

**GLENBROOK  
SOUTH  
HIGH SCHOOL**

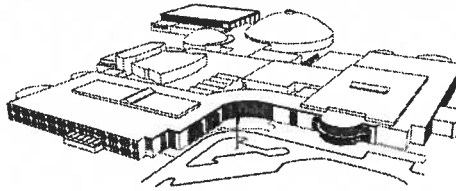
*Northfield Township High School District 225*

4000 WEST LAKE AVENUE  
GLENVIEW, IL 60026  
Web: [gbs.glenbrook.k12.il.us](http://gbs.glenbrook.k12.il.us)  
Telephone: 847.729.2000  
Fax: 847.486.4462

*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Dr. Brian K. Wegley *BKW*



**Re:** GBS Speech/I.E. National Tournament

**Date:** May 9, 2013

Attached is a travel request for Afrodite Skaouris' National Speech competition from Sunday, June 16, 2013 through Saturday, June 22, 2013, in Birmingham, Alabama. This year three GBS students initially qualified for the National Forensic League Tournament, but then a fourth and now a fifth student qualified to participate. The Board has already approved the trip for four students, so this packet is a revision to include the costs of the fifth student. With the addition, GBS will be sending representatives in five out of the six events at this prestigious tournament. I am proud of the accomplishments of these students and grateful for the honor this type of success brings to the Glenbrooks.

This national travel follows the established guidelines, which include students being responsible for 25% of their lodging and travel, and is an Educational Trip covered under Board Policy 7230, which is attached. The remaining costs of this trip will be covered by the GBS budget.

Request for Travel - National  
National Forensic League Tournament  
Birmingham

June 16th--June 22nd, 2013

Cost for Staff

Total Number of Staff

3

Meals for Staff	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
<b>Per Day Cost</b>	<b>\$32.00</b>

	Per Person	Total (Cost times # of staff)	Account #
Food	\$196.00	\$588.00	
Transportation			
Air	\$371.75	\$1,115.25	
Bus/Car	\$145.25	\$435.75	
Lodging (for 6 nights)	\$648.60	\$1,945.80	
Substitute			SUB
<b>Total</b>		<b>\$4,084.80</b>	<b>147343</b>

Cost for Students

Total Number of Students

5 (3 females + 2 male)

	Per Student	Total	Student Cost (25%)	District Cost (75%)	Account #
Transportation					
Air	\$371.75	\$1,858.75	\$464.69	\$1,394.06	
Bus/Car	\$145.25	\$726.25	\$181.56	\$544.69	
Lodging (for 6 nights)	\$216.20	\$1,297.20	\$324.30	\$972.90	
<b>Total</b>		<b>\$3,882.20</b>	<b>\$970.55</b>	<b>\$2,911.65</b>	<b>147343</b>

Cost of Registrations, Judging and/or Officiating

	Total Cost	Account #
Registration	\$74.00	147343
Judging/Officiating	\$100.00	147343

Summary of Costs

COST TO DISTRICT:	\$7,466.45	(Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$970.55	(Total of the 25% student cost)
COST OF TRIP:	\$8,437.00	(Cost to district plus cost of student)

## MEMO

To: Brian Wegley  
Gary Freund  
Jim Shellard

cc: Roseanne Mackie

From: Afrodite Skaouris – Head Coach of the GBS Speech Team

Date: May 9, 2013

Re: Request for Nationals Trip—Speech Team Individual Events--**REVISED**

---

*This is a REVISED the trip request for the annual National Forensics League Tournament on June 16-22, 2013 in Birmingham, Alabama. This week, Glenbrook South's Speech Team got notice of an additional student qualifier, which will change the budget request that was submitted and approved by the board in April. This student qualifier was an alternate after the qualifying tournament. He came in 4<sup>th</sup> Place (after a disappointing final round after coming in 1<sup>st</sup> place throughout the day of competition), and because there was a competitor drop from another school, is now eligible to compete and represent GBS in this event. If he is able to attend, GBS will be sending a student representative in 5 out of the 6 speech events at this national tournament. This is quite a feat for any school.*

---

The Glenbrook South I.E./Speech Team is pleased to announce that five students have qualified to the 2013 NFL National Tournament in Birmingham, Alabama. These students competed in NFL's Northern Illinois District, which also grew in number of competitors and schools in the 2012-2013 school year.

