

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

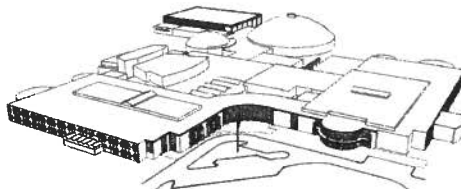
Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley

Re: GBS Yearbook Trip

Date: January 19, 2011



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 Brenda Field's Yearbook Students who are requesting approval for a trip to the Spring Columbia Scholastic Press Association National Convention from March 16-19. At this conference, the prestigious Crown Award is decided. Glenbrook South High School is the only school from Illinois to receive this honor.

Though we will be proud of the Crown Award nomination if it is forthcoming in March, the main motivation behind this student trip is the conference and onsite competitions in which our editors for the yearbook will participate. I support this experience and am convinced of the value of this unique opportunity, which is a student trip as described by Board Policy 7230 (attached).

For this trip, the students will cover their costs personally and through fundraising. The only cost incurred by the school is the travel costs for the two staff members involved.

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 BRENDA FIELD Phone X 4509

Position YEARBOOK SPONSOR Date of Submission 1/13/11

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 2

Departure Date/Time 3/16/11 - 3:30pm Return Date/Time 3/19/11 - 9:00 p.m.

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

Teachers and Staff Brenda Field + 1 additional chaperone

Students 18 students

V. Description, Destination, and Reason for Trip

Columbia Scholastic Press Assoc. National Convention; New York, N.Y. Attend topic sessions and learn of Crown Award winners


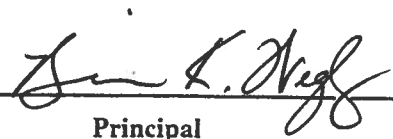

VI. Cost of Trip

Was this trip included in your Dept. ___ Bldg. X District ___ Budget?

	Total Amount	Per Person	Account #
Registration		99.00	
Lodging		3 nts (88/nt/person)	
Meals (Advance)		teachers 3day 632/day	
Judging		N/A	
Substitute Teacher		N/A	
Transportation			
Air		190.00	
Bus/Car		50.00	
District Total		N/A	N/A
Cost to Student			N/A

SEE ATTACHED

VII. Approval




 Supervisor _____ Principal _____ Superintendent _____
1/15/11 1/18/11 _____
 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 - National

Cost for Staff

Total Number of Staff

2

Meals for Staff	
Breakfast	\$6.00
Lunch	\$10.00
Dinner	\$16.00
Cost per Day	\$32.00

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$99.00	\$198.00	382332
Food	\$96.00	\$192.00	382332
Transportation			
Air	\$190.00	\$380.00	382332
Bus/Car			
Lodging (for 3 nights)	\$264.00	\$528.00	382332
Substitute	\$198.00	\$396.00	SUB
Total		\$1,694.00	382332

Cost for Students

Total Number of Students

18

	Per Student	Total
Transportation		
Air	\$190.00	\$3,420.00
Bus/Car	\$50.00	\$700.00
Lodging (for 3 nights)	\$264.00	\$3,960.00
Total		\$8,080.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$99.00	\$1,782.00

Student Costs

Students	Per Student	Total	Account #
Total Cost	\$547.89	\$9,862.00	
Payment by students	\$350.00	\$6,300.00	
Student Activities Contribution	\$197.89	\$3,562.00	830380
Total Cost to Student	\$350.00	\$6,300.00	Students

Yearbook Fundraising

Summary of Costs

Total Cost for Students and Staff	\$11,556.00
Total Cost for Students and Staff Funded by District	\$1,694.00
Total Cost Funded by Students	\$6,300.00
Total Cost Funded by Fundraising	\$3,562.00

Columbia Scholastic Press Association

COLUMBIA SCHOLASTIC PRESS ASSOCIATION

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Conventions and Workshops

Overview

Spring National Convention

The 87th annual national CSPA convention will take place at Columbia University from **Wednesday, March 16 through Friday, March 18, 2011**.

