

OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Speech National Tournament

Date: May 9, 2019

Attached is a request from Sarah Ilie, GBN Speech coach, to participate in the National Speech and Debate Association (NSDA) National Tournament in Dallas, TX. June 16-22, 2019. Included are the trip rationale and routine district travel request forms.

GBN students competed in the NSDA's district tournament to qualify for the national competition. In the Northern Illinois District, five Glenbrook North students have advanced to compete at the national level. I fully support this opportunity and ask for your support as well.

JF:rp

enc.



# Field Trip Request for Overnight Trips

Revised: December 2017

## 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:  10L200 4850 0000 00 000000       \_\_\_\_\_

GBS:  10L300 4850 0000 00 000000      Please write account number above.

### For Business Services Department Use

Bank Cash Account:  Cash Receipts  Agency Fund

## Approval

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Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructional Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
or Assistant Principal\*: \_\_\_\_\_  
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 \*

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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 \_\_\_\_\_ GBN:  gbnfeesetup@glenbrook225.org Date: \_\_\_\_\_  
Services Department: \_\_\_\_\_ 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: Speech NSDA National Tournament

### Staff Expenses

Number of Staff: 2

|                    | <u>Per Staff Member</u> |                    | <u>Total Staff Expenses</u> |
|--------------------|-------------------------|--------------------|-----------------------------|
| Meals:             | \$ 192.00               | Meals:             | \$ 384.00                   |
| Transportation:    |                         | Transportation:    |                             |
| Air                | \$ 400.00               | Air                | \$ 800.00                   |
| Bus / Car          | \$ 150.00               | Bus / Car          | \$ 300.00                   |
| Lodging:           | \$ 910.00               | Lodging:           | \$ 1820.00                  |
| <b>Total Cost:</b> | <b>\$ 1652.00</b>       | <b>Total Cost:</b> | <b>\$ 3304.00</b>           |

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

### Student Expenses

Number of Students: 5

|                    | <u>Per Student</u> |                    | <u>Total Student Expenses</u> |
|--------------------|--------------------|--------------------|-------------------------------|
| Meals:             | \$                 | Meals:             | \$ 0.00                       |
| Transportation:    |                    | Transportation:    |                               |
| Air                | \$ 400.00          | Air                | \$ 2000.00                    |
| Bus / Car          | \$ 150.00          | Bus / Car          | \$ 750.00                     |
| Lodging:           | \$ 365.00          | Lodging:           | \$ 1825.00                    |
| <b>Total Cost:</b> | <b>\$ 915.00</b>   | <b>Total Cost:</b> | <b>\$ 4575.00</b>             |

### Other Expenses

|                    |                   |
|--------------------|-------------------|
| Registration:      | \$ 1215.00        |
| Judging:           | \$ 1200.00        |
| Officiating:       | \$                |
| <b>Total Cost:</b> | <b>\$ 2415.00</b> |

### Total Trip Expenses

|                    |                    |
|--------------------|--------------------|
| Staff Expenses:    | \$ 3304.00         |
| Student Expenses:  | \$ 4575.00         |
| Other Expenses     | \$ 2415.00         |
| <b>Total Cost:</b> | <b>\$ 10294.00</b> |

### Payment Responsibility

|                   |            |                   |           |
|-------------------|------------|-------------------|-----------|
| Paid by Students: | \$ 1150.00 | Per Student Cost: | \$ 230.00 |
| Paid by District: | \$ 9144.00 |                   |           |

Description of Expenses Paid by Students

\$150 paid by each student and rest of the cost raised by fundraising



# Glenbrook North High School

2300 Shermer Rd, Northbrook, IL 60062

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Date: May 1, 2019

TO: Dr. John Finan

RE: Speech/I.E. NSDA National Tournament, June 16-22, 2019

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The Glenbrook North Speech/Individual Events (I.E.) Team is pleased to announce that five students have qualified to the 2019 NSDA National Tournament in Dallas, TX.

Speech/I.E. is an IHSA and nationally recognized competitive activity for students interested in developing public speaking and oral interpretation skills. Students compete both locally and nationally, and the National Speech and Debate Association hosts the national tournament every summer for high school students who qualified from various districts around the country.

This year, Glenbrook North students competed in the NSDA Northern Illinois District and qualified five speakers to the National Tournament. Since 2010, Glenbrook North competitors have finished in top rankings in both acting and public speaking categories at the national and state levels. To the 2019 National Tournament, we are excited to take the following advancing students:

- Three seniors competing in Humorous Interpretation, Original Oratory, and U.S. Extemporaneous Speaking
- One junior in International Extemporaneous Speaking
- One sophomore in Programmed Oral Interpretation
- By qualifying to Nationals, all students are also able to compete in additional events such as prose reading, poetry reading, and expository speech.
- Three of the qualifiers were IHSA Sectional finalists.

The NSDA requires supervision of students during competition and adult judges that will cover a set of required number of competition rounds at the National Tournament. We request the attendance of at least three adult supervisors, including myself as head coach at least one assistant coach who will both supervise and judge competition rounds. We will also need to pay for competition rounds that we cannot officiate ourselves and must hire through the NSDA.



# Glenbrook North High School

2300 Shermer Rd, Northbrook, IL 60062

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You will find attachments that specifies the financial details of the trip. Transportation and lodging estimates are attached. We compared the group rates provided by the NSDA with the rates provided by other major hotels and chose the best-quoted price. A schedule highlighting the tournament itinerary is also provided for your reference.

Itinerary for 2019 NSDA National Tournament trip:

- June 16: AM Check-in/registration, beginning ceremonies, group practice session
- June 17-20: All-day competition (preliminary and initial elimination rounds)
- June 21: All-day final round competition and award ceremony
- June 22: AM Departure

Sincerely,

Sarah H. Ilie  
Speech/I.E. head coach  
Social Studies teacher

**Tournament:**      **NSDA National Tournament**  
Sheraton Dallas Hotel (main competition venue)

**Date:**                **June 16-22, 2019**

**Flight Info:**        **AA 2428 (departure)**  
**AA 1258 (arrival)**

**Hotel Info:**        **Sheraton Dallas Hotel**  
400 North Olive St, Dallas, Texas, 75201

**Coaches:**           **Sarah Ilie, Gerald Nevin**