

# Glenbrook North High School

2300 Shermer Road, Northbrook, IL. 60062-6700

## Principal's Office


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To: Dr. Mike Riggle

From: Dr. John Finan 

Re: GBN Broadcasting Trip to California

Date: September 18, 2017

Attached is the formal request from Todd Rubin to take broadcasting students and members of the broadcasting club on an educational tour to Los Angeles and Hollywood, California February 28 – March 5, 2018. The estimated cost of the tour, based on 20 travelers, is \$1600 per student. Students interested in this trip have participated in fundraising opportunities to reduce the cost and will continue their fundraising efforts in the fall.

This is an education tour covered under Board Policy 7050. The Educational Tour is conducted by the district, but not financed by the district and requires approval from the principal, superintendent, and Board.

I support this request. It is a unique opportunity for our students to learn about professional options in broadcasting and build community with students and staff.

# GLENBROOK HIGH SCHOOLS

## Travel Requests Requiring Board of Education Approval

I. School GBN X GBS \_\_\_\_\_ GBE \_\_\_\_\_ GBOC \_\_\_\_\_ District \_\_\_\_\_

II. Initiator TODD RUBIN Phone 509-2569

Position BROADCASTING TEACHER Date of Submission 9/6/17

### III. Date and Times of Leave/Return

Total Number of School Days Missed per Person 2

Departure Date/Time 2/28/18 3:10pm Return Date/Time 3/5/18 8pm

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

Teachers and Staff TODD RUBIN, PEGGY HOLECEK

Students ATTACHED

### V. Description, Destination, and Reason for Trip

THIS TOUR WILL BRING STUDENTS INTO CONTACT WITH THE FILM AND TELEVISION BUSINESS UP CLOSE. TOURS OF STUDIOS, PROFESSIONAL SPEAKERS, COLLEGE VISIT, PLUS LIVE EXPERIENCES WILL HIGHLIGHT THIS TRIP.

### VI. Cost of Trip

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

	Total Amount	Per Person	Account #
Registration	<u>N/A</u>		
Lodging	<u>PART OF QUOTE</u>		
Meals (Advance)	<u>PART OF QUOTE</u>		
Judging	<u>N/A</u>	<u>N/A</u>	
Substitute Teacher	<u>2 DAYS</u>	<u>N/A</u>	
Transportation	<u>PART OF QUOTE</u>		
Air			
Bus/Car			
District Total	<u>BUS TO O'HARE</u>	<u>N/A</u>	<u>N/A</u>
Cost to Student	<u>\$1600 - \$2000</u>		<u>N/A</u>

### VII. Approval

Chad Dake JJJ \_\_\_\_\_

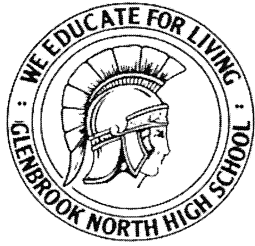
Supervisor Principal Superintendent

9/15/17 9/18/17 \_\_\_\_\_

Date Date Date

**Reminder:** No purchase or expenses prior to Board of Education approval.

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



## **Glenbrook North High School**

### **Broadcasting Department**

2300 Shermer Road  
Northbrook, Illinois 60062  
Phone 847.509.2569

Todd Rubin  
Broadcasting Teacher  
trubin@glenbrook225.org

RE: GBN Broadcasting to Los Angeles

Dr. Finan:

Please consider this letter as a formal request to take registered GBN broadcasting students and members of associated GBN broadcasting club on an educational tour of Los Angeles and Hollywood, California from Wednesday, February 28, 2018-March 5, 2018. Students would miss two school days to attend this educational tour. I've attached our preliminary itinerary and our tour proposal from Brightspark Travel.

Highlights of this tour include visits to Universal Studios, Paramount Studios, a tour and interactive workshop at a film school in Los Angeles (USC or UCLA), attending a live taping of a talk show or game show, a visit to CBS news Los Angeles, as well as having a session of guest speakers including the Director of the Airplane! movie and Executive Producer of an HBO drama series. I have worked closely with Mark Running from Brightspark Travel to customize an itinerary that will not only create amazing memories, but will also give many of our broadcasting students a clearer picture of professional options in the broadcasting world. We believe we have negotiated a very fair price with Brightspark for this ambitious tour; the first of it's kind for Glenbrook North.

Included in the cost of the tour are:

- \*All tour admissions
- \*Most meals
- \*Chartered tour bus with driver
- \*Airfare between Chicago and Los Angeles
- \*Hotel
- \*Overnight security
- \*A 24 hour tour guide at our service who is a local expert and assigned to our group.

