



**GLENBROOK  
SOUTH**  
HIGH SCHOOL

**To:** Dr. Mike Riggle

**From:** Dr. Lauren Fagel

A handwritten signature in black ink, appearing to read "L. Fagel", is written over the printed name "Dr. Lauren Fagel".

**Re:** GBS Yearbook Creativity Workshop in Minneapolis

**Date:** August 18, 2017

Attached is the formal request from Brenda Field, Yearbook Adviser, to take students to a Creativity Workshop in Minneapolis, Minnesota, from September 22-24, 2017.

This is a Student Trip covered under Board Policy 7230. 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 request and believe this type of experience will enhance the skills of the students in yearbook and the quality of the final publication.

**Request for Yearbook Creativity Weekend**

**Cost for Staff**

**Total Number of Staff**

1

	Per Person	Total (Cost times # of staff)
Registration	\$150.00	\$150.00
Food	\$0.00	\$0.00
Transportation		
Air	\$178.00	\$178.00
Bus/Car		\$0.00
Lodging (for 2 nights)	\$80.25	\$80.25
Substitute	\$0.00	\$0.00
<b>Total</b>	<b>\$408.25</b>	<b>\$408.25</b>

**Cost for Students**

Total Number of Students

7

	Per Student	Total
Transportation		
Air	\$178.00	\$1,246.00
Bus/Car	\$0.00	\$0.00
Lodging (for 2 nights)	\$80.25	\$561.75
Food	\$0.00	\$0.00
<b>Total</b>	<b>\$258.25</b>	<b>\$1,807.75</b>

**Cost of Registrations, etc.**

	Per Student	Total (Cost times # of students)
Registration	\$150.00	\$1,050.00

**As Per October 6, 2009 GBS Memo**

Students	Per Student	Total	Account #
Total Student Cost	\$466.57	\$3,266.00	
Student Activities Contribution	\$466.57	\$3,266.00	830380
<b>Total Cost to Student</b>	<b>\$0.00</b>	<b>\$0.00</b>	

**Summary of Costs**

Total Cost of Trip for Students and Staff	\$3,266.00
Total Cost Funded by Students	\$0.00

**GLENBROOK HIGH SCHOOLS**  
 Travel Requests Requiring Board of Education Approval

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

II. Initiator Brenda Field Phone (847) 486-4509

Position Yearbook Advisor Date of Submission 8/11/17

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 1

Departure Date/Time 9/22/17 @7am Return Date/Time 9/24/17 @6pm

IV. Individuals Participating in Tour: 8

Teachers and Staff (Identified) Brenda Field

Number of Students (Identity to be provided to the Principal) 7

V. Description, Destination, and Reason for Trip

Yearbook Creativity Weekend.

Students will attend workshops to gain insight to improve our current yearbook.

