

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

4000 WEST LAKE AVENUE

GLENVIEW, IL 60026

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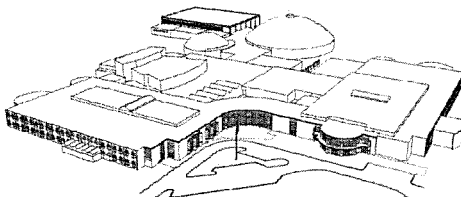
Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BW*

Re: GBS Yearbook Trip

Date: February 17, 2015



Attached is a travel request for Brenda Field's yearbook students who are requesting approval for a trip to the Spring National High School Journalism Convention from April 16-19 in Denver, Colorado. At this conference, the prestigious Pacemaker Award is conferred. The NSPA Pacemaker Award has existed since 1927, is independent of publishing companies and has been considered by many to be student journalism's highest honor. Yearbooks are judged based upon the following criteria: writing/editing, design, content, concept, photography, art and graphics. GBS's yearbook has been named as a finalist every year since 2002 and GBS won the Pacemaker Award in 2002, 2003, 2004, 2008, 2011, 2012 and 2014.

We are proud that Glenbrook South is once again the only school nominated in Illinois, but the main motivation behind this student trip is the conference and onsite competitions in which our editors for the yearbook will participate. They will also attend learning sessions, workshops, and journalistic career information sessions. I support this trip and am convinced of the value of this unique opportunity, which does meet the guidelines of student activity travel outlined in Board Policy 7230 (attached).

Although our guidelines stipulate that students will be responsible for 25% of their lodging and travel, Dr. Shellard, in consultation with me, has determined that his budget can only cover a maximum of \$5000 of the total student cost. Other student expenses, which exceed the 25% guidelines, are the responsibility of individual students and fundraising efforts by this organization.

I support this valuable experience. Please let me know if you need anything further.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN ____ GBS X GBE ____ GBOC ____ District ____

II. Initiator BRENDA FIELD Phone X 4670

Position YEARBOOK SPONSOR Date of Submission 2/15/15

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 2

Departure Date/Time 4/14/15 - A.M. Return Date/Time 4/19/15 - P.M.

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)

Teachers and Staff 20 Students
1 teacher - Brenda Field

Students 1 teacher - TBA

V. Description, Destination, and Reason for Trip

SEA/NSPA SPRING NATIONAL HIGH SCHOOL
JOURNALISM CONVENTION IN DENVER, COLORADO.

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] [Signature] _____
Supervisor Principal Superintendent
2/15/15 2/17/2015 _____
Date Date Date

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

Request for Travel - Yearbook

Cost for Staff

Total Number of Staff

2

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$90.00	\$180.00	382332
Food	\$32.00	\$192.00	382332
Transportation			
Air	\$300.00	\$600.00	3317
Bus/Car			
Lodging (for 3 nights)	\$210.00	\$630.00	382332
Substitute	\$200.00	\$400.00	SUB
Total		\$2,002.00	

Meals for Staff
Breakfast
Lunch
Dinner
Cost per Day

Cost for Students

Total Number of Students

20

	Per Student	Total
Transportation		
Air	\$300.00	\$6,000.00
Bus/Car		
Lodging (for 3 nights)	\$170.00	\$3,570.00
Total		\$9,570.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$90.00	\$1,800.00

Students	Per Student	Total	Account #
Total Cost		\$11,370.00	
Student Activities Contribution		\$5,000.00	382332
Total Cost to Student	\$318.50	\$6,370.00	Students

Summary of Costs

Total Cost for Students and Staff	\$13,372.00
Total Cost for Students and Staff Funded by District	\$7,002.00
Total Cost Funded by Students	\$6,370.00

JEA/NSPA SPRING NATIONAL HIGH SCHOOL JOURNALISM CONVENTION

April 16–19, 2015 | Sheraton Denver Downtown Hotel

stories
ELEVATED
DENVER 2015

National Scholastic Press Association
2221 University Ave. SE, Ste. 121
Minneapolis, MN 55414

Keynote addresses by some of the nation's top newsmakers.

More than 300 learning sessions in newspaper, yearbook, magazine, broadcast, online, advising, media law and more.

Pre-convention workshops in leadership, writing, photography, team storytelling and more.

Media and sightseeing tours to top attractions and media outlets.

On-site critiques and competitions, including NSPA Best of Show and JEA Write-offs.

Swap Shop and Break with a Pro events for sharing experience and gaining career information.

Products, services and educational opportunities at the trade show.

Issue seminars on hot topics.

