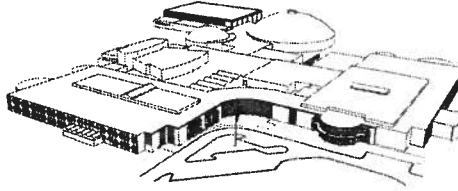


**GLENBROOK
SOUTH
HIGH SCHOOL**

Northfield Township High School District 225



4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: gbs.glenbrook.k12.il.us
Telephone: 847.729.2000
Fax: 847.486.4462

Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley *BKW*

Re: GBS Yearbook Trip

Date: June 3, 2011

Attached is a travel request for Brenda Field's yearbook students who are requesting approval for a trip to the Jostens Creativity Workshop in Minneapolis, MN from June 20 – 22nd. This is an invitation only workshop that provides unique educational opportunities for five of next year's editors.

As defined by Board Policy 7050 (attached), this is an educational tour, which is conducted by the district, but not financed by the district.

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 BRENDA FIELD Phone X 4509

Position YEARBOOK ADVISER Date of Submission 5/20/11

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 0

Departure Date/Time Monday, 6/20/11 Return Date/Time Wed., 6/22/11

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

Teachers and Staff Brenda Field + 5 yearbook editors

Students _____

V. Description, Destination, and Reason for Trip

Josten's Creativity Workshop in Minneapolis, MN, specialized + advanced training/planning for 2012 yearbook
Unique ed. opportunity given the instructors + level of training.

VI. Cost of Trip

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

	Total Amount	Per Person	Account #
Registration	225.00	37.50	
Lodging	571.20	95.20 (119 / room 6 2 nights)	
Meals (Advance)	—	—	
Judging	—	N/A	
Substitute Teacher	—	N/A	
Transportation			
Air	1080	180.00	
Bus/Car	—	—	
District Total	312.70	N/A	N/A
Cost to Student	1563.50	312.70	N/A

VII. Approval

Supervisor Principal Superintendent
5/31/11 6/6/2011 _____
 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 Tour**Cost for Staff****Total Number of Staff**

1

	Per Person	Total (Cost times # of staff)
Registration	\$37.50	\$37.50
Food	\$0.00	\$0.00
Transportation		
Air	\$180.00	\$180.00
Bus/Car		\$0.00
Lodging (for 5 nights)	\$95.20	\$95.20
Substitute	\$0.00	\$0.00
Total		\$312.70

Cost for Students**Total Number of Students**

5

	Per Student	Total
Transportation		
Air	\$180.00	\$900.00
Bus/Car		\$0.00
Lodging (for 2 nights)	\$95.20	\$476.00
Total		\$1,376.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$37.50	\$187.50

Students	Per Student	Total
Total Student Cost		\$1,563.50
Student Activities Contribution		\$0.00
Total Cost to Student	\$312.70	\$1,563.50

Summary of Costs

Total Cost of Trip for Students and Staff	\$1,876.20
Total Cost of Trip for Students and Staff Funded by District	\$312.70
Total Cost Funded by Students	\$1,563.50

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050

Page 1 of 2 pages

Section A - Introduction

The Board of Education of District #225 believes that educational travel experiences can provide significant educational experiences for Glenbrook students. However, it is the policy of the Board of Education that such travel experiences should not be scheduled to conflict with normal student attendance days. Under extraordinary circumstances, the Board may approve exceptions to this policy.

Section B - Educational Tours: Travel Conducted, but Not Financed, by the District

1. The Board of Education is authorized by Illinois statute to conduct educational tours as a supplement to particular courses of instruction, within or without the district, the State of Illinois, or the United States.
2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for educational tours conducted outside the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more.
3. No student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour. Cost of said insurance shall be assumed by the organization financing the tour. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.
4. The Board of Education is not authorized to use school funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the payment of salaries of necessary personnel while on tour if the personnel are performing in the ordinary course of their employment.
5. All school rules and regulations regarding student conduct shall apply for students participating in educational tours.

