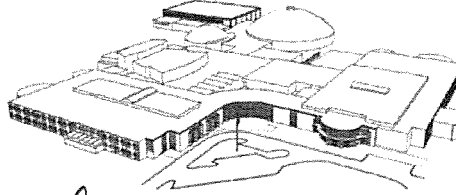


GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

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



Office of the Principal

To: Dr. Mike Riggle

From: Ms. Lauren Fagel

A handwritten signature in cursive script, appearing to read "L. Fagel".

Re: Yearbook Creativity Workshop in
Minneapolis, Minnesota

Date: July 15, 2015

Attached is the formal request from Brenda Field, Yearbook Adviser, to take students to a Creativity Workshop from September 11-13, 2015.

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 yearbook students and the quality of the final publication.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS X GBE GBOC District

II. Initiator Brenda Field Phone

Position Yearbook Sponsor Date of Submission 7/7/15

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 1

Departure Date/Time 9/11/15 - a.m. Return Date/Time 9/13/15 - p.m.

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

Teachers and Staff Brenda Field

Students + 5 students

V. Description, Destination, and Reason for Trip

Yearbook Creativity Workshop in Minneapolis, MN - Josten's sponsored workshop to encourage creative thinking in yearbook preparation.

VI. Cost of Trip

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

	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

 Supervisor Principal Superintendent
7/7/15 7/15/15
 Date Date Date

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

Request for Travel to Jostens Yearbook Creativity Workshop- Yearbook

Cost for Staff

Total Number of Staff

1

	Per Person	Total (Cost times # of staff)	Account #
Registration	\$0.00	\$0.00	382332
Food	\$0.00	\$0.00	382332
Transportation			
	Air	\$114.00	\$114.00
	Bus/Car		3317
Lodging (for 2 nights)	\$210.00	\$210.00	382332
Substitute	\$100.00	\$100.00	SUB
Total		\$424.00	

Cost for Students

Total Number of Students

5

	Per Student	Total
Transportation		
	Air	\$114.00
	Bus/Car	\$50.00
Lodging (for 2 nights)	\$84.00	\$420.00
Total		\$1,040.00

Meals for Staff	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
Cost per Day	\$32.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$70.00	\$350.00

Students	Per Student	Total	Account #
Total Cost		\$1,390.00	
Student Activities Contribution		\$0.00	382332
Total Cost to Student	\$278.00	\$1,390.00	Students

Summary of Costs

Total Cost for Students and Staff	\$1,814.00
Total Cost for Students and Staff Funded by District	\$424.00
Total Cost Funded by Students	\$1,390.00

YOUR CREATIVITY COACHES!

// MARTHA AKERS

Loudoun Valley High School [VA], 2005 National Yearbook Adviser of the Year; Gold Crown and Pacemaker winning adviser

// JOHN DALKE

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

// GARY LUNDGREN

Jostens Senior Marketing Manager, former director of Student Publications at the University of Arkansas and former Arkansas Scholastic Press Association director

// MARGARET SORROWS

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

// BRUCE WATTERSON

Former award-winning high school and collegiate publications adviser and acclaimed yearbook consultant

// **ON THE COVER:** Yearbook adviser Matt LaPorte, Southwest Career and Technical Academy [NV] and the editors of *The Howl* enjoy a break from yearbooking at Nickelodeon Universe at the Mall of America

CREATIVITY SCHEDULE

// FRIDAY, 09.11.15

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, 09.12.15

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

9 – 10:30 a.m. Instructional presentation

10:30 – 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 Yearbook Nerds' 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, 09.13.15

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

9 – 11:30 a.m. Staff work time

11:30 a.m. – Noon Lunch provided

Noon – 2 p.m. Yearbook Idol ... creative presentations and critiques

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