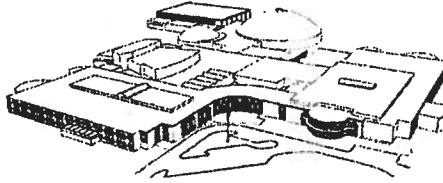


**GLENBROOK
SOUTH
HIGH SCHOOL**

Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: gbs.glenbrook.k12.il.us
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: January 20, 2010

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 15-18. At this conference, the prestigious Pacemaker Award is awarded. 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 and 2008.

Though we will be proud of the Pacemaker nomination if it is forthcoming in March, 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 of the trip. Other student expenses are the responsibility of individual students and fundraising efforts by these organizations. Though these student costs of \$6,030 exceed the 25% stipulation (which would be roughly \$2,396.25), the sponsor and students supportive of going forward with this trip.

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 x 4670

Position YEARBOOK SPONSOR Date of Submission 1/4/10

III. **Dates and Times of Leave/Return**

Total Number of School Days Missed per Person 1

Departure Date/Time 4/15/10 - P.M. Return Date/Time 4/18/10 - P.M.

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

Teachers and Staff 2 teachers and 17 students

Students

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

JEA / NSPA Spring National High School
Journalism Convention in Portland, Oregon

VI. **Cost of Trip**

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

| | Total Amount | Per Person | Account # |
|--------------------|-----------------|----------------------------|---------------|
| Registration | <u>1615.00</u> | <u>85.00</u> | <u> </u> |
| Lodging | <u>4,137.00</u> | <u>217.74</u> | <u> </u> |
| Meals (Advance) | <u>192.00</u> | <u>32/day x 3 days x 2</u> | <u> </u> |
| Judging | <u>N/A</u> | <u>N/A</u> | <u> </u> |
| Substitute Teacher | <u>200.00</u> | <u>N/A</u> | <u> </u> |
| Transportation | | | |
| Air | <u>7,410</u> | <u>390</u> | <u> </u> |
| Bus/Car | <u> </u> | <u> </u> | <u> </u> |
| District Total | <u>7,524.00</u> | <u>N/A</u> | <u>N/A</u> |
| Cost to Student | <u>6,030.00</u> | <u>354.70</u> | <u>N/A</u> |

VII. **Approval**

Jan Shuler Jan K. Hogg

Supervisor 1/15/10 Principal 1/19/10 Superintendent

Date Date Date

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

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

Cost for Staff

Total Number of Staff

2

| | Per Person | Total (Cost times # of staff) | Account # |
|------------------------|------------|-------------------------------|-----------|
| Registration | \$85.00 | \$170.00 | 382332 |
| Food | \$32.00 | \$192.00 | 382332 |
| Transportation | | | |
| Air | \$390.00 | \$780.00 | 3317 |
| Bus/Car | | | |
| Lodging (for 3 nights) | \$197.00 | \$1,182.00 | 382332 |
| Substitute | \$100.00 | \$200.00 | SUB |
| Total | | \$2,524.00 | |

| Meals for Staff | |
|---------------------|----------------|
| Breakfast | \$4.00 |
| Lunch | \$8.00 |
| Dinner | \$20.00 |
| Cost per Day | \$32.00 |

Cost for Students

Total Number of Students

17

| | Per Student | Total |
|------------------------|-------------|-------------------|
| Transportation | | |
| Air | \$390.00 | \$6,630.00 |
| Bus/Car | | |
| Lodging (for 3 nights) | \$197.00 | \$2,955.00 |
| Total | | \$9,585.00 |

Cost of Registrations, etc.

| | Per Student | Total (Cost times # of students) |
|--------------|-------------|----------------------------------|
| Registration | \$85.00 | \$1,445.00 |

As Per October 6, 2009 GBS Memo

| Students | Per Student | Total | Account # |
|---------------------------------|-----------------|-------------------|-----------|
| Total Cost | | \$11,030.00 | |
| Student Activities Contribution | | \$5,000.00 | 382332 |
| Total Cost to Student | \$354.71 | \$6,030.00 | Students |

Note: The minimum students could contribute as per board policy is \$2,396.25.

Summary of Costs

| | |
|--|-------------|
| Total Cost for Students and Staff | \$13,554.00 |
| Total Cost for Students and Staff Funded by District | \$7,524.00 |
| Total Cost Funded by Students | \$6,030.00 |

STUDENT ACTIVITIES MEMORANDUM

To: Brenda Field
Marshall Harris

From: Jim Shellard

Re: NSPA/JEA Travel Budget Constraints

Date: October 6, 2009

Cc: Gary Freund
Sue Levine-Kelly
Brian Wegley

The purpose of this memo is to clarify monies available for travel to the NSPA/JEA National Convention. As you are aware, National travel falls under separate guidelines from the Board of Education. I have attached a copy of these guidelines for your reference. Over the years, travel to the NSPA/JEA National Convention has been questioned by various board of education members and an additional policy has been implemented to provide a percentage split in payment where the sponsoring organization assumes some of the costs. I have also included those guidelines.

