

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

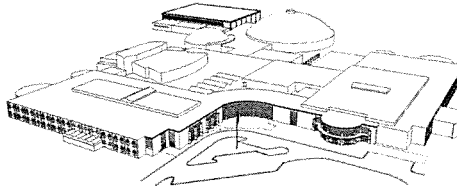
Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BKW*

Re: GBS Broadcast Trip

Date: February 4, 2014



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 for Mark Ferguson's television students who are requesting approval for a trip to the National Association of Broadcasters Annual Convention in Las Vegas, NV from April 6th through April 9th. The students will be making a documentary of the broadcast industry's emerging practices and technologies. Students will also have a unique opportunity to network with professionals and other students. They will specifically join Lyons Township High School television students at the event as well.

This is a student trip as described by Board Policy 7230 (attached). For this trip, students will cover their costs personally and through fundraising. The only cost to the district will be the cost associated with Mr. Ferguson.

I support this valuable experience. Please let me know if you need anything further.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN ___ GBS GBE ___ GBOC ___ District ___
II. Initiator MARK FERGUSON Phone 4562
Position TELEVISION INSTRUCTOR Date of Submission 2/3/14

III. Dates and Times of Leave/Return
Total Number of School Days Missed per Person 23
Departure Date/Time 4/6/14 - A.M. Return Date/Time 4/9 - P.M.

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
Teachers and Staff MARK FERGUSON
Students 8 students

V. Description, Destination, and Reason for Trip
National Association of Broadcasters Annual Convention
This is the premier event for broadcasters and
filmmakers held yearly in Las Vegas, NV
(see attached)

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

| | 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] _____
Supervisor _____ Principal _____ Superintendent _____
2/3/14 _____ 2/4/14 _____
Date Date Date

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

Request for Travel - Television Broadcasting

Cost for Staff

Total Number of Staff 1

| | Per Person | Total (Cost times # of staff) | Account # |
|------------------------|------------|-------------------------------|-----------|
| Registration | \$0.00 | \$0.00 | |
| Food | | | |
| Transportation | | | |
| Air | \$500.00 | \$500.00 | 3317 |
| Bus/Car | \$50.00 | \$50.00 | 382332 |
| Lodging (for 3 nights) | \$150.00 | \$150.00 | 382332 |
| Substitute | \$100.00 | \$300.00 | SUBSCH |
| Total | | \$1,000.00 | |

Cost for Students

Total Number of Students 8

| | Per Student | Total |
|------------------------|-------------|-------------------|
| Transportation | | |
| Air | \$500.00 | \$4,000.00 |
| Bus/Car | \$50.00 | \$400.00 |
| Lodging (for 3 nights) | \$150.00 | \$1,200.00 |
| Total | | \$5,600.00 |

Cost of Registrations, etc.

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

| Students | Per Student | Total | Account # |
|---------------------------------|-------------|------------|-----------|
| Total Cost | | \$5,600.00 | |
| Student Activities Contribution | | \$0.00 | |
| Total Cost to Student | \$700.00 | \$5,600.00 | Students |

Summary of Costs

| | |
|------------------------------------------------------|------------|
| Total Cost for Students and Staff | \$6,600.00 |
| Total Cost for Students and Staff Funded by District | \$1,000.00 |
| Total Cost Funded by Students | \$5,600.00 |

NATIONAL ASSOCIATION OF BROADCASTERS CONVENTION APRIL 6-9, 2014

TRIP RATIONALE

The National Association of Broadcasters annual convention (NAB show) is the premiere event in media, film, and broadcasting. It is the biggest international expo in the world, and it will provide our students with unique opportunities to learn about the industry trends, new technology, business development, and career networking opportunities.

This is where industry professionals and colleges go, every year, to stay informed and current with the industry and technology. Attending this convention is a HUGE opportunity for our students.

Here are some of the highlights that the NAB show has to offer:

- 90,000+ media and entertainment professionals from over 150 countries
- Over \$18 billion in purchasing power represented on-site
- 1,500+ unique companies spread over 800,000 net square feet
- Five conferences featuring more than 500 skill-building sessions.