LOCATION: Best Western Plus Bloomington @ Mall of America

VI. Cost of Trip

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

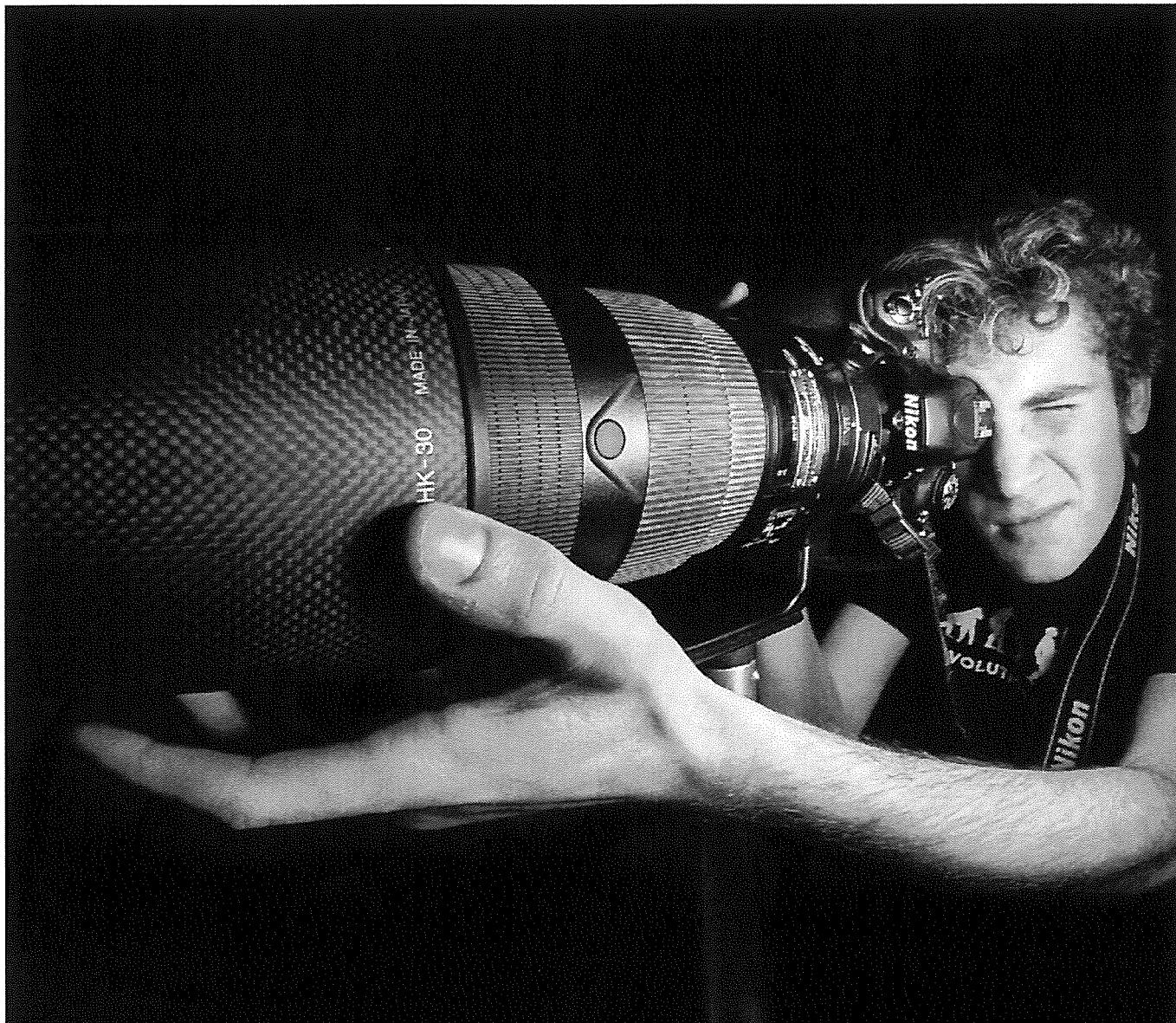
	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	_____	_____	N/A

**SEE ATTACHED**

VII. Approval

[Signature] Lauren Japel  
 Supervisor Principal Superintendent  
8/18/17 8/18/17  
 Date Date Date

Reminder: No purchases or expenses allowed prior to Board of Education approval.  
 Form approved by Board of Education