Brightspark has quoted our tour to be between \$1500-\$1800, based on number of students attending. At this point, we have 20 broadcasting students who have all committed to going on this trip by providing a detailed application and security deposit of \$150 to secure their spot. We anticipate we can take up to 5 students more in the fall if needed. For a 6 day, 5 night trip with airfare, hotel, meals, transportation, and activities we feel this is an extremely reasonable price. We have already started to raise funds to lessen the cost of this trip. In the spring of 2017 we raffled Hamilton tickets as well as sold Portillo's chocolate cake at Springfest. Alone, these two fundraisers brought in over \$1000, which lowers each student's cost by \$50. In the fall, the students on this trip hope to do more fundraising including producing commercials for local business that will air on our live sporting events. The funds raised by students are being held in the GBN Club activities account and will eventually be given directly to Brightspark would credit all student accounts equally. Considering the service we are getting and the detailed plans we are making, I believe Brightspark is an outstanding partner to use for this trip as other

*Glenbrook North High School is committed to building a learning community grounded in respect for individual dignity and human diversity and dedicated to the growth of understanding.*

educational tour companies quotes came in at a higher starting point with much less flexibility. Note that there is zero cost to the district for this trip. All we ask is that the school provides us with yellow bus service to and from the airport here in Chicago.

Both Peggy Holecek and myself will be advisors on this trip and we plan to bring at least 4 adult chaperones (parents and former broadcasting graduates) on this tour.

Please let me know if you have any additional questions.

Best regards,

Todd Rubin  
Broadcasting Teacher  
Glenbrook North High School

## Day One - Wednesday, February 28, 2018

- 2:55 PM Participants report to school
- 3:00 PM Board school van and depart for O'hare airport  
Depart for O'Hare International Airport
- 3:30 PM Arrive at Ohare International Airport to check-in for your flight  
Flight departs for Los Angeles!  
Flight arrives Los Angeles International Airport  
Note: Proceed to baggage claim where you will be meet by your Brightspark Tour Director

### **Meal Money - for Dinner at "In and Out Burger" Restaurant-an LA favorite**

Welcome to our restaurant in Los Angeles, CA. At In-N-Out Burger we use only the freshest ingredients with no heat lamps, freezers or microwaves to deliver on our promise of Quality You Can Taste®.

**Check in to the Hampton Inn LAX/EI Segundo**  
 888 N Sepulveda Blvd, EI Segundo, CA 90245

- 11:00 PM Private Nighttime security at your hotel each evening

## Day Two - Thursday, March 1, 2018

- 6:30 AM Suggested wake up call
- 7:15 AM Enjoy breakfast at your hotel.
- 9:00 AM Board motorcoach and depart for the University of Southern California
- 10:00 AM **University of Southern California - Guided Tour of the Annenberg School**  
Enjoy a guided tour of the Annenberg School of Communications and Journalism. We are arranging for a classroom observation, and or an interaction with a class and University professor.
- 12:30 PM Lunch on own on the USC Campus  
View a live taping of the Ellen or Conan Obrien Show! (per availability)
- 6:00 PM Enjoy Dinner at Hard Rock Cafe
- 7:00 PM Let's go bowling at X-Lanes Los Angeles  
Want to have some fun? XLANes is the right place for you. Since 2013, we have been a trusted family fun center in Los Angeles. Our friendly staff is here to accommodate all your needs. At XLANes, we offer you scrumptious food and fun activities to help you enjoy with your family and friends. We have birthday parties, a restaurant, video arcades and many other facilities under one roof.

- 10:30 PM Return to hotel

## Day Three - Friday, March 2, 2018

- 6:00 AM Suggested wake up call
- 6:30 AM Enjoy breakfast at your hotel.
- 7:00 AM Board motorcoach and depart for Univesal Studios
- 7:30 AM **Front of Line Pass (Includes 1 Day Park Admission)**
- 10:00 AM Special Effects Technical Tour  
Experience the technical secrets of Hollywood with an educational behind-the-scenes view of how technology impacts the way movies are made. Industry professionals take your students through some of their favorite box office hits in this hands-on approach to learning about special effects. Discover how green-screen effects, stop-motion photography and digital imagery work in a lesson that's sure to keep students fully engaged.
- 12:00 PM Lunch on Own
- 6:00 PM Enjoy a Tasty Dinner at Pink's Famous Hot Dogs with \$10 meal money  
Paul Pink started his hot dog stand back in 1939. In 1946 Paul traded in his hot dog wagon for a small hot dog stand (constructed on the very same spot where the wagon stood). 70 years later, still family-owned and operated, still providing the same quality and the famous juicy snap when you bite into a Pink's hot dog. Pink's is a quick lunch, dinner or late night snack, a nostalgic trip into the past and a delicious experience. It is definitely a landmark in LA and a true Hollywood Legend.
- 8:00 PM Enjoy a movie at Universal Cinema at City Walk
- 10:30 PM Return to hotel