The students I take to NAB are exceptionally qualified members of the Advanced Television & Film Production Class. This trip will benefit them academically and personally, exposing them to the premiere industry event, informing them about industry and technology trends, and providing them with unique opportunities to meet and network with industry professionals.

The convention floor is open daily from 9 am to 6 pm. There will be some special presentations and forums that we'll be attending, but the final schedule is not yet available. We plan to attend the Keynote addresses each day, as well as other speakers and industry presentations.

For more information can be accessed at the NAB website: <http://www.nabshow.com/2013>

NAB APPLICATION

National Association of Broadcasters Convention

April 6-9, 2014

Before you apply, please check the following:

- I understand I must be a Junior or Senior currently enrolled in the Advanced Television and Film Production Class for the 2013-2014 school year.
- I understand that if I am selected to attend, I will be responsible for ALL COSTS of my transportation to and from Las Vegas (approximate cost is \$500), my share of the hotel costs (approximately \$200) and any additional money needed for sightseeing, gifts, snacks, etc. *Plan on budgeting approximately \$1000.*
- I understand that to attend I must have a C or better in 5 out of 7 of my classes by the end of third quarter, and that throughout the year until the trip, GBS-TV may check with my teachers to ensure I continue to perform at a satisfactory level in my classes. *Failure to keep grades up will result in my removal from the trip.*
- I understand that my primary objective is to attend and contribute to the National Association of Broadcasters Convention. I know that I will be expected to take notes, photos, or video and report back to the students at GBS-TV in the form of a video presentation upon my return to school.
- I understand that this is an application process and that GBS-TV only has room to take up to 8 total students on this trip. By submitting my application I understand that I am not guaranteed a spot to attend, but rather a chance to be considered for this opportunity.

Student name (printed): _____

Student signature: _____

Parent/Guardian(s): I have read the above as well and understand that if my student is selected to attend and accepts the invitation, that we will be financially responsible for the costs mentioned above, as well as responsible to ensure my students continues to meet the requirements of this trip.

Parent/Guardian name (printed): _____

Parent/Guardian signature: _____

NAB APPLICATION

National Association of Broadcasters Convention

April 6-9, 2014

MOTIVATION & VISION

WHY DO YOU WANT TO GO TO NAB AND WHAT DO YOU WANT TO DO THERE?

Circle the answers that best apply to YOUR interests in going to NAB:

- a) Visit different vendors to learn about new equipment or technology**
- b) Try out products hands-on and ask questions about products**
- c) Attend seminars to learn more about software or equipment**
- d) Look at upcoming technology, equipment, software**
- e) Learn how movies and TV shows are made**
- f) Meet industry professionals and ask questions**

SHORT ANSWER

Please attach your responses to the following questions. Responses must be typed.

- 1. Go to the NAB CONVENTION WEBSITE and navigate around the various offerings at the convention. *In no more than one typed page, explain why you want to attend NAB and how you believe your attendance will help you in your current role at GBS-TV. Reference specific examples from the 2014 convention.***
- 2. Do you want to study film, TV, broadcast journalism, animation, or other creative or technical fields in college? Answer (with brief explanation):**
- 3. In no more than one typed page, finish this sentence: *I feel GBS-TV would benefit from my attendance at this year's conference because...***

NAB APPLICATION

National Association of Broadcasters Convention

April 6-9, 2014

NAME: _____

YEAR IN SCHOOL (circle one): **JUNIOR** **SENIOR**

OF SEMESTERS YOU'VE BEEN ENROLLED IN ADVANCED TV: _____

PRODUCER EXPERIENCE

Please supply titles for projects you've produced for the following categories:

LIVE DIRECTING:

NEWS SEGMENTS (GBSR):

NEWS SEGMENTS (TITAN SPORTS):

SHORT FILMS:

DOCUMENTARIES:

MUSIC VIDEOS:

OTHER:

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

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