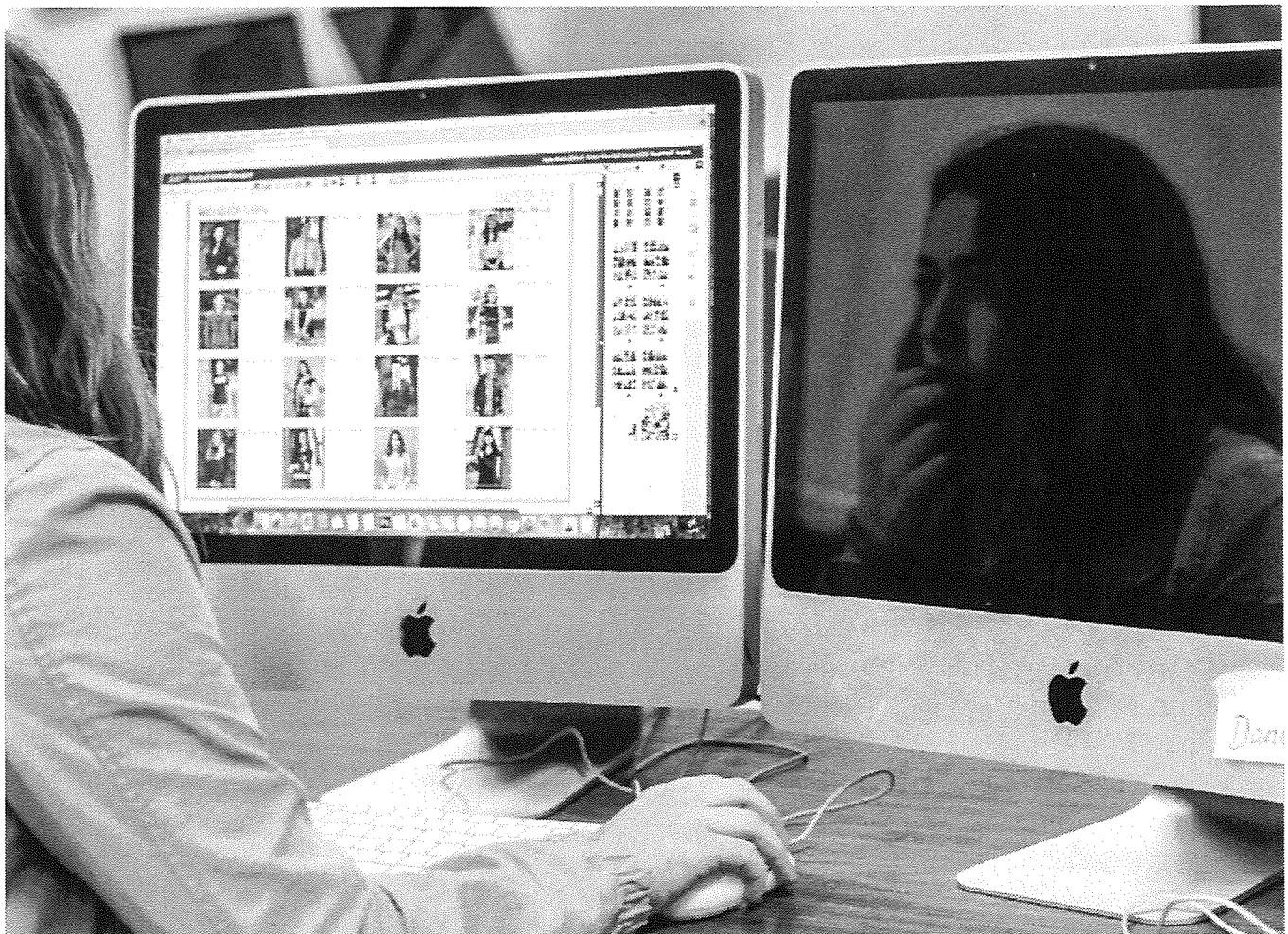


MINNEAPOLIS 2017

# CREATIVITY WEEKEND

SEPTEMBER 22 - 24

*Jostens*<sup>®</sup>



**JOIN US FOR  
AN INTENSE,  
BY INVITATION  
ONLY LEARNING  
EXPERIENCE**

Do you fuss over fonts? Go gaga for grids? Have you been working at midnight, while the rest of the world sleeps? You are not alone! There are other creative yearbookers just like you, and they will be in Minneapolis Sept. 22-24, 2017 perfecting and finalizing their 2018 yearbook plans. You are invited to join the fun!

Attention to detail makes the difference between good and great. If your staff is striving to produce a great yearbook — one that is competitive nationally — this by-invitation-only workshop is just for you.

We won't lie; this is an intense weekend of yearbooking, and you will love it!

## // PARTICIPATION

The Yearbook Creativity Workshop is limited to key decision makers on your staff, approximately five or six students per school. Advisers are required to attend. Total number of schools participating in the workshop is limited to facilitate a personal environment.