Attendance is open to student editors and faculty advisers to newspapers, yearbooks, magazines, video productions and online media from schools throughout the United States and Canada, as well as overseas schools following an American plan of education.

Convention delegates can choose from 350 or more sessions organized in seven sequences: newspaper, yearbook, magazine, photography, broadcasting, advisers and law and ethics. All seven sequences will run simultaneously throughout the three days of the convention.

The winners of the Crown Awards for top publications will be presented at the Awards Convocation on Friday afternoon.

Tentative information on registration, sessions and including travel directions, [are available here](#).

The 2012 dates are March 14, 15 & 16.

Summer Journalism Workshop

The CSPA invites newspaper and yearbook staffs to its 28th annual summer event for student journalists: its Summer Journalism Workshop, to be held at Columbia University from June 19-24, 2011.

Registration for this five-day intensive program will be limited to 350 participants, with no more than 30 from each school.

Registration and other information, including travel directions, [are available here](#).

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 [2010-11 CSPA Online Membership Form](#)

 [2011 Gold Circle Online, Video & Yearbook Entry Form](#)

 [2011 Spring Convention Registration Form](#)

 [2011 Spring Convention Additional Delegate Form](#)

Quick Links

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- [Gold Circle 2010 College News & Magazine Winners](#)
- [2010-11 CSPA Membership Form](#)

Search

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CSPA

Columbia University
Mail Code 5711
New York, NY 10027-6902

Phone: (212) 854-9400
Fax: (212) 854-9401

cspa@columbia.edu



Fall Regional Conference

CSPA's 72nd annual Fall Conference will take place on Monday, November 7, 2011 on Columbia University's historic Morningside Heights campus in New York City. The conference is open to student editors and faculty advisers to student newspapers, yearbooks and magazines. All types of secondary schools are eligible to participate: public, private and parochial.

The Fall Conference will offer about 80 classroom sessions during the day. Session topics will include: writing and editing; staff organization and motivation; design and layout; suggestions for special areas of coverage; and legal and ethical concerns for advisers and editors.

Advisers are welcome to attend sessions with students; in addition, some sessions will be organized for advisers only.

The Conference takes place during a short academic holiday for Columbia University and usually occurs the day after the New York City Marathon. Since hotel rooms are hard to reserve because of the Marathon, this conference is primarily advertised in the Northeastern states, although student and teachers from other states may also attend.

Registration and other information, including travel directions, are available here.

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CSPA is an international student press association, founded in 1925, whose goal is to unite student journalists and faculty advisers at schools and colleges through educational conferences, idea exchanges, textbooks, critiques and award programs.



• [Future CSPA Dates](#)

[SPR Today](#)

See the latest issue at studentpressreview.com

Columbia Scholastic Press Association

COLUMBIA SCHOLASTIC PRESS ASSOCIATION

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CSPA presents Scholastic Awards Finalists

- [Middle School Magazine Crown Finalists](#)
- [Middle School Newspaper Crown Finalists](#)
- [Middle School Yearbook Crown Finalists](#)
- [High School Magazine Crown Finalists](#)
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Congratulations to the publications who are finalists for the 2011 Crown Awards. All publications listed below will receive either a Silver or Gold Crown.

A total of 1,434 newspapers, magazines and yearbooks published during the 2009-2010 academic year were eligible for judging in the 2011 Crown Awards Program.

More Information

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[Site Map](#)

CSPA
Columbia University
Mail Code 5711
New York, NY 10027-6902

Phone: (212) 854-9400
Fax: (212) 854-9401

cspa@columbia.edu

Scholastic Crown Award finalists will be presented with either a Gold or Silver Crown Award during CSPA's [87th Annual Convention](#), held from March 16-18, 2010 at Columbia University.

The Awards Convocation for Scholastic Crown recipients will take place on Friday, March 18, 2010 in the Roone Arledge Auditorium of the Alfred Lerner Student Center on Columbia's Morningside Heights campus.

Gold Crowns have been awarded annually since 1982, and Silver Crowns have been given since 1984.