## Day Four - Saturday, March 3, 2018

- 6:30 AM Suggested wake up call
- 7:30 AM Enjoy breakfast at your hotel.
- 9:30 AM Meet and greet - Jim Abrahams  
"MAYBE" Speech from Jim Abrahams (director of Airplane) and maybe Jamie Abrahams (works on Jimmy Kimmel) if any other people can give speeches, it should be here and also, not sure where yet!
- 12:00 PM Lunch on Own



**1:30 PM** Enjoy a 2 hour Hollywood Open Bus Tour  
 See where stars live, shop & party. Admire MANSIONS of today's HOTTEST CELEBRITIES and legends of yesterday. Take pictures of the HOLLYWOOD SIGN, Chinese Theatre, Walk of Fame and Dolby Theatre. Cruise THE SUNSET STRIP, BEVERLYHILLS, RODEO DRIVE & Bel Air. See historic STUDIOS, FILM LOCATIONS, and if lucky observe filming in progress!

**3:30 PM** **TMZ Hollywood Celebrity Hot Spot Tour in Los Angeles**  
 Get an inside tour of Hollywood with TMZ during this 2-hour excursion. Participate in games, sing songs, watch videos, and win prizes while stopping at the hot spots where celebrities like to shop, party, and eat. There's also a good chance you'll run into a celebrity or two. Highlights - Search for celebrities in Hollywood, West Hollywood, Beverly Hills, and on the Sunset Strip Get the dish about some of the most talked-about celebrities in L.A. from TMZ staffers 2-hour TMZ celebrity safari in LA

**7:00 PM** **Paramount After Dark Tour**  
 When the Hollywood sun sets, our historic 65-acre lot darkens. This is the time, as the shadows stretch, to experience the mysteries of the Paramount After Dark Studio Tour. After a champagne toast at dusk, a Studio Page will walk you through the moonlit streets of the back lot and lead you to exclusive areas never before seen by the public. As you venture deeper into over 100 years of Paramount history, you'll lose yourself in the vast sound stages, vintage film vaults, and hidden passageways of our legendary studio. Witness the birthplace of the industry's greatest innovations and rediscover the triumphs of the pioneers of filmmaking at the first and only remaining major film studio in Hollywood. We'll provide the flashlights, but bring your sense of adventure.

Tour Details:

- 2 1/2-hour walking tour • Weekend evenings, check availability • Complimentary intermission with your favorite movie candy and popcorn, and flashlights provided. • Walking shoes required • Guests 12 years and over are welcome
- Uncover hidden passageways, mysterious alleys, historic theaters, and original film vaults • Delve into the secrets and evolution of Hollywood's film production process.

**9:00 PM** **Griffith Observatory & Grounds**  
 Griffith Observatory is an icon of Los Angeles, a national leader in public astronomy, a beloved civic gathering place, and one of southern California's most popular attractions. The Observatory is located on the southern slope of Mount Hollywood in Griffith Park, just above the Los Feliz neighborhood. It is 1,134 feet above sea level and is visible from many parts of the Los Angeles basin.

**10:30 PM** Return to hotel

## Day Five - Sunday, March 4, 2018

**6:30 AM** Suggested wake up call

**7:30 AM** Enjoy breakfast at your hotel.

**8:00 AM** Board motorcoach and depart for Warner Brothers Studio

**8:30 AM** **Warner Brothers Studio VIP Tour**  
 Your knowledgeable tour guide will show you where and how some of the most memorable moments in film and television history are created. From Midwest Street's quaint town square to Hennessy Street's urban city exteriors, to the Jungle's forested lagoon, you're sure to recognize these locations from some of today's and yesterday's most popular films and television series. Then walk on to the set of a hit television show and visit the costume and prop department

**12:00 PM** Lunch - Pay On Own

**1:30 PM** **Admission to the Paley Center for Media**  
 The Paley Center for Media, with locations in New York and Los Angeles, leads the discussion about the cultural, creative, and social significance of television, radio, and emerging platforms for the professional community and media-interested public.

TV Show Taping and Studio Tour (per availability) or nightly news or Beach Bash!

The quintessential LA activity is seeing a live taping at the CBS (or similar) studio. Brightspark will assist in helping the group get tickets to a live recording. Students will love being able to see first hand the production of a live TV broadcast!, or...we can arrange some time at the beach!

