

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma

Re: Speech/ I.E. National Tournament

Date: May 2, 2014

Attached is a request from Sarah Ilie, GBN Speech/ Individual Events coach, to participate in the National Forensics League (NFL) National Tournament in Overland Park, Kansas, June 15 - 21, 2014. Included documents are: trip rationale, routine district travel request forms, and board policy 7230, Student Trips.

GBN students competed in the NFL's district tournament to qualify for the national competition. In the Northern Illinois District, two Glenbrook North students have been selected to compete at the national level. I fully support this opportunity and ask for your support as well.

PP:rp

enc.



Glenbrook North High School

2300 Shermer Rd, Northbrook, IL 60062

Phone: 847-509-2640

Date: April 23, 2014

To: Mike Riggle
Paul Pryma
John Finan
Mike Tarjan

From: Sarah Ilie, head coach of the Speech/I.E. program

RE: Speech/I.E. NFL National Tournament, June 15-21, 2014

The Glenbrook North Speech/I.E. Team is pleased to announce that two students have qualified to the 2014 NFL National Tournament in Overland Park, Kansas.

Speech/Individual Events is an IHSA sponsored national program for students interested in developing public speaking and oral interpretation skills. Students compete both locally and nationally, and a secondary organization, National Forensics League, hosts the national tournament every summer for high school students who qualified from various districts around the country.

This year, Glenbrook North students competed in the NFL's Northern Illinois District, which also grew in number of competitors and schools in the 2013-2014 school year. The number of entries and strength of the competing school continue to grow each year, but despite the stiff competition, two speech students from Glenbrook North advanced to the NFL National Tournament and will once again compete this June.

The qualifying students include:

- One female GBN junior and one male GBN senior
- The students qualified to Nationals in both acting and public speaking events: dramatic interpretation and original oratory. They competed throughout the 2013-2014 season and finished in the top 6 at every tournament.

NFL requires supervision of students during competition and adult speech judges that will cover 20+ rounds at the National Tournament. As the I.E./Speech head coach who directly worked with these students, I will accompany them, along with an assistant coach who will help me supervise students at multiple competition sites. We will need to hire judges who will act as an official in the multiple rounds of the National Tournament.

Attached you will find a spreadsheet that specifies the financial details of the trip. Transportation estimates were determined with the use of district vehicle (mini-bus) in mind. We also compared the group rates provided by the NFL with the rates provided by other major hotels, and chose the best-quoted price. A schedule highlighting the tournament itinerary is also provided for your reference.

Itinerary for 2014 NFL National Tournament trip:

- June 15: Arrive in Overland Park, KS, complete registration, attend beginning ceremonies, and group practice session
- June 16~19: Competition (preliminary and initial elimination rounds)
- June 20: Final round competition and award ceremony
- June 21: Leave for Chicago, IL

Sincerely,

Sarah H. Ilie
Speech/I.E. head coach
Social Studies teacher

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District

II. Initiator Sarah Die Phone X2640

Position teacher, Coach Date of Submission 4/24/14

III. Date and Times of Leave/Return

Total Number of School Days Missed per Person 0

Departure Date/Time 6/15/14 @ 9:00AM Return Date/Time 6/21/14 @ 6:00PM

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

Teachers and Staff Sarah Die
Amy Tuho

Students _____

V. Description, Destination, and Reason for Trip

NFL National Tournament (see letter)

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] [Signature]
 Supervisor Principal Superintendent
4/24/14 4/29/14 5/1/14
 Date Date Date

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

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

Request For Travel-National

With Cost to Student

COST FOR TEACHERS & STAFF

Total Number of Staff: 2

Per Person	Total(Cost times # of staff)	Account#	
Food	\$224.00	\$448.00	
Transportation:			
Air	\$250.00	\$500.00	
Bus/Car	\$100.00	\$200.00	
Lodging	\$770.00	\$1,540.00	
TOTAL	\$1,344.00	\$2,688.00	

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

COST FOR STUDENTS

Total Number of Student: 2

Per Person	Total(Cost times # of student)	Student Cost 25%	District Cost 75%	Account #
Transportation:				
Air	\$250.00	\$500.00	\$125.00	
Bus/Car	\$100.00	\$200.00	\$50.00	
Lodging	\$770.00	\$1,540.00	\$385.00	
TOTAL	\$1,120.00	\$2,240.00	\$560.00	\$1,680.00

COST OF REGISTRATION, JUDGING and/or OFFICIATING

Total Cost	Account#
Registration	247390
Judging/Officiating	247310
TOTAL	\$840.00

TOTALS

COST TO DISTRICT:	\$5,208.00 (Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$560.00 (Total of the 25% student cost)
COST OF TRIP:	\$5,768.00 (Cost to District plus Cost to Student)

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.

