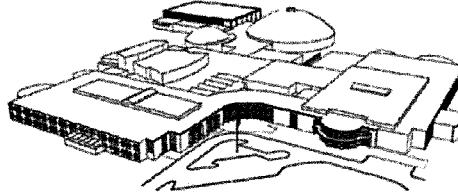


# GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

4000 WEST LAKE AVENUE  
GLENVIEW, IL 60026  
Web: [www.glenbrook225.org/south](http://www.glenbrook225.org/south)  
Telephone: 847.729.2000  
Fax: 847.486.4462



*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Ms. Lauren Fagel

**Re:** GBS Poms - Trip to NYC

*L. Fagel*

**Date:** July 15, 2015

Attached is the formal request from Julie Smith, Varsity Poms Coach, to take ten students to New York City for dance classes at Broadway Dance Center. The girls will take ten classes during their stay in New York from August 9-12, 2015. They will improve their technique and skills, as well as gain the experience of taking classes at an acclaimed teaching studio.

This is an Educational Tour covered under Board Policy 7050. This Educational Tour is conducted by the district, but not financed by the district and requires approval from the principal, superintendent, and Board.

I support this request and believe this type of experience will enhance the performance quality of our Poms Team.

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

I. School GBN \_\_\_ GBS X GBE \_\_\_ GBOC \_\_\_ District \_\_\_  
 II. Initiator JULIE SMITH Phone X 4661  
 Position TITAN POM COACH Date of Submission \_\_\_\_\_

III. Dates and Times of Leave/Return  
 Total Number of School Days Missed per Person 0  
 Departure Date/Time 7/9/15 Return Date/Time 7/12/15

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers and Staff JULIE SMITH  
 Students + 10 Students

V. Description, Destination, and Reason for Trip  
Trip to NYC to take classes at the Broadway Dance Center. This experience will result in improved skills + knowledge of dance

VI. Cost of Trip  
 Was this trip included in your Dept. \_\_\_ Bldg. \_\_\_ 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

VII. Approval  
[Signature] Lauren Jagel  
 Supervisor 5/14/15 Principal 7/15/15 Superintendent \_\_\_\_\_  
 Date Date Date

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

# GLENBROOK SOUTH HIGH SCHOOL

*Northfield Township High School District 225*



4000 WEST LAKE AVENUE  
GLENVIEW, IL 60026

Web: [www.glenbrook225.org/gbs](http://www.glenbrook225.org/gbs)

Telephone: 847.729.2000

Fax: 847.486.4462

May 1, 2015

To Whom It May Concern:

I am writing to ask your permission to take ten students to New York City from August 9-12. On this trip we will be taking classes at the Broadway Dance Center. This dance studio is one of the most acclaimed teaching studios in the United States. The girls will take ten classes throughout their time in New York, which will help them grow as dancers and technicians. The itinerary will also include brief touring of New York to expose the students to a fabulous American city. The students will not miss any school time for this opportunity and will self pay for the trip. I have spoken with all families to ensure that this was an area of opportunity for their girls and that they would support it, prior to announcing it to the girls. The families are all very excited for this opportunity.

Thank you for considering our request.

Best,

A handwritten signature in black ink, appearing to read "Julie Smith".

Julie Smith

Varsity Poms Coach  
Glenbrook South High School  
847-486-4661  
[jsmith@glenbrook225.org](mailto:jsmith@glenbrook225.org)

**Cost for Staff****Total Number of Staff**

1

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$160.00	\$160.00	
Food	\$0.00	\$0.00	
Transportation			
	Air	\$300.00	\$300.00
	Bus/Car		\$0.00
Lodging (for 3 nights)	\$200.00	\$200.00	
Substitute		\$0.00	
<b>Total</b>		<b>\$660.00</b>	

**Cost for Students****Total Number of Students**

10

	Per Student	Total	Account #
Transportation			
	Air	\$250.00	\$2,500.00
	Food	\$0.00	\$0.00
Lodging (for 4 nights)	\$200.00	\$2,000.00	
<b>Total</b>		<b>\$4,500.00</b>	

**Cost of Registrations, etc.**

	Per Student	Total (Cost times # of students)	Account #
Registration	\$160.00	\$1,600.00	

Students	Per Student	Total
Total Cost	\$610.00	\$6,100.00
<b>Total Cost to Student</b>	<b>\$610.00</b>	<b>\$6,100.00</b>

**Summary of Costs**

Total Cost for Students and Staff	\$6,760.00
Total Cost for Students and Staff Funded by District	\$0.00
<b>Total Cost Funded by Students</b>	<b>\$6,760.00</b>