



To: Dr. Charles Johns

From: Dr. Lauren Fagel

Re: GBS Yearbook CSPA Trip to New York, NY

Date: December 16, 2019

Attached is a travel request for Brenda Field to take yearbook students to the Columbia Scholastic Press Association (CSPA) Spring Convention from March 18-21, 2020, at Columbia University in New York City. At this conference, they will accept the prestigious Crown Award for the 2019 yearbook.

GBS yearbook editors will choose from 350 sessions in the areas of newspaper, yearbook, magazine, online media, video/broadcasting, and law and ethics. They will attend conference sessions on March 19 and March 20. This is a student trip as described by Board Policy 7230 (attached).

I support this request and believe this type of experience will enhance the educational experience of our yearbook students.

Schedule for Editorial Board trip to New York

Wednesday, March 18 (dependent on flight arrangements)

2:30 p.m. depart from school (meet in SAO @ 2 p.m.)

3:00 p.m. check in at O'Hare

5:00 p.m.—depart from Chicago/O'Hare

8:11 p.m.--arrive New York -- LaGuardia

9:30 p.m. check in at Hilton Garden Inn (Times Square)

Thursday, March 19

8:00 a.m.--breakfast

9:00 a.m.--noon—conference sessions at Columbia University

12-1 p.m.--lunch

1:00-3:30—visit NYC magazine or advertising agency

4:30 p.m.—dinner @ Carmine's

7:00-10 p.m.— **(Broadway show)**

Friday, March 20

8:00 a.m.--breakfast

9:00 a.m.--noon—conference sessions at Columbia University

12:30-2:20 p.m.--lunch (*this is the convention lunch break*)

2:20-4:00 p.m.-- CSPA Crown awards ceremony

4:00-7:45 shopping/sightseeing in SoHo area

8:00 p.m.—dinner at John's Pizzeria

Saturday, March 21 (dependent on flight arrangements)

9:00 a.m. breakfast

9:30-10:30 – Central Park

10:30-noon Brunch at Ellen's Stardust Diner

1:00 – depart for airport

3:00—depart NY –LaGuardia

4:30—arrive O'Hare

Hotel information:

Hilton Garden Inn Times Square

790 Eighth Avenue

New York, NY 10019

212.581.7000

Trip Description

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

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): _____ Extension: _____

Activity / Class Name: _____

Description: _____

Date(s) of Trip: _____

Number of Chaperones: _____ Number of Students: _____

Names of Chaperones: _____

Transportation Information

Departing from: _____ date: _____ at: _____ AM PM

Traveling to (complete address): _____

Returning from (complete address): _____ date: _____ at: _____ 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): _____ D225 Van(s): _____ Other: _____

Financial Information

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

Begin Collection on: _____ End Collection on: _____

Cost Per Student

Cost per Student*: \$ _____

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

	Instructional / Course Field Trip	Student Activity / Co-Curricular Field Trip
Account Number:	GBN: <input type="checkbox"/> 10L200 4850 0000 00 000000	<input type="checkbox"/> _____
	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

Requestor: _____ Date: _____

Instructional Supervisor
or Assistant Principal*: _____ Date: _____

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: _____

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: Columbia Scholastic Press Association spring convention; Columbia University

Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ 96.00	Meals:	\$ 192.00
Transportation:		Transportation:	
Air	\$ 186.00	Air	\$ 372.00
Bus / Car	\$ 58.15	Bus / Car	\$ 116.30
Lodging:	\$ 750.00	Lodging:	\$ 1500.00
Total Cost:	\$ 1090.15	Total Cost:	\$ 2180.30

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast	\$ 4.00
Lunch	\$ 8.00
Dinner	\$ 20.00
Per Day	\$ 32.00

Student Expenses

Number of Students: 25

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 186.00	Air	\$ 4650.00
Bus / Car	\$ 58.15	Bus / Car	\$ 1453.75
Lodging:	\$ 188.00	Lodging:	\$ 4700.00
Total Cost:	\$ 432.15	Total Cost:	\$ 10803.75

Other Expenses

Registration:	\$ 4023.00
Judging:	\$ 0.00
Officiating:	\$ 0.00
Total Cost:	\$ 4023.00

Total Trip Expenses

Staff Expenses:	\$ 2180.30
Student Expenses:	\$ 10803.75
Other Expenses	\$ 4023.00
Total Cost:	\$ 17007.05

Payment Responsibility

Paid by Students:	\$ 11250.00	Per Student Cost:	\$ 450.00
Paid by District:	\$ 5757.05		

<p><u>Description of Expenses Paid by Students</u> Lodging, Transportation, Registration. Remaining Balance paid by: Acct # 830380: \$3757.05 ESEC3330: \$2000</p>
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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.

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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