With increased travel costs with more student groups traveling and money allotments remaining the same, it has become necessary to specify a budgeted amount for each of your groups. Therefore, \$5,000 has been set aside for each of your groups for travel to the NSPA/JEA conventions. In addition, up to \$5,000 from fundraising activities (such as ad sales) can be applied to student travel. All other funds need to come from the students if additional monies are needed. If there are students who are "free and reduced" who qualify to travel, additional money (above and beyond the \$5,000) could be used from the fundraising activities. As in the past, the sponsors will come from the English Department funds for conference travel. If necessary, additional chaperone costs would come from the \$5,000 allotment or English Department funds depending upon the role of the chaperone.

If you should have any questions, please do not hesitate to contact me at ext. 4670.

JEA/NSPA Spring National High School Journalism Convention

portland. current.

April 15-18, 2010 • Oregon Convention Center

Convention Highlights

- Keynote addresses by some of the nation's top newsmakers and reporters
- More than 200 learning sessions in newspaper, yearbook, magazine, broadcast, online, advising, press law and more
- Special pre-convention workshops and issue seminars
- Media and sight-seeing tours to top attractions and media outlets
- On-site critiques and competitions, including NSPA Best of Show and JEA Write-offs
- Swap Shop and Break with a Pro events for sharing experience and information
- A wide array of products, services and educational opportunities at the trade show

Registration Fees

JEA or NSPA members

- \$85 if received by March 25, 2010
- \$95 when received March 26, 2010, or later

Nonmembers

- \$105 if received by March 25, 2010
- \$115 when received March 26, 2010, or later

Nonmember professionals (not students or advisers): \$150

Save money by registering early and by joining JEA and NSPA.

National Scholastic Press Association
2221 University Ave. SE
Suite 121
Minneapolis, MN 55414
tel: 612-625-8335

Journalism Education Association
Kansas State University
103 Kedzie Hall
Manhattan, KS 66506
tel: 866-532-5532

Visit us on the Web:

www.jea.org

nspa.studentpress.org



Staying current is the challenge.

Whether you be a newspaper reporter, a broadcast anchor, a freelance photographer, a yearbook editor or an online producer, you must capture the here and now.

And the 2010 JEA/NSPA National Spring Journalism Convention in Portland is here to help you. From the MAX rail system, that uses current to link your hotel to the convention center, to the Willamette River, whose currents run right through town, to the workshops sessions that will help you and your editors become current in your practice, the spring convention will be all about what's current. In design, in photography, in Web and in broadcast. Located just blocks from the currents of the Willamette River, the Oregon Convention Center will be a place for students to meet, greet and exchange ideas.

Ringed by natural beauty — Mount Hood, the Columbia River Gorge and the Willamette Valley wine country — Portland prides itself on protecting its environs. Portland also offers "green appeal" of the monetary variety. Since Oregon has no sales tax, Portland's designer boutiques and department stores are a shopper's dream. The "Fareless Square" encourages the use of public transportation — all light rail, bus and streetcar travel within the downtown core is free. Take some time to browse Powell's Books, the world's largest independent book store. Dine on organic food from local farmers. Enjoy the breathtaking beauty that is America's "greenest" city.

The breakout sessions feature current professionals and students sharing their experiences. Break with a Pro will help students learn about how the local media professionals are affected by the current media challenges. Swap shops give editors the chance to share (and trade!) current trends in their publications or electronic media. And the keynote sessions give all a chance to go away with new ideas to keep their publications current, vibrant and fresh.

So come to Portland to mix and come to Portland to mingle, but definitely come to Portland to stay **current.**

Reserve hotel rooms online

New multiple-hotel reservation process for Portland 2010

To take full advantage of the convention, delegates who live outside the Portland metro area are encouraged to stay at the sanctioned and officially designated JEA/NSPA convention hotels. The Oregon Convention Center will house all convention activities.

JEA/NSPA has rooms available at four hotels. Please check the convention blog at studentpressblogs.org/portland2010 for detailed information about each property and how to reserve rooms.

Hilton Portland and Executive Tower
[1 mile from Convention Center]
821 SW Sixth Ave.

Doubletree Hotel Lloyd Center
[4 blocks from Convention Center]
1000 NE Multnomah

Portland Crowne Plaza
[3 blocks from Convention Center]
1441 NE 2nd Ave.

Red Lion Hotel
[Adjacent to Convention Center]
1021 NE Grand Ave.



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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Page 2 of 3 pages

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.

BOARD POLICY: STUDENT TRIPS

7230

Page 3 of 3 pages

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