

GLENBROOK SOUTH HIGH SCHOOL

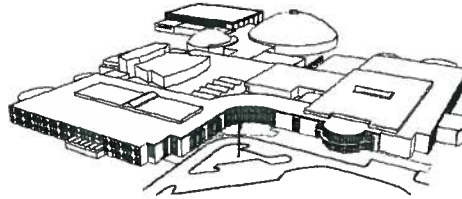
Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026

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Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley

Re: GBS Newspaper Trip

Date: March 7, 2012

Attached is a travel request for Marshall Harris's yearbook students who are requesting approval for a trip to the Spring National Scholastic Press Association Convention from April 12-15 in Seattle, Washington. Our newspaper has been nominated for the Newspaper Pacemaker award.

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, in consultation with me, has determined that his budget can cover a maximum of \$5000 of the total student cost. 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 Marshall Harris Phone _____

Position Newspaper Sponsor Date of Submission 2/2/12

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 2

Departure Date/Time April 12, 2012 Return Date/Time April 15, 2012

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

Teachers and Staff Marshall Harris, chaperone TBD

Students 23 students

V. Description, Destination, and Reason for Trip

National Scholastic Press Association Convention;
Seattle, wa - Attend topic sessions, competitions,
presentations, and award ceremonies

VI. Cost of Trip

Was this trip included in your Dept. _____ Bldg. X 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] [Signature] _____
 Supervisor Principal Superintendent
2/27/12 3/7/2012 _____
 Date Date Date

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

Request for Travel - Newspaper

Cost for Staff

Total Number of Staff

2

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$85.00	\$170.00	382332
Food	\$32.00	\$192.00	382332
Transportation			
	Air	\$350.00	\$700.00
	Bus/Car		3317
Lodging (for 3 nights)	\$199.00	\$597.00	382332
Substitute	\$200.00	\$400.00	SUB
Total		\$2,059.00	

Cost for Students

Total Number of Students

23

	Per Student	Total
Transportation		
	Air	\$350.00
	Bus/Car	\$8,050.00
Lodging (for 3 nights)	\$163.56	\$3,434.76
Total		\$11,484.76

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$85.00	\$1,955.00

Students	Per Student	Total	Account #
Total Cost		\$13,439.76	
Student Activities Contribution		\$5,000.00	382332
Total Cost to Student	\$366.95	\$8,439.76	Students

Summary of Costs

Total Cost for Students and Staff	\$15,498.76
Total Cost for Students and Staff Funded by District	\$7,059.00
Total Cost Funded by Students	\$8,439.76