The qualifying students include:

- Three female and two male GBS seniors.
- The students qualified to Nationals in dramatic interpretation, humorous interpretation, original oratory, U.S. Extemporaneous Speaking and International Extemporaneous Speaking. They competed throughout the 2012-2013 season and finished in the top 3 at every tournament. The dramatic interpreter qualified for the state tournament in Prose Reading, the humorous interpreter was 7<sup>th</sup> in the state, and the original orator was the State Champion in oratory, as well as 2<sup>nd</sup> in the state in her alternate event, Informative Speaking. The two male students did not advance to the state series, but have been integral members of the team for three years. All five of these students are three-year speech team members. The humorous interpreter has qualified for nationals the last two years, and the other two girls also qualified last year.

NFL requires supervision of students during competition and adult speech judges that will cover 20+ rounds at the National Tournament. I will accompany them, along with two of the team's coaches. I directly worked with our original orator all year, along with first year speech coach, Austin Smith, who was able to coach her to her 2<sup>nd</sup> place state finish in her alternate event, and Dan Holloway worked directly with the other two girls in their events.

On the next page you will find a list of financials details of the trip. A schedule highlighting the tournament itinerary is provided below:

Itinerary for 2013 NFL National Tournament trip:

- June 16: Arrive in Birmingham, AL, complete required registration, attend beginning ceremonies, and hold group practice session
- June 17-20: Competition (preliminary and initial elimination rounds)
- June 21: Final round competition and award ceremony
- June 22: Leave for Chicago, IL

#### **FINANCIAL DETAILS OF THE TRIP:**

##### **Flights**

3 coaches and 5 students will be flying from O'Hare to Birmingham.

Total for all flights with tax and fees = \$2974

**Principals' Contribution (-25% of student flights) = \$2,509.31**

##### **Hotel Rooms**

We will be in five hotel rooms (6 students + 3 coaches) for six nights.

Total for all rooms with tax = \$3,243

**Principals' Contribution (-25% of student rooms) = \$2,918.70**

##### **Entry Fee**

5 competitors @ \$60.00 for main events + 3 competitors @ \$20 ea. for supplemental + 1 competitor @ \$10 ea. for a consolation = \$370.00

**Total/Principal's Contribution: \$370.00**

##### **Judging Bond**

1 @ \$100.00 = **\$100.00**

##### **Meal Money**

3 adults @ \$32.00 a day for 6 days + breakfast 1 additional morning --\$588.00

**TOTAL = \$588.00**

##### **Ground Transportation**

2 5-passenger rental cars from Hertz = \$962

Gasoline 500 miles X (1 gallon/10 miles) (\$4.00/gallon) = \$200

**Principals' Contribution (-25% of student travel) = \$980.44**

**TOTAL BUDGET REQUEST (minus cost to student): \$7,466.45**

# Glenbrook High Schools

## Guidelines for Student Trips

### **Standards for Approval**

- Contests/activities must be approved by the IHSA or meet the guidelines established by the National Association of Secondary School Principals in its publication: “National Advisory List of Approved Student Contests and Activities”
- Contests/activities must comply with the provisions of Board Policy 7230: Student Trips
- Any student trips resulting from a state, contiguous state, or national competition must be pre-approved by the school administration
- Entry fees, registration, judging and/or officiating will be paid by the school district
- Expenses for students on free/reduced lunch will be handled in accordance with Board Policy 8170: Student Aid for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education

### **Local (Within Cook or Contiguous Counties)**

- The school district will provide transportation
- Meals and lodging will be provided by the students, parents, or sponsoring organization through fundraising activities

### **State/Contiguous State**

- The school district will provide transportation and lodging
- Meals will be provided by the students, parents, or sponsoring organization through fundraising activities

### **National**

- The school district will provide 75% of the transportation and lodging expenses
- Meals and the remaining 25% of transportation expenses will be provided by the students, parents, or sponsoring organization through fundraising activities

## Glenbrook High School District #225

### BOARD POLICY: STUDENT TRIPS

7230

Page 1 of 3 pages

#### 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.

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