

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

4000 WEST LAKE AVENUE
GLENVIEW, IL 60026

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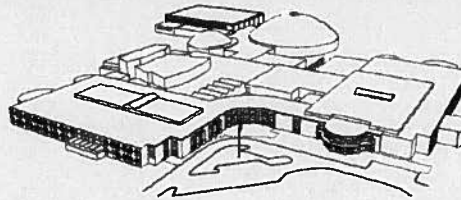
Office of the Principal

To: Dr. Mike Riggle

From: Dr. Brian K. Wegley *BN*

Re: GBS Yearbook Trip

Date: March 4, 2014



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 10-13 in San Diego, California. 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, and 2012.

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 4493

Position Yearbook Sponsor Date of Submission 3/2/14

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 2

Departure Date/Time 4/10/14 - a.m. Return Date/Time 4/13/14 - p.m.

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

Teachers and Staff BRENDA FIELD + ADDITIONAL CHAPERONE

Students 18 Students

V. Description, Destination, and Reason for Trip

IEA/NSPA Spring National High School Journalism Convention - San Diego, CA.
Attend journalism sessions and keynote speakers.

VI. Cost of Trip

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

	Total Amount	Per Person	Account #
Registration	<u>Please see attached</u>	<u>see attached</u>	
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] Supervisor 3/3/14 Date

Principal _____ Date

Superintendent _____ Date

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

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	\$497.00	\$994.00	3317
Bus/Car		\$0.00	
Lodging (for 3 nights)	\$210.00	\$1,260.00	382332
Substitute	\$200.00	\$400.00	SUB
Total		\$2,626.00	

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

Cost for Students**Total Number of Students**

18

	Per Student	Total
Transportation		
Air	\$497.00	\$8,946.00
Bus/Car		
Lodging (for 3 nights)	\$170.00	\$3,570.00
Total		\$12,516.00

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)
Registration	\$90.00	\$1,620.00

Students	Per Student	Total	Account #
Total Student Cost		\$14,136.00	
Student Activities Contribution		\$5,000.00	382332
Total Cost to Student	\$507.56	\$9,136.00	Students

Summary of Costs

Total Cost of Trip for Students and Staff	\$16,762.00
Total Cost for Students and Staff Funded by District	\$7,626.00
Total Cost Funded by Students	\$9,136.00



sandiego.journalismconvention.org

SAN DIEGO

MAKING WAVES



**JEA/NSPA Spring National
High School Journalism Convention
April 10-13, 2014
Hilton San Diego Bayfront**

New this year!

Curriculum Initiative p. 7

Live Learning Center p. 7

New pre-convention
workshops p. 4

**Want to attend this
convention for free?**

See page 12 to find out how.

200+ sessions

Issue seminars

Media swap shops

**Best of Show and
Write-off contests**

Keynote speakers

**Exhibits and trade
show**

Media tours

Break with a Pro

On-site critiques

Learn more at: sandiego.journalismconvention.org • Twitter: @nhsjc | #nhsjc

Key facts at a glance

Registration rates

JEA and NSPA members:

\$90 per delegate on or before March 20

\$100 per delegate postmarked March 21 and later

Nonmember students and advisers:

\$110 per delegate on or before March 20

\$120 per delegate postmarked March 21 and later

Nonmember professionals (non advisers):

\$150 per delegate

Register Online

Registering for the convention online is the easiest, fastest and best way to ensure a smooth on-site check-in. Go to sandiego.journalismconvention.org to submit your convention registration online.

Hotel Rates

The Hilton San Diego Bayfront is the official convention hotel. Rooms at the Hilton are \$219 a night for single or double occupancy and \$229 a night for triple or quad occupancy, plus 12.5 percent tax per room, per night.

Convention Planning Tips

Carefully read all of the information contained in this booklet prior to submitting any forms. Note that all forms in this booklet are not sent to the same place, nor are all fees paid with a single check. There's a list on the opposite page of all the forms you'll be submitting, with addresses. Because of the labor involved in processing and preparing materials, not all deadlines are the same. Photocopy or print completed forms and bring them with you to the convention. In some cases, you may need a separate form for each student registering for a program or contest.

Make hotel reservations far in advance of published deadlines to ensure room availability. Online reservation links are posted online at the convention website: sandiego.journalismconvention.org.

Important points:

- If you do not receive a registration confirmation at the email address provided during registration within two weeks after you send materials to NSPA, or to correct any misinformation, call 612-625-1857 or email register@studentpress.org. Convention materials (lists, tickets, name badges, etc.) are produced from the information detailed on the confirmation.
- Do not mail registration materials to NSPA after April 4, 2014. Online registrations (see above) are accepted through Monday, April 7. After these dates, you may register on-site at the convention registration desk.
- Registration fees do not include meals, transportation or other incidentals.
- Registrations must be accompanied by credit card, check or school purchase order for full amount. Plan carefully. Absolutely no refunds of prepaid fees will be issued. No direct billing will be done unless a purchase order is submitted along with your registration form.
- Advisers/chaperones should read and discuss all convention rules with students. All students attending the convention must have permission from parents or legal guardians. Students attending the convention are the responsibility of the adviser/chaperone, and not JEA, NSPA or the hotel.
- There are no cancellations after registration; however, substitutions are allowed.

Keynote speakers



Laura Castañeda

Thursday, April 10

7:30 p.m.

Emmy-award winning journalist Laura Castañeda is the owner of Press Pass International and serves as a professor and chair of the communications department at San Diego City College. Prior to her solo career, she reported for Channel 4 Cox Communication's news magazine show, "San Diego Insider" and worked at KGTV Channel 10.

Her first documentary, "The Devil's Breath," screened at the San Diego Latino Film Festival in 2008 to a sold out crowd. Castañeda is an alumna of the University of Illinois-Urbana. She has served on numerous boards of directors including CCNMA, Latino Journalists of California, UNITY Journalists of Color and The National Association of Hispanic Journalists.



Larry Himmel

Friday, April 11

1 p.m.

Larry Himmel is a feature reporter for CBS News 8 in San Diego, where he has worked since 1979. He is the recipient of more than a dozen Emmy Awards. His "Larry Himmel at Large" commentaries and "CBS News 8 Neighborhood Reports" are among the most recognizable features in San Diego television, and he can be seen forecasting the weather on CBS News 8 and covering the San Diego Chargers during the football season.

Prior to joining CBS News 8, Himmel had stints at radio stations in San Diego, Chicago, Hammond, Ind., and Windsor, Ontario, Canada. He is a native of Chicago and holds a master's degree from Bradley University in Peoria, Ill.

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.

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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