



To: Dr. Mike Riggle

From: Dr. Lauren Fagel

Re: GBS Yearbook JEA-NSPA Trip

Date: December 14, 2017

Attached is a request from Brenda Field to take yearbook students to the spring National High School Journalism Convention from April 12-15, 2018 in San Francisco, California, sponsored by the Journalism Education Association (JEA) and the National Scholastic Press Association (NSPA). At this conference, the prestigious Pacemaker Award is conferred. The National Scholastic Press Association Pacemaker Award has existed since 1927, is independent of publishing companies, and is considered by many to be student journalism's highest honor. The GBS yearbook has been named as a finalist every year since 2002, and GBS won the Pacemaker Award in 2002, 2003, 2004, 2008, 2011, 2012, 2014, 2015, and 2016.

We are proud that Glenbrook South is once again the only school nominated in Illinois. However, the main purpose of this trip is for students to attend conference learning sessions, workshops, onsite competitions, and journalistic career information sessions. This is a Student Trip covered under Board Policy 7230 (attached). This Trip is conducted by the district and partially funded by the district, and it requires approval from the principal, superintendent, and Board. I support this valuable experience.



Field Trip Request Form

Revised: December 2016

** Please attach 2 copies of students involved, including their ID numbers **

Trip Description

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

School: Glenbrook North Glenbrook South District Administration

Faculty Sponsor(s): BRENDA FIELD Extension: 4509

Activity / Class Name: ETRUSCAN YEARBOOK

Description of Trip: To attend the JEA/NSPA National High School Journalism Convention in San Francisco, CA.

Date(s) of Trip: APRIL 12-15, 2018

Number of Chaperones: 2 Number of Students: 23

Transportation Information

Departing from: GBS-AUTOS CITY at: TBD (BASED ON FLIGHTS) AM PM

Traveling to (complete address): O'HARE INT'L AIRPORT (TO SAN FRANCISCO)

Returning from (complete address): O'HARE INT'L AIRPORT at: TBD AM PM

Arriving to: GBS-AUTOS CITY at: TBD AM PM

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

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

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

Financial Information

Does this trip require money to be collected from students? * Yes No
* If this trip does not require a collection, please skip the remainder of this section.

If there are multiple trip dates, should multiple rosters be setup? Yes No

Begin Collection on: 12/13/17 End Collection on: 4/12/18

	Cost per Student	Vendor to be Paid	Payment Method	
			Check	PCard
Admission/Ticket: \$			<input type="checkbox"/>	<input type="checkbox"/>
Meal: \$			<input type="checkbox"/>	<input type="checkbox"/>
Non-School Bus Transportation: \$			<input type="checkbox"/>	<input type="checkbox"/>
Total Cost: \$			<input type="checkbox"/>	<input type="checkbox"/>

SEE ATTACHED

The bookstore team will work with the department to process any check requests that are needed for instructional/course field trips. The bookstore team will also complete a reconciliation process for all instructional/course field trips, and will communicate with the department regarding total expenses for each trip.

Financial Information (Continued)

Accounting Details

Account Number: Instructional / Course Field Trip GBN: 10L200 4850 0000 00 000000
Student Activity / Co-Curricular Field Trip ESEC 3330 / 830380 # AS NOTED
 GBS: 10L300 4850 0000 00 000000 Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Student Activities
 Eligible for Board-Paid Financial Aid?* Yes No Board-Paid Financial Aid Account: GBN: 10E200 1130 3915 00 001001
 GBS: 10E300 1130 3915 00 001001
 Eligible for School-Paid Financial Aid? Yes No School-Paid Financial Aid Account: _____
Please write account number above.

* Board Policy 6230 outlines the financial assistance program. As part of the policy, course fees and student trip fees for instructional field trips and extended classroom opportunities within the State of Illinois, not requiring an overnight stay, will be supported through a District expense account.

Approval

Requestor: BRENDA FIELD Date: 11/27/17
 Instructional Supervisor or Assistant Principal*: [Signature] Date: 11/27/17
~~Associate~~ Principal: Lauren Appel Date: 12/1/17
Mike Keagle 12/14/17
* Instructional field trips require the signature of an Instruction Supervisor; Student Activity field trips require the signature of the Assistant Principal.