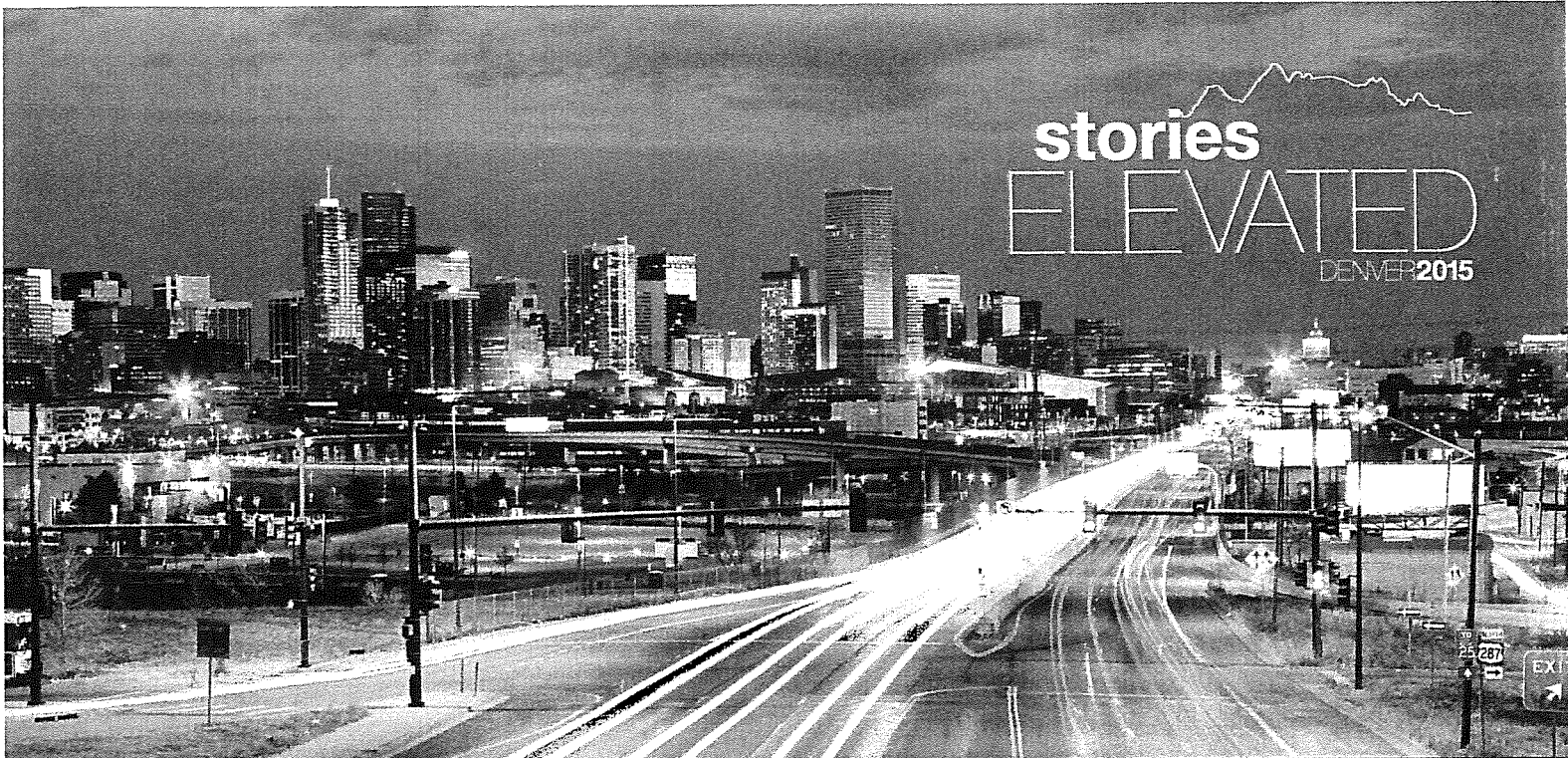
denver.journalismconvention.org | jea.org | nspa.studentpress.org

JEA/NSPA Spring National High School Journalism Convention

April 16–19, 2015 | Sheraton Denver Downtown Hotel



stories
ELEVATED
DENVER 2015



stories ELEVATED

DENVER 2015

Easy to get to, easy to get around, with scenery that's easy on the eyes...

That's Denver. A bustling downtown highlighted by a vibrant media scene, a dynamic arts culture and a progressive attitude, Denver will inspire you to add another chapter to your journalism story.

Denver is a lively city that sits 5,280 feet — one mile — above sea level. Located at the base of the Rocky Mountains, it's blessed with 300 days of sunshine a year, perfect for exploring the nation's largest city park system and incredible 650 miles of paved bike trails.

Downtown — the 10th largest in the U.S. — is centered around a milelong pedestrian promenade and includes sports stadiums, hundreds of restaurants, a collection of museums, galleries, shopping, the second largest performing arts center in the nation, three college campuses and an amusement park.

The city offers much diversity in people, scenic terrain, neighborhoods and historic attractions. Along with our top-notch journalism convention, your visit promises to be educational, enjoyable and memorable.

REGISTRATION FEES

JEA OR NSPA MEMBERS

Early-bird: \$90

After early-bird deadline: \$100

NONMEMBERS

Early-bird: \$110

After early-bird deadline: \$120

NONMEMBER PROFESSIONALS

(not students or advisers) \$150

EARLY-BIRD DEADLINE:

MARCH 24, 2015

Save money by registering early and by joining JEA and NSPA.

All registration fees are subject to change.

RESERVE HOTEL ROOMS ONLINE

To take full advantage of the convention, delegates who live outside the Denver area are encouraged to stay at the Sheraton Denver Downtown Hotel, the sanctioned and officially designated JEA/NSPA convention hotel.

The convention website at denver.journalismconvention.org will contain detailed information about the hotel and how to reserve rooms, including online reservation links. The convention registration booklet also will contain program details. Both will be available in fall 2014.

Please realize that although an March 24, 2015, deadline for reservations has been set, neither the hotel nor JEA/NSPA can guarantee availability.

Sheraton Denver Downtown
1550 Court Place, Denver, CO 80202

Room Rates: \$169/night double or king, plus 14.85 percent tax per room.

Reservation deadline:

March 24, 2015

Credits: Images from Getty Images. "Stories Elevated" logo by Nicole Arduini.

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.

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7230

Page 2 of 3 pages

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

