Competition. This prestigious competition will take place in Orlando, Florida on February 3 – 7, 2011. The Varsity Titan Poms have already begun their preparations for the competition. The Poms qualified for Nationals in July at the Illinois State Elite Camp. The girls earned a superior trophy and were recognized as the most improved team at the camp. The girls have worked throughout the summer at GBS camp as well as participated in numerous weekend and afterschool practices to prepare for this privilege. The National Dance Team competition is televised on ESPN and is a fabulous opportunity for our team to grow and progress as dancers and teammates. I very much appreciate your support.

Best regards,

A handwritten signature in black ink, appearing to read 'Julie Manning'. The signature is fluid and cursive, with a large loop at the end.

Julie Manning

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN ___ GBS X GBE ___ GBOC ___ District ___

II. Initiator JULIE MANNING Phone 486-4661
Position POM DIRECTOR Date of Submission 10/6/10

III. Dates and Times of Leave/Return
Total Number of School Days Missed per Person 2
Departure Date/Time 2/3/11 - 6⁰⁰pm. Return Date/Time 2/7/11 - 8⁰⁰pm.

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
Teachers and Staff JULIE MANNING + ADDITIONAL PARENT
CHAPERONES
Students _____

V. Description, Destination, and Reason for Trip
TRIP TO ORLANDO, FLA. FOR THE UDA NATIONAL DANCE TEAM CHAMPIONSHIP. THIS COMPETITION WILL FIELD THE BEST DANCE TEAMS IN THE COUNTRY.

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

	Total Amount	Per Person	Account #
* see attached *			
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] Supervisor [Signature] Principal [Signature] Superintendent
10/7/10 Date 10/13/2010 Date _____ Date _____

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

Request for Travel - National

Cost for Staff

Total Number of Staff

1

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$0.00	\$0.00	
Food	\$150.00	\$150.00	
Transportation			
Air	\$229.00	\$229.00	
Bus/Car		\$0.00	
Lodging	\$449.00	\$449.00	
Substitute	\$0.00	\$0.00	SUB
Total		\$828.00	

Cost for Students

Total Number of Students

20

	Per Student	Total
Transportation		
Air	\$229.00	\$4,580.00
Food	\$150.00	\$3,000.00
Bus/Car		
Lodging	\$449.00	\$8,980.00
Total		\$16,560.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$0.00	\$0.00

As Per October 6, 2009 GBS Memo

Students	Per Student	Total	Account #
Total Student Cost	\$828.00	\$16,560.00	
Student Activities Contribution		\$0.00	
Total Cost to Student	\$828.00	\$16,560.00	Students

Note: The minimum students could contribute as per board policy is \$2,396.25.

Summary of Costs

Total Cost of Trip for Students and Staff	\$17,388.00
Total Cost for Students and Staff Funded by District	\$0.00
Total Cost Funded by Students	\$16,560.00

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