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



Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

Trip Information

Trip Description: GBS Yearbook to attend the JEA-NSPA National High School Journalism Convention in San Francisco, CA

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	\$ 298.40	Air	\$ 596.80
Bus / Car	\$ 0.00	Bus / Car	\$ 0.00
Lodging:	\$ 744.00	Lodging:	\$ 1488.00
Total Cost:	\$ 1138.40	Total Cost:	\$ 2276.80

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

Student Expenses

Number of Students: 23

	<u>Per Student</u>		<u>Total Student Expenses</u>
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 298.40	Air	\$ 6863.20
Bus / Car	\$ 0.00	Bus / Car	\$ 0.00
Lodging:	\$ 220.17	Lodging:	\$ 5063.91
Total Cost:	\$ 518.57	Total Cost:	\$ 11927.11

Other Expenses

Registration:	\$ 2250.00
Judging:	\$ _____
Officiating:	\$ _____
Total Cost:	\$ 2250.00

Total Trip Expenses

Staff Expenses:	\$ 2276.80
Student Expenses:	\$ 11927.11
Other Expenses	\$ 2250.00
Total Cost:	\$ 16453.91

Payment Responsibility

Paid by Students:	\$ 6453.91	Per Student Cost:	\$ 280.60
Paid by District:	\$ 10000.00		

Description of Expenses Paid by Students

\$5000 paid by Student Activities acct 830380;
\$5000 paid by GBS acct ECEC330



PHOTO BY EVERT NELSON/JEA

NATIONAL CONVENTIONS

Coming up in April



National convention in
San Francisco

April 12-15, 2018

[More information and registration](#)

About National JEA/NSPA Journalism Conventions

The National High School Journalism Convention is a semiannual gathering of high school journalists and advisers sponsored by the Journalism Education Association and its partner, the National Scholastic Press Association. The associations partner to prepare hundreds of practical and professional learning sessions, from high-profile keynotes to specific, problem-solving breakouts, hands-on workshops and discussion groups. Other convention activities include an exhibit hall with vendors who sell to student media, JEA's on-site Write-off contests, NSPA's Best of Show contest, receptions, awards convocations, critiques, career round tables and evening entertainment.

Breakout sessions for students from all media types — newspaper, online, broadcast, yearbook and magazine — are planned to meet the publishing and broadcasting needs of all scholastic student media. Some are specifically for advisers, administrators or middle school students. Whether it's ethics and law, technology and design, advertising and business operations, photography and art or just the basics of news writing and reporting, this convention covers the bases.

With typical attendance of more than 4,000 delegates, the JEA/NSPA convention has become the place to seek solutions to the most challenging publishing and broadcasting problems, share and celebrate success stories, see what's new in the media marketplace, discover trends and network with students and advisers from throughout the United States.

WHY CONVENTIONS MATTER

Are you running into some obstacles at your school regarding convention travel? We know that field trip restrictions are tighter than ever, and we're here to help. Download this PDF to share with your administrators as you seek travel approval. This one-page document promotes the benefits of JEA/NSPA national conventions and might help showcase why conventions offer essential learning experiences — for teachers and students — beyond the regular classroom.

TRAVEL

Planning on attending a convention? Here's everything from basic rules to permissions slips to guidance on flying. [CLICK HERE.](#)

CONVENTION HISTORY

[Click on the link for some cities to view pictures and other information from that convention.](#)

Statistics from spring 1990 through spring 2017

Average — 3,930

Fall average — 4,392

Spring average — 3,469

Largest — Washington, D.C., fall 2014 (6,406)

SEARCH

Events

- [National Conventions](#)
 - [Volunteer to Speak](#)
- [Advisers Institute](#)
- [Outreach Academy](#)
 - [Outreach Academy Application](#)
- [Scholastic Journalism Week](#)
 - [Schedule of Events](#)
 - [Commission blog and materials](#)
 - [Logo Design Contest](#)

Scenes from past conventions

- [SEA the Possibilities – Scenes from Seattle](#)

Upcoming Conventions

JEA and NSPA invite teachers and professionals to speak at our national conventions about: tips, topics and trends relevant to scholastic media.

For inquiries about sponsorship, exhibit space or advertising, visit the National Scholastic Press Association and select the appropriate contract.

Vendors interested in bidding on audio-

visual or other event services can contact JEA's executive director, Kelly Glasscock, Journalism Education Association W. 785-532-7822

DALLAS — Fall 2017

If you are a local scholastic journalism educator who wishes to assist the local team, contact the local volunteer coordinator, Mark Mumby

SAN FRANCISCO — S

If you are a local scholastic journalism educator who wishes to assist the local team, contact the local volunteer coordinator, Don Bott

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.

BOARD POLICY: STUDENT TRIPS

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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.

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