### **Santa Monica Pier**

Explore this famous Pier and enjoy the ocean views of Los Angeles!

Dinner at the Ocean Patio of Marisol Restaurant with - (\$20) Meal Money

Located at the very end of the picturesque Santa Monica Pier, Mariasol serves mouthwatering Mexican fare reminiscent of that found in the Mexican beach towns of Cabo San Lucas and Puerto Vallarta. Visitors enjoy the vivacious colors of the patios and the decor of a true Baja Cantina. Mariasol's use of distinctive sauces, flavorful peppers and fresh fish make this cuisine a favorite among food lovers. Lunch and dinner are served daily.

**10:30 PM** Return to hotel



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**Day Six - Monday, March 5, 2018**

- 7:00 AM Suggested wake up call
- 7:45 AM Enjoy breakfast at your hotel.
- 8:30 AM Check out of hotel and load luggage and instruments on coaches
- 10:00 AM Hike to the Hollywood Sign along the Cathuenga Peak Trail  
Cahuenga Peak is the highest summit in Griffith Park with excellent views of Los Angeles, Burbank, and that iconic landmark, the Hollywood Sign. Burbank Peak Trail (formerly Wonder View Trail) climbs Cahuenga Peak from the west, passing a mini-summit viewpoint on the ridge of Cahuenga Peak known as Burbank Peak, home of the Wisdom Tree. Aileen Getty Ridge Trail goes from Burbank Peak up over the top of Cahuenga Peak and along a ridge to the Hollywood Sign at the top of Mount Lee. Combine Burbank Peak Trail and Aileen Getty Ridge Trail for a hike to three summits that is 3 miles round trip with 875 feet of elevation change.  
  
Say goodbye to your tour director as you head for home with lots of memories of your trip
- 12:00 PM Lunch on Own  
  
Board coaches and depart for Los Angeles International Airport  
  
Check-in for your Chicagobound Airline  
  
**Flight departs**  
  
Flight arrives  
  
Parents should meet participants in the baggage claim area

*In keeping with Brightspark's commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations giving drivers at least 9 hours off each night and a maximum of 15 hours on duty during any 24 hour period.*

*Your Brightspark Tour Director and Guides reserve the right to revise your group's itinerary due to unforeseen circumstances such as traffic, road closures, site closures, and weather. Your Tour Director or Guide will consult with the Group Leader and Bus Driver(s) on any changes.*



**BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES**

**7050**

Page 1 of 3 pages

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 can arise when 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 be paramount in our considerations and judgment. 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 involving an overnight stay prior to submission to the Board for approval.
3. No student may participate in an educational tour unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the tour. Cost of said insurance, when not otherwise existing, shall be assumed by the organization conducting the tour. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to Board approval.
4. The Board of Education is not authorized to use district funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the compensation of necessary personnel while on tour if the personnel are performing duties in the ordinary course of their employment.
5. All school rules and regulations regarding student and employee conduct shall apply for students and employees participating in educational tours.
6. The Board of Education reserves the right in its sole discretion to cancel any previously approved trip whenever it believes that the safety of the participants may be at risk. Should a trip be cancelled, the Board of Education will assume no legal responsibility or financial liability for monetary losses or other damages incurred by the participants. Participants should be aware that travel insurance may be available at the participant's expense through the sponsoring agency or another insurance source.



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 an employee or a private agency that have been recommended for approval by the principal, to use school facilities without rental charge to inform students and parents of educational travel programs within any of the fifty United States or any foreign country that, 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, supported, or conducted 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 employee or agency in publicizing the program must contain a statement to this effect, the language of which has been approved in advance by the superintendent. These same materials must also carry the name, address and phone number of the sponsoring employee or agency.
2. No student may participate in educational travel unless he or she has accident and health insurance coverage protecting against bodily injury or death while participating in the educational travel. Cost of said insurance when not otherwise existing shall be assumed by the student or private agency financing the educational travel. Demonstration of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs as a condition of and prior to superintendent approval.

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

District equipment, materials or supplies, including stationery, shall be used for educational tours under Section B of this policy only, and shall not be used for any educational travel that is not district sponsored.

Section E - Student Trips Exclusion

Student trips as outlined in Board Policy #7230 are not included within the provisions of this policy.

**Section F – Parameters for Vendors**

All vendors seeking consideration as an educational tour provider must work with the Director of Operations to provide proper documentation and agree to parameters developed by the district administration as outlined in this policy and its procedures. The monetary values of the student insurance requirements as listed in the student travel parameters in the procedures to this policy may be adjusted as necessary by the Superintendent without further action by the Board of Education.

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  
Revised: January 25, 2016