

GLENBROOK SOUTH HIGH SCHOOL

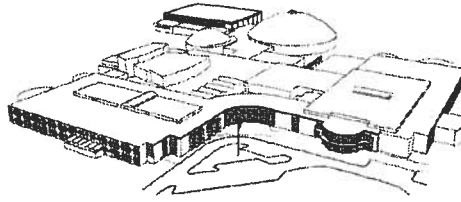
Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026

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Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley *BN*

Re: GBS Business Professionals
National Leadership Conference

Date: March 11, 2013

Attached is a travel request for Rosie McManamon's Business Professionals of America (BPA) trip from Tuesday, May 7, 2013 through Sunday, May 12, 2013. This year 5 GBS students placed in the BPA state competition, which qualified them for this year's national competition. All 5 students are able to participate in this national competition at the BPA National Leadership Conference, held in Orlando, FL.

This national travel follows the established guidelines, which include students being responsible for 25% of their lodging and travel. The remaining costs of this trip will be covered by the GBS budget.

Please let me know if you need any further information.

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

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

II. Initiator ROSANNA McMANAMON Phone 4447

Position BUSINESS PROFESSIONALS OF AMERICA Date of Submission MARCH 8, 2013

III. Dates and Times of Leave/Return CHAPTER ADVISOR

Total Number of School Days Missed per Person 3

Departure Date/Time MAY 7 7 PM Return Date/Time MAY 12 NOON

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

Teachers and Staff ROSIE McMANAMON

Students → ALJO ABRAHAM, ANASTASIA ATHAS, JIYOUN JUNG,
SABRINA IQBAL, JOSEPH VARUGHESI

V. Description, Destination, and Reason for Trip

NATIONAL LEADERSHIP CONFERENCE
ORLANDO, FL
STUDENTS HAVE QUALIFIED FOR NATIONAL COMPETITION

VI. Cost of Trip

Was this trip included in your Dept. _____ Bldg. _____ District _____ Budget?

SEE ATTACHED

	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
3/11/13 3/11/13 _____
Date Date Date

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

Form approved by Board of Education 12/15/97.

**Business Professionals of America
National Leadership Conference**

Location: Orlando, FL--Dates: May 7-12, 2013

Preliminary draft of costs to be incurred:

Reason	Breakdown	Percent district pays	What each student pays
Registration	\$115/member & advisor Members = 5 students+1 advisor \$115x5= \$575.00	100% \$575.00	
Advisor Hotel (1)	\$1,546.90	100% \$1,546.90	
Student Hotel Rooms (2)	\$3,093.80	75% \$2,320.35	25% \$773.45/ 5 students = \$154.69
Advisor Airline Tickets	1 RoundTrip airline ticket = \$ 347.80 \$347.80	100% \$347.80	
Student Airline tickets and baggage check-in	5 RT tickets @ \$347.80/each = \$1,739.00 \$1,739.00	75% \$1,304.25	25% \$434.75/ 5 students = \$86.95
Advisor meals	\$160.00	100% \$160.00	
Total Cost of Trip	\$7,462.50		
Cost to District		\$6,254.30	
Cost per student			\$241.64

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
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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