

**GLENBROOK
SOUTH
HIGH SCHOOL**

Northfield Township High School District 225

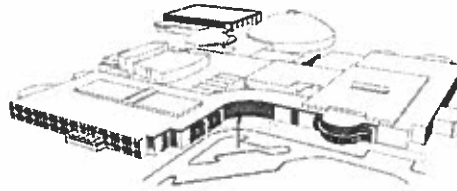
Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BW*

Re: GBS Speech/I.E. National Tournament

Date: April 15, 2013



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 Afrodite Skaouris' National Speech competition from Sunday, June 16, 2013 through Saturday, June 22, 2013. This year 3 GBS students qualified for the National Forensic League Tournament. I am proud of the accomplishments of these students and grateful for the honor this type of success brings to the Glenbrooks.

This national travel follows the established guidelines, which include students being responsible for 25% of their lodging and travel, and is an Educational Trip covered under Board Policy 7230, which is attached. The remaining costs of this trip will be covered by the GBS budget.

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN _____ GBS _____ GBE _____ GBOC _____ District _____
 II. Initiator Afrodite Skaouris Phone Ext. 4494
 Position GBS Head Speech Coach Date of Submission _____

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person None
 Departure Date/Time 6/10/13 @ 6:00 am Return Date/Time 6/22/13 @ Noon

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff Afrodite Skaouris, Austin Smith, Dan Holloway
 Students 3 Students

V. Description, Destination, and Reason for Trip
Students will travel by airplane to Birmingham, AL from Sunday, 6/10 through Saturday, 6/23 to compete in the National Forensic League's annual national speech tournament.

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

	Total Amount	Per Person	Account #
Registration	\$240	\$80	
Lodging	\$2,594.40	\$108.10 for 6 nights (4 rooms total)	
Meals (Advance)	\$588	3 coaches for 6 days plus 1 breakfast	
Judging	\$100	N/A	
Substitute Teacher		N/A	
Transportation			
Air	\$2,397.80	flights for 3 students + 3 coaches	
Bus/Car	\$680.60	(\$200 gas + 480.60 rental car)	
District Total	\$6053.85	N/A	N/A
Cost to Student	\$546.95		N/A

VII. Approval
[Signature] [Signature] _____
 Supervisor Principal Superintendent
4/8/13 4/9/13 _____
 Date Date Date

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

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

Cost for Staff

June 16th-June 22nd, 2013

Request for Travel - National
National Forensic League Tournament

Birmingham

Total Number of Staff

3

	Per Person	Total (Cost times # of staff)	Account #
Food	\$196.00	\$588.00	
Transportation			
Air	\$399.63	\$1,198.89	
Bus/Car	\$113.43	\$340.29	
Lodging (for 6 nights)	\$648.60	\$1,945.80	
Substitute			SUB
Total		\$4,072.98	147343

Meals for Staff	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
Per Day Cost	\$32.00

Cost for Students

Total Number of Students

3 (3 females)

	Per Student	Total	Student Cost (25%)	District Cost (75%)	Account #
Transportation					
Air	\$399.63	\$1,198.89	\$299.72	\$899.17	
Bus/Car	\$113.43	\$340.30	\$85.08	\$255.22	
Lodging (for 6 nights)	\$216.20	\$648.60	\$162.15	\$486.45	
Total		\$2,187.79	\$546.95	\$1,640.84	147343

Cost of Registrations, Judging and/or Officiating

	Total Cost	Account #
Registration	\$80.00	147343
Judging/Officiating	\$100.00	147343

Summary of Costs

COST TO DISTRICT:	\$6,053.82 (Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$546.95 (Total of the 25% student cost)
COST OF TRIP:	\$6,600.77 (Cost to district plus cost of student)

MEMO

To: Dr. Brian Wegley
Mr. Gary Freund
Dr. Jim Shellard

cc: Roseanne Mackie

From: Afrodite Skaouris – GBS Speech Team

Date: April 8, 2013

Re: Request for Nationals Trip—Speech Team Individual Events

This is the trip request for the National Forensics League Tournament on June 16-22, 2013. This is the annual national tournament that will be held in Birmingham, Alabama and we are thrilled that three GBS students have qualified. All three coaches of our staff will attend to continue to lead different events and students. They will also be needed to complete the coaching obligations.

This trip will leave on Sunday, June 16th at 6:00 a.m. and will return on noon on Saturday, June 22nd.

Cost breakdowns follow:

Flights

3 coaches and 3 students will be flying from O'Hare to Birmingham.

Total for all flights with tax and fees = \$2397.78

Principals' Contribution (-25% of student flights) = \$2098.06

Hotel Rooms

We will be in four hotel rooms (3 students + 3 coaches) for six nights.

Total for all rooms with tax = \$2,594.40

Principals' Contribution (-25% of student rooms) = \$2432.25

Entry Fee

3 competitors @ \$60.00 for main events + 3 competitor @ \$20 each for supplemental = \$240.00

Total/Principal's Contribution: \$240.00

Judging Bond

1 @ \$100.00 = \$100.00

Meal Money

3 adults @ \$32.00 a day for 6 days + breakfast 1 additional morning --\$588.00

TOTAL = \$588.00

Ground Transportation

7-passenger rental car from Hertz = 480.60

Gasoline 500 miles X (1 gallon/10 miles) (\$4.00/gallon) = \$200

Principals' Contribution (-25% of student travel) = \$595.52

TOTAL BUDGET REQUEST: \$6,053.82

Glenbrook High Schools Guidelines for Student Trips

Standards for Approval

- Contests/activities must be approved by the IHSA or meet the guidelines established by the National Association of Secondary School Principals in its publication: "National Advisory List of Approved Student Contests and Activities"
- Contests/activities must comply with the provisions of Board Policy 7230: Student Trips
- Any student trips resulting from a state, contiguous state, or national competition must be pre-approved by the school administration
- Entry fees, registration, judging and/or officiating will be paid by the school district
- Expenses for students on free/reduced lunch will be handled in accordance with Board Policy 8170: Student Aid for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education

Local (Within Cook or Contiguous Counties)

- The school district will provide transportation
- Meals and lodging will be provided by the students, parents, or sponsoring organization through fundraising activities

State/Contiguous State

- The school district will provide transportation and lodging
- Meals will be provided by the students, parents, or sponsoring organization through fundraising activities

National

- The school district will provide 75% of the transportation and lodging expenses
- Meals and the remaining 25% of transportation expenses will be provided by the students, parents, or sponsoring organization through fundraising activities

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

7230
Page 1 of 3 pages

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

7230

Page 2 of 3 pages

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