## GLENBROOK SOUTH HIGH SCHOOL

Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley

Re: **GBS** Chess Trip

**Date:** March 7, 2012



Northfield Township High School District 225

4000 WEST LAKE AVENUE GLENVIEW, IL 60026 Web: www.glenbrook225.org/south Telephone: 847.729.2000

Fax: 847.486.4462

Attached is a travel request for Daniel Hicks's chess team students who are requesting approval for a trip to the National High School Chess Championship from April 12-16 in Minneapolis, MN. Glenbrook South placed 6th in the state of Illinois and our top board is a legitimate contender for a national title.

We are proud that Glenbrook South has been nominated for this prestigious award, but the main motivation behind this student trip is the conference and onsite competitions in which our editors for the newspaper will participate. I support this 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 (attached).

Although our guidelines stipulate that students will be responsible for 25% of their lodging and travel, Dr. Shellard, will cover \$1,580 of the total student cost, which is less than the 75% usually covered by the district. This variance is simply due to the fact that this is not a regularly budgeted for trip. Glenbrook South has not had a team of this caliber for at least the last decade and we have a desire to help support the trip. Other student expenses are the responsibility of individual students and fundraising efforts by these organizations.

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 X	GBE	GBOC	District	
II.	Initiator	Danie	el Hicks	<u> </u>	Phone		
	Position	Chers	Coach		of Submission		
III.	Dates and T	imes of Leave	/Return			121112	
	Total Numbe	er of School Da	ys Missed per P	erson .	2		
	Departure Da	ate/Time 💾	2/12 -500	n. Return D	ate/Time 4/16	112 - g.m.	
IV.	Name of Inc	lividuals Parti	cipating in Tou	r: (Attach list if no	ecessary.)	112 (1,100)	
	Teachers and Staff		Hicks				
	Students		vdent's				
v.	Description	Destination	and Dogger for	т.:_			
		ational	Hich	School 1	Champia	12:	
		in M	Inneapoli	SMN	2 Couple	nsup	
			V .				
VI.	Cost of Trip	)					
	Was this trip	included in yo	ur Dept	Bldg	District	Budget?	
			Total Amoun	t Per l	Person	Account #	
	Registr	ration _				,	
	Lodgin	g _					
	Meals	(Advance) _					
	Judgin	g			//A		
	Substit	ute Teacher _			//A		
	Transp	ortation					
		Air _				i	
		Bus/Car					
	District	Total _		N		N/A	
	Cost to	Student _		٠		N/A	
VII.	Approval	500	1 X	T KM	L		
	Supervisor		3/	Principal 3/7/2n/2		Superintendant	
		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 - Chess

## Cost for Staff

**Total Number of Staff** 

1

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$50.00	\$50.00	382332
Food	\$32.00	\$128.00	382332
Transportation			
Air	\$200.00	\$200.00	3317
Bus/Car	\$28.00	\$112.00	
Lodging (for 4 nights)	\$141.75	\$567.00	382332
Substitute	\$200.00	\$200.00	SUB
Total		\$1,257.00	

#### **Cost for Students**

Total Number of Students

6

	Per Student	Total
Transportation		1
Air	\$200.00	\$1,200.00
Bus/Car	\$28.00	\$112.00
Lodging (for 4 nights)	\$141.75	\$567.00
Total		\$1,879.00

#### Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$50.00	\$300.00

Students	Per Student	Total		Account #	
Total Cost			\$2,179.00		
Student Activities Contribution			\$1,580.00	382	2332
Total Cost to Student	\$99	83	\$599.00	Students	

## Summary of Costs

Total Cost for Students and Staff	\$3,436.00
Total Cost for Students and Staff Funded by District	\$2,837.00
Total Cost Funded by Students	\$599.00