## // PRESENTATION

While there will be brief instructional presentations, the focus will be on intensive planning and refining of your concept, coverage and design for your 2018 yearbook. Plan to roll up your sleeves and work.

## // EXPECTATION

Staffs are required to bring laptops. Internet access will be available at no charge. Those not using online programs need to come prepared with InDesign loaded.

## // INVITATION

While the workshop is sponsored by Jostens, extreme yearbookers, working with any company, are welcome.

## // INSPIRATION

A collection of tons of current magazines and award-winning yearbooks will be available for your reference and inspiration.

## Yearbooking and the Mall of America – a perfect creative combination!

The Yearbook Creativity Workshop is located across the street from the Mall of America and less than three miles from the airport. The Best Western Plus Bloomington Hotel at Mall of America will host yearbookers for the weekend with all sessions in the Regency Ballroom.



Yearbook staffs, with adviser/chaperones, may take advantage of the special Jostens rate of \$107 per night plus tax. Quad rooms, with two double-queen beds are available along with rooms with king beds. All rooms have complimentary WiFi, microwaves, refrigerators and coffeemakers. The hotel also features a swimming pool, fitness center and a complimentary shuttle to the airport and area around the hotel. For additional information and photos of the hotel, visit [BestWesternBloomington.com](http://BestWesternBloomington.com).

To make reservations, call the hotel directly at 1.952.854.8200 and request to book rooms in the Jostens Yearbook Creativity Workshop room block. The deadline for booking rooms is August 15, 2017.

## Workshop registration fee

A flat registration fee of \$150 per student covers instructional materials, dinner on Friday night, lunch on Sunday and soft drinks and snacks. To register, please email [jeff.moffitt@jostens.com](mailto:jeff.moffitt@jostens.com) by August 15, 2017. There is no registration fee for advisers that bring their staff.

# JOSTENS CREATIVITY WEEKEND

## **YOUR CREATIVITY COACHES:**

### **// JOHN DALKE**

Award winning graphic designer, yearbook consultant and former Pacemaker-winning editor.

### **// JEFF MOFFITT**

Jostens Creative Accounts Manager, former award winning publications adviser at Olympia High School [FL].

### **// MARGARET SORROWS**

Bryant High School [AR], 2014 National Yearbook Adviser of the Year, Gold Crown and Pacemaker winning adviser.

### **// REBECCA POLLARD**

Heritage High School [TX], Pacemaker winning adviser, 2013 Edith Fox King Recipient, JEA Journalist of the Year Chair and Leadership and Team Building Curriculum Chair.

### **// ADDITIONAL INSTRUCTORS**

Will be added based upon enrollment and need.

## **FRIDAY // 09.22.17**

**1:30 – 6 p.m.** Welcome, expectations, yearbook show & tell, instructional presentation, staff work time

**6 – 7 p.m.** Pizza party

**7 – 9 p.m.** Staff work time

## **SATURDAY // 09.23.17**

**8 a.m.** Deluxe continental breakfast provided for hotel guests

**9 – 10:00 a.m.** Instructional presentation

**10:00 – 11:30 a.m.** Staff work time

**11:30 a.m. – 1:30 p.m.** Lunch break on your own at Mall of America or neighboring restaurants

**1:30 – 5:30 p.m.** Staff work time

**6 p.m. OPTIONAL** Creative Yearbooks Night Out at Mall of America, dinner and entertainment expenses on your own for students, transportation is available for hotel guests for those who prefer not to make the five-minute walk

**6:30 p.m. OPTIONAL** Adviser Dinner at Mall of America hosted by Jostens

## **SUNDAY // 09.24.17**

**8 a.m.** Deluxe continental breakfast provided for hotel guests

**9 – 11:30 a.m.** Staff work time

**11:30 a.m.–Noon** Working Lunch -provided

**11:30 a.m. – 1 p.m.** Yearbook Fever ... creative presentations and critiques

**4 p.m.** Flights should depart at 4 p.m. or later if possible

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.

**BOARD POLICY: 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