Edmund J. Sullivan, executive director of the CSPA, will present plaques to those winners attending the Convention. Remaining awards will be mailed beginning March 28th.

The CSPA is an international student press association uniting student journalists and faculty advisers at schools and colleges through educational conferences, idea exchanges and award programs. Owned by Columbia University since 1925 and operated as a program associated with its Graduate School of Journalism, the Association offers three major services: 1—annual competitions and awards for members, including the Crown Awards, 2—planning two conventions (one national, one regional) and a week-long summer workshop at Columbia, plus 3—small press publishing activities to support magazine articles published as part of its website and one to two books per year.

- [General Information](#)
- [Purchase Crown Duplicate Plaques](#)
- [2011 Crown Judges](#)
- [Crown Award Recipients](#)



The Harbinger, Shawnee Mission East High School, Prairie Village, KS;
The Liberator, Liberal Arts & Science Academy High School, Austin, TX;
The Lion's Tale, Oviedo High School, Oviedo, FL;
The Marquee, Marcus High School, Flower Mound, TX;
The Muse, Dreyfoos School of the Arts, West Palm Beach, FL;
The Newtonite, Newton North High School, Newtonville, MA;
The Nexus, Westview High School, San Diego, CA;
The Northwest Passage, Shawnee Mission Northwest, Shawnee, KS;
The Prospector, Prospect High School, Mount Prospect, IL;
The Record, Horace Mann School, Bronx, NY;
The ReMarker, St. Mark's School of Texas, Dallas, TX;
The Southerner, Henry W Grady High School, Atlanta, GA;
The Spoke, Conestoga High School, Berwyn, PA;
The Talon, Exeter High School, Exeter, NH;
The Tower, Grosse Pointe South High School, Grosse Pointe Farms, MI;
U-High Midway, University High School, Chicago, IL.
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High School Yearbook Crown Finalists

Carillon, Bellaire High School, Bellaire, TX;
Cavalier, George Washington High School, Danville, VA;
Crimson, duPont Manual High School, Louisville, KY;
Decamhian, Del Campo High School, Fair Oaks, CA;
Details, Whitney High School, Rocklin, CA;
El Paisano, Westlake High School, Austin, TX;
Eques, Ponderosa High School, Parker, CO;
Espirit de Corps, Eisenhower High School, Shelby Township, MI;
* *Etruscan*, Glenbrook South High School, Glenview, IL; *
Falcon, Glendale High School, Springfield, MO;
Gladiator, Troy High School, Troy, MI;
Governor, John B. Connally High School, Austin, TX;
Hauberk, Shawnee Mission East High School, Prairie Village, KS;
Hoofbeats, Burges High School, El Paso, TX;
Hoofprint, San Dieguito Academy, Encinitas, CA;
Indian, Shawnee Mission North High School, Overland Park, KS;
Laconian, Salem High School, Salem, VA;
Legend, Boone High School, Orlando, FL;
Log, Columbus North High School, Columbus, IN;
Marksman, St. Mark's School of Texas, Dallas, TX;
Odyssey, Chantilly High School, Chantilly, VA;
Palm Echo, Miami Palmetto Senior High School, Miami, FL;
Panther Tale, Duncanville High School, Duncanville, TX;
Pride, Franklin High School El Paso, TX;
Rampages, Casa Roble High School, Orangevale, CA;
Reflections, Mauldin High School, Mauldin, SC;
Resume, George Walton Academy, Monroe, GA;
Saga, Loudoun Valley High School, Purcellville, VA;
Summit, Smoky Hill High School, Aurora, CO;
Teleios, Mount Paran Christian School, Kennesaw, GA;
The Buzzer, Brookville High School, Lynchburg, VA;
The Clan, McLean High School, McLean, VA;
The Confederate, Lee-Davis High School, Mechanicsville, VA;
The Guardian, Westfield High School, Chantilly, VA;
The Hawk, Pleasant Grove High School, Texarkana, TX;

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.

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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

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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