

GLENBROOK SOUTH HIGH SCHOOL

Northfield Township High School District 225

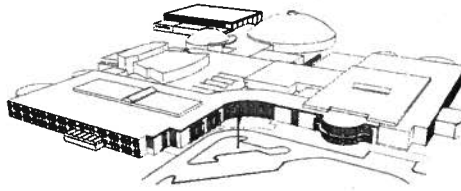
Office of the Principal

To: Dr. Mike Riggle

From: Brian K. Wegley

Re: Girl's Lacrosse Tour

Date: December 3, 2008



4000 WEST LAKE AVENUE
GLENVIEW, IL 60026
Web: gbs.glenbrook.k12.il.us
Telephone: 847.729.2000
Fax: 847.486.4462

Attached is a travel request for Anne Lesch's Girl's Lacrosse team. This is an Educational Tour as defined by the district and has been supported for the past and has been a positive experience for our lacrosse team.

Students will leave on Friday, April 17th and will miss the end of that school day. Students are asked to inform their teachers of this tour and plan to make up any missed work.

I support this tour and believe it will be a valuable experience for our girls.

Please let me know if you need anything further.

12/1/08

To Whom It May Concern:

These costs are estimated based on previous trips. The organizer of the tournament is working on lodging "deals" with local hotels. And I'm in the process of getting quotes on taking a coach bus or taking a school bus to Ohio as opposed to driving the school vans. That cost has not been included.

Sincerely,

A handwritten signature in black ink that reads "Anne Lesch". The signature is written in a cursive style with a long, sweeping underline.

Anne Lesch

Head Girls Lacrosse Coach

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN ___ GBS GBE ___ GBOC ___ District ___

II. Initiator Anne Lesch, Phone (847) 715-6706
 Position Girls Lacrosse Coach Date of Submission 12/2/08 ^{cell}

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 1/2 of Friday 4/17
 Departure Date/Time 4/17/09 Return Date/Time 4/18/09

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff Anne Lesch, Head Girls Lacrosse Coach
(2) Julie Stein, Asst. Girls Lacrosse Coach
 Students ~~see attached~~ team has not yet been
(22) determined, estimated 22 girls, tryouts first week

V. Description, Destination, and Reason for Trip In March.
To play in the Hannigan - Ballipault Lacrosse
Tournament in Columbus, OH
To play top out-of-state competition.

VI. Cost of Trip

Was this trip included in your Dept. ___ Bldg. ___ District ___ Budget? **NO**

	Total Amount	Per Person	Account #
Registration	\$175.00	\$ 8.00	
Lodging	\$600.00	\$28.00	
Meals (Advance)	0 \$984.00	\$41.00	
Judging		N/A	
Substitute Teacher		N/A	
Transportation	either school vans or coach bus/TBD school busses	TBD	
District Total		N/A	N/A
Cost to Student	\$80-100		N/A

VII. Approval + gas/transportation

St. Ruhl [Signature]
 Supervisor Principal Superintendent
12-2-08 12/2/08
 Date Date Date

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