



Date: March 28, 2022

To: Mark Maranto, Rosanne Williamson, Charles Johns, District 225 Board of Education

From: Brenda Field

RE: Yearbook Journalism Education Association (JEA) National Annual Convention, April 6-April 10, 2022

Dear Board of Education,

Below is a proposal for the yearbook trip to the 2022 JEA Annual Convention in Los Angeles, CA. This year's convention takes place April 6-10, 2022. The Journalism Education Association, in collaboration with the National Scholastic Press Association, hosts an annual spring convention. Prior to the pandemic, this in-person event averaged over 4,000 students and advisers from around the country.

As you may be aware, the student journalism programs at Glenbrook South have a long tradition of state and national excellence. In fact, our yearbook is currently the only one in Illinois to be named a finalist for either of the national awards (NSPA Pacemaker and CSPA Crown) often described as the "Pulitzer Prizes of high school journalism."

Without question, these programs have excelled, in part, because students have been afforded opportunities beyond those available to them in the school setting. Conventions like JEA/NSPA expose students to hundreds of practical and professional learning sessions, hands-on workshops and discussion groups. Student participants have opportunities to meet directly with professionals working in the field to gain a better understanding of how what they're doing now connects to future careers. They participate in on-site contests to test their skills. They also have the opportunity to represent Glenbrook South and District 225 in person as their publication is honored with national recognition.

Students leave these conventions inspired, and they use their learning to better the educational experience for other students on staff. Given the project-based, student-run nature of our student publication programs, the lessons learned at convention have an immediate and lasting impact on the work done in the classroom.

JEA/NPSA is hosting the first in-person convention since 2019 this April 6-10, 2022 at the Westin Bonaventure in Los Angeles, California. Because of the pandemic, my current editors

have never attended a national journalism convention. The opportunity to travel to this event would benefit these students and the program moving forward.

Although COVID is not the same concern it was a few months ago, I do want to address a few potential questions related to the trip. JEA and NSPA have put several precautions in place to protect the safety of attendees. Proof of vaccination is required for all attendees, speakers and vendors. Masks are required for all convention programs, and a negative COVID-19 test is recommended prior to traveling. All breakout sessions will be in schoolroom seating with increased distance between attendees. Additionally, Certified Pandemic Compliance Officers will be on site. In terms of our group, Renee Travers and Diana Starcevich would be traveling with me as chaperones, and both have permission from their Instructional Supervisor to remain with a student for the required duration of quarantine in the unlikely event that a student tests positive during the trip.

In accordance with the newly approved student travel policy, there would only be one student per bed, and we would be booking refundable airline tickets. Families would contribute to the trip, but the remaining funding for student travel would be from yearbook fundraising (advertising sales). As a member of the JEA board of directors, my travel and hotel expenses would be paid by the organization.

I am incredibly grateful for the support the district has provided to our program in the two-plus decades I have been the yearbook adviser at Glenbrook South. We would not be where we are without that support, and I continue to appreciate being a part of a district where students and staff can flourish. Thank you for your consideration, and do not hesitate to reach out if you have any questions.

Sincerely,
Brenda Field, MJE
Yearbook adviser
Glenbrook South High School

Materials Enclosed:

Field Trip Request for Overnight Trips, Cost Allocation Worksheet



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Brenda Field Extension: 4509

Activity / Class Name: Etruscan yearbook

Description: JEA/NSPA Spring National Convention: attend sessions, workshops & accept Pacemaker finalist recognition for 2021 yearbook. @ Westin Bonaventure, Los Angeles, CA

Date(s) of Trip: April 6-10, 2022

Number of Chaperones: 3 Number of Students: 25

Names of Chaperones: Brenda Field, Renee Travers, Diana Starceвич

Transportation Information

Departing from: GBS date: April 6 at: after school AM PM

Traveling to (complete address): _____

Returning from (complete address): O'Hare (terminal TBD) date: April 10 at: TBD AM PM

Returning to: _____ date: _____ at: _____ AM PM

Students released from class (indicate time or blocks): _____

Permission Slip Needed? Yes No Waiver Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): 1 D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: per board approval End Collection on: April 1, 2022

Cost Per Student

Cost per Student*: \$ 700.00

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

	<u>Instructional / Course Field Trip</u>	<u>Student Activity / Co-Curricular Field Trip</u>
Account Number:	GBN: <input type="checkbox"/> 10L200 4850 0000 00 000000	<input checked="" type="checkbox"/> <u>AS904180</u>
	GBS: <input type="checkbox"/> 10L300 4850 0000 00 000000	<small>Please write account number above.</small>

For Business Services Department Use

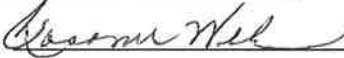
Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: Brenda Field Date: February 9, 2022
Instructional Supervisor or Assistant Principal*:  Date: 3/18/22
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal:  Date: 3/18/2022
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@glenbrook225.org _____

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e-Funds for Schools
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant

Trip Information

Trip Description: JEA/NSPA Spring National High School Journalism Convention, Westin Bonaventure LA

Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ 54.00	Meals:	\$ 108.00
Transportation:		Transportation:	
Air	\$ 700.00	Air	\$ 1400.00
Bus / Car	\$	Bus / Car	\$ 0.00
Lodging:	\$ 1152.32	Lodging:	\$ 2304.64
Total Cost:	\$ 1906.32	Total Cost:	\$ 3812.64

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast	\$ 13.00
Lunch	\$ 15.00
Dinner	\$ 26.00
Per Day	\$ 54.00

Student Expenses

Number of Students: 25

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 700.00	Air	\$ 17500.00
Bus / Car	\$ 14.40	Bus / Car	\$ 360.00
Lodging:	\$ 576.16	Lodging:	\$ 14404.00
Total Cost:	\$ 1290.56	Total Cost:	\$ 32264.00

Other Expenses

Registration:	\$ 3625.00
Judging:	\$
Officiating:	\$
Total Cost:	\$ 3625.00

Total Trip Expenses

Staff Expenses:	\$ 3812.64
Student Expenses:	\$ 32264.00
Other Expenses	\$ 3625.00
Total Cost:	\$ 39701.64

Payment Responsibility

Paid by Students:	\$ 17500.00	Per Student Cost:	\$ 700.00
Paid by District:	\$ 22201.64		

Description of Expenses Paid by Students

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