Section C - Educational Travel : Travel Not Sponsored, Supported, or Conducted by the District

1. The Board of Education authorizes the superintendent to approve requests submitted by a school employee or a private agency and which have been recommended for approval by the principal, to use school facilities to inform students of educational travel programs within any of the fifty United States or any foreign country which, in the discretion of the principal and the superintendent, have educational significance for the district's students. Such use may be granted only with the clear understanding that the program is not sponsored or supported by the Board of Education and that the Board of Education assumes no legal responsibility or financial liability related to the program. Further, all materials used by the sponsoring agency in publicizing the program must contain a statement to this effect which has been approved by the superintendent. These same materials must also carry the identification of the sponsoring agency.
2. No student or employee may participate in educational travel unless he has accident and health insurance coverage protecting against bodily injury or death and, if an employee, disability while participating in the educational travel. Cost of said insurance shall be assumed by the employee or private agency financing the educational travel. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

Glenbrook equipment, materials or supplies, including stationery, shall be used for school-sponsored activities only, and shall not be used for any educational travel which is not school sponsored.

Section E - Student Trips Exclusion

Student trips are not included within the provisions of this policy.

Approved: April 12, 1971
Revised: February 5, 1973
Revised: December 1, 1975
Revised: February 6, 1978
Revised: January 23, 1984
Revised: September 10, 1984
Reviewed: November 14, 1988
Revised: October 28, 1996
Revised: November 27, 2000

Yearbook Creativity

W O R K S H O P

BY INVITATION ONLY

- > Participation in the Yearbook Creativity Workshop is limited to key decision makers on your staff. Advisers are required to attend.
- > Total workshop participation will be limited to approximately 100 students (5 per school) to facilitate a personal environment.
- > While there will be a limited number of instructional presentations, the focus will be on intensive planning of your concept, coverage and design for your 2012 yearbook.
- > Staffs are required to bring laptops loaded with Adobe InDesign and Jostens YearTech or internet capability for Yearbook Avenue.
- > A library of award-winning 2011 yearbook and magazines will be available for your reference and inspiration.

CREATIVITY COACHES

- > **MARTHA AKERS:** Loudoun Valley High School [VA], 2005 National Yearbook Adviser of the Year
- > **GARY LUNDGREN:** Jostens Senior Program Manager/Education, former director of Student Publications at the University of Arkansas and former ASPA director
- > **BRUCE WATTERSON:** Chair, Columbia Scholastic Press Association Judging Standards and Practices Committee and former award-winning high school and collegiate publications adviser

Additional creativity coaches may be added based enrollment.

WORKSHOP SCHEDULE

> 06.20.11 MONDAY:

- 1-3 p.m.** Welcome, Expectations, Yearbook Show & Tell, Coverage & Concept instructional presentation
- 3-6 p.m.** Staff work time
- 6-7 p.m.** Dinner provided, group ice-breaker activity
- 7-9 p.m.** Staff work time

> 06.21.11 TUESDAY:

- 8 a.m.** Continental breakfast provided by the Marriott Residence Inn for hotel guests
- 9-10:30 a.m.** Visual and Verbal Trends instructional presentation
- 10:30-Noon** Staff work time
- Noon-1 p.m.** Lunch provided
- 1-3 p.m.** Editorial Leadership training
- 3-5:30 p.m.** Staff work time
- 6 p.m.** OPTIONAL Yearbook Nerds' Night Out, Southdale Center, Mall of America or Water Park of America, dinner and entertainment expenses on your own, transportation provided for hotel guests

> 06.22.11 WEDNESDAY

- 8 a.m.** Continental breakfast provided by the Marriott Residence Inn for overnight guests.
- 9-11:30 a.m.** Staff work time
- 11:30-2 p.m.** Lunch provided, Staff Presentations & Critiques

Join us for an intense, hands-on Yearbook Creativity Workshop on June 20-22 at the Jostens headquarters in Minneapolis.

> WORKSHOP REGISTRATION

FEE: A flat registration fee of **\$225 per school** covers instructional materials, Monday dinner and Tuesday/Wednesday lunch.

> **HOTEL:** Lodging is a quick and easy one-block walk from Jostens. Out-of-town yearbook staffs, with adviser/chaperones, may take advantage of a special Jostens rate of **\$119 per night** plus tax for two-room suites featuring a separate bedroom and living area with full kitchen. Free high-speed internet is available along with direct access to Edinborough Park with complimentary use of gymnasium, running track and Olympic-style pool. Complimentary airport transportation is also provided.

To book reservations, call Lynn Anfinson, director of hotel sales, 952.893.9300, ext. 6156 or email lanfinson@shanercorp.com.

