

# GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

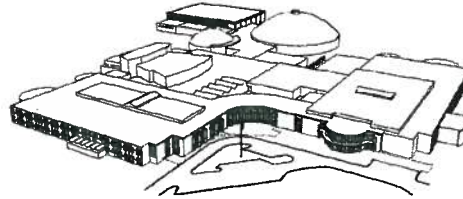
4000 WEST LAKE AVENUE

GLENVIEW, IL 60026

Web: [www.glenbrook225.org/south](http://www.glenbrook225.org/south)

Telephone: 847.729.2000

Fax: 847.486.4462



*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Brian K. Wegley

**Re:** GBS Yearbook Trip

**Date:** March 7, 2012

Attached is a travel request for Brenda Field's yearbook students who are requesting approval for a trip to the Spring National High School Journalism Convention from April 12-15 in Seattle, Washington. At this conference, the prestigious Pacemaker Award is conferred. The NSPA Pacemaker Award has existed since 1927, is independent of publishing companies and has been considered by many to be student journalism's highest honor. Yearbooks are judged based upon the following criteria: writing/editing, design, content, concept, photography, art and graphics. GBS's yearbook has been named as a finalist every year since 2002 and GBS won the Pacemaker Award in 2002, 2003, 2004, 2008 and 2011.

We are proud that Glenbrook South has once again been the only school nominated in Illinois, but 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 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 BRENDA FIELD Phone                     

Position YEARBOOK SPONSOR Date of Submission 2/27/12

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 Brenda Field + 1 chaperone

Students 16 students

V. Description, Destination, and Reason for Trip

National Scholastic Press Association  
Convention, Seattle, Washington. Students to  
attend topic sessions, 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	<u>                    </u>	<u>                    </u>	<u>                    </u>
Lodging	<u>                    </u>	<u>                    </u>	<u>                    </u>
Meals (Advance)	<u>                    </u>	<u>                    </u>	<u>                    </u>
Judging	<u>                    </u>	N/A	<u>                    </u>
Substitute Teacher	<u>                    </u>	N/A	<u>                    </u>
Transportation			
Air	<u>                    </u>	<u>                    </u>	<u>                    </u>
Bus/Car	<u>                    </u>	<u>                    </u>	<u>                    </u>
District Total	<u>                    </u>	N/A	N/A
Cost to Student	<u>                    </u>	<u>                    </u>	N/A

VII. Approval

<u><i>[Signature]</i></u> Supervisor <u>2/27/12</u> Date	<u><i>[Signature]</i></u> Principal <u>3/7/2012</u> Date	<u>                    </u> Superintendent <u>                    </u> Date
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Reminder: No purchases or expenses prior to Board of Education approval.

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

**Request for Travel - Yearbook**

**Cost for Staff**

Total Number of Staff

1

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$85.00	\$85.00	382332
Food	\$32.00	\$96.00	382332
Transportation			
Air	\$350.00	\$350.00	3317
Bus/Car			
Lodging (for 3 nights)	\$199.00	\$298.50	382332
Substitute	\$200.00	\$200.00	SUB
<b>Total</b>		<b>\$1,029.50</b>	

**Cost for Students**

Total Number of Students

16

	Per Student	Total
Transportation		
Air	\$350.00	\$5,600.00
Bus/Car		
Lodging (for 3 nights)	\$163.56	\$3,434.76
<b>Total</b>		<b>\$9,034.76</b>

**Cost of Registrations, etc.**

	Per Student	Total (Cost times # of students)
Registration	\$85.00	\$1,360.00

Students	Per Student	Total	Account #
Total Cost		\$10,394.76	
Student Activities Contribution		\$5,000.00	382332
<b>Total Cost to Student</b>	<b>\$337.17</b>	<b>\$5,394.76</b>	Students

**Summary of Costs**

Total Cost for Students and Staff	\$11,424.26
Total Cost for Students and Staff Funded by District	\$6,029.50
Total Cost Funded by Students	\$5,394.76