



To: Dr. Mike Riggle

From: Dr. Lauren Fagel

Re: GBS Yearbook CSPA Trip

Date: December 5, 2017

Attached is a travel request for Brenda Field to take yearbook students to the Columbia Scholastic Press Association (CSPA) Spring Convention from March 14-17, 2018, at Columbia University in New York City. At this conference, the prestigious Crown Award is decided. The GBS Etruscan is the only yearbook from a high school in Illinois to receive a nomination for this award.

GBS yearbook editors will choose from 350 sessions in the areas of newspaper, yearbook, magazine, online media, video/broadcasting, and law and ethics. This is a student trip as described by Board Policy 7230 (attached). Students will cover their costs personally and through fundraising. The only cost incurred by the school is the registration and travel cost for the two staff members.

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



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: ESTRUSCAN YEARBOOK

Description of Trip: To attend the national Columbia Scholastic Press Association Conference to receive an award as well as attend workshops in NYC.

Date(s) of Trip: MARCH 14-17, 2018

Number of Chaperones: 2 Number of Students: 23

Transportation Information

Departing from: GBS (Autos City) - March 14, 2018 at: TBD (BASED ON FLIGHTS) ☐ AM ☐ PM

Traveling to (complete address): O'HARE INT'L AIRPORT (TO NEW YORK CITY)

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: 3/14/18

	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

Instructional / Course Field Trip

Account Number: GBN: ☐ 10L200 4850 0000 00 000000
GBS: ☐ 10L300 4850 0000 00 000000

Student Activity / Co-Curricular Field Trip

☒ 830380
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 8230 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: JOSH KOO

Date: 11/27/17

Instructional Supervisor or Assistant Principal*: [Signature]

Date: 11/27/17

Associate Principal: [Signature]

Date: 12/1/17

* 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
GBS: ☐ gbsfeesetup@glenbrook225.org

Date: _____

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

Request For:

Columbia Scholastic Press Association

Cost for Staff**Total Number of Staff**

2

	Per Person	Total (Cost times # of staff)
Registration	\$119.00	\$238.00
Food	\$96.00	\$192.00
Transportation		
Air	\$160.40	\$320.80
Bus/Car		\$0.00
Lodging (for 3 nights)	\$1,017.00	\$2,034.00
Total	\$1,392.40	\$2,784.80

by February 20

Cost for Students

Total Number of Students

23

	Per Student	Total
Transportation		
Air	\$160.40	\$3,689.20
Bus/Car	\$0.00	\$0.00
Lodging (for 3 nights)	\$330.52	\$7,601.96
Food	\$0.00	\$0.00
Total	\$490.92	\$11,291.16

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$119.00	\$2,737.00

by February 20

Students	Per Student	Total	Account #
Total Student Cost	\$731.00	\$16,812.96	
Student Activities Contribution	\$217.39	\$5,000.00	830380
Total Cost to Student	\$513.61	\$11,812.96	

Summary of Costs

Total Cost of Trip for Students and Staff

\$16,812.96

Total Cost Funded by Students

\$11,812.96



COLUMBIA SCHOLASTIC PRESS ASSOCIATION

CSPA is an international student press association, founded in 1925, whose goal is to unite student journalists and faculty advisers at schools and colleges through educational conferences, idea exchanges, textbooks, critiques and award programs.



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Spring Convention

Join us in the media capital of the world
March 14–16, 2018 at
Columbia University in the City of New York

The CSPA invites high school students and faculty advisers to attend and participate in **CSPA's 94th annual Spring Scholastic Convention**. This national gathering of student editors and faculty advisers to newspapers, yearbooks, magazines, video productions, and online media will be held at Columbia University from Wednesday, March 14 through Friday, March 16, 2018.

Delegates can choose from 350 or more sessions organized in seven sequences: newspaper, yearbook, magazine, online media, video/broadcasting, law and ethics and advisers. All seven sequences will run simultaneously throughout the three days of the Convention.

Throughout the Convention, our hourly schedule boasts a variety of special events, including Advisers Luncheons on Thursday and Friday. In addition, the Columbia Scholastic Press Advisers Association (CSPAA) will meet on Friday.

The winners of the Crown Awards for top publications will be presented at the Awards Convocation on Friday afternoon.

More than 500 newspapers, magazines and yearbooks that entered CSPA's 2017 competitions will be displayed at the 94th Convention. The display will include recent high scoring publications. Delegates will be able to browse through the publications on Wednesday and Thursday.

FOR MORE INFORMATION,
OUR EVENT SITE WILL GO LIVE ON
DECEMBER 1, 2017.



Deadline for early registration is February 20, 2018 at a fee of \$129 per person. To qualify for the early registration fee, **your registration fees must be paid in full before the early deadline.**

For all registrations postmarked after February 20th or made on-site at the Convention, the registration fee is **\$139 per person.**

No purchase orders will be accepted for early registration fees. All purchase orders will be billed at the late fee of **\$139 per person.**

Limited seating is available for the FREE Advisers Luncheons on Thursday and Friday. While these Advisers Luncheons are **free to attend**, **each adviser must reserve their seat in advance.** We can only accommodate **the first 180 people** who have reservations for each luncheon. Please reserve your luncheon seat **only if you are sure you will be able to attend.**

If students or advisers wish to register additional persons as part of an existing school delegation, they may do so after February 20th at the late fee.

You do not have to be a CSPA member to attend our events.

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