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

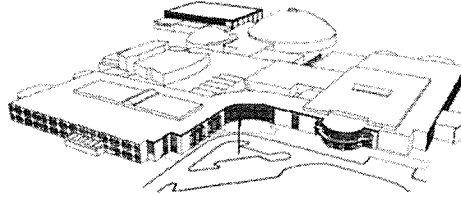
GLENBROOK SOUTH HIGH SCHOOL

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: Dr. Brian K. Wegley *BKW*

Re: GBS Speech/National Tournament

Date: May 2, 2014

Attached is a travel request for Afrodite Skaouris' National Speech competition from Sunday, June 15, 2014 through Saturday, June 21, 2014, in Overland Park, Kansas. This year one GBS student qualified for the National Forensic League Tournament. I am proud of the accomplishments of this student and grateful for the honor this type of success brings to the Glenbrooks.

This national travel follows the established guidelines, which include students being responsible for 25% of their lodging and travel, and is an Educational Trip covered under Board Policy 7230, which is attached. The remaining costs of this trip will be covered by the GBS budget.

MEMO

To: Brian Wegley
Gary Freund
Jim Shellard

cc: Roseanne Mackie

From: Afrodite Skaouris – Head Coach of the GBS Speech Team

Date: April 2, 2014

Re: Request for Nationals Trip—Speech Team Individual Events-

This is the trip request for the annual National Forensics League Tournament on June 15-21, 2014 Overland Park, KS. This week, Glenbrook South's Speech Team will send a female senior student to compete in Humorous Interpretation.

The Glenbrook South I.E./Speech Team is pleased to announce that one student has qualified to compete at the 2014 NFL National Tournament in Overland Park, KS. These students competed in NFL's Northern Illinois District, which also grew in number of competitors and schools in the 2013-2014 school year.

The qualifying student include is one female senior who has been a part of the speech team for 2 years. She will be competing in Humorous Interpretation

NFL requires supervision of students during competition and adult speech judges that will cover rounds at the National Tournament. Assistant Speech Coach, Austin Smith, will accompany the student and will cover all the rounds that we will be assigned to judge.

On the next page you will find a list of financials details of the trip. A schedule highlighting the tournament itinerary is provided below:

Itinerary for 2014 NFL National Tournament trip:

- June 15: Arrive in Kansas City, Missouri, and travel to Overland Park, KS, to complete required registration, attend beginning ceremonies, and hold group practice session
- June 17-19: Competition (preliminary and initial elimination rounds)
- June 20: Final round competition and award ceremony
- June 21: Leave for Chicago, IL

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District

II. Initiator Afrodite D. Sicaouris Phone 847-486-4494
 Position Teacher/Head Speech Team Coach Date of Submission 5/1/14

III. Dates and Times of Leave/Return
 Total Number of School Days Missed per Person 0 (trip happens after end of school)
 Departure Date/Time 6/15/14 Return Date/Time 6/21/14

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff Austin Smith - Assistant Coach
 Students 1 Student (Senior speech team member)

V. Description, Destination, and Reason for Trip
One speech team student qualified for Nationals this year. She and one coach will be traveling to Overland Park, KS for competition.

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] _____ _____
 Supervisor Principal Superintendent

5/1/14 _____ _____
 Date Date Date

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

Cost for Staff

1

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

Total Number of Staff

	Per Person	Total (Cost times # of staff)	Account #
Registration/Judge Bond		\$100.00	
Food	\$196.00	\$196.00	
Transportation			
Air	\$238.00	\$238.00	
Bus/Car	\$201.81	\$201.81	
Lodging (for 6 nights)	\$768.45	\$768.45	
Substitute			SUB
Total		\$1,504.26	147343

Cost for Students

1

	Per Student	Total	Student Cost (25%)	District Cost (75%)	Account #
Transportation					
Air	\$238.00	\$238.00	\$59.50	\$178.50	
Bus/Car	\$201.81	\$201.81	\$50.45	\$151.36	
Lodging (for 6 nights)	\$768.45	\$768.45	\$192.11	\$576.34	
Total		\$1,208.26	\$302.06	\$906.20	147343

Cost of Registrations, etc.

	Per Student	Total (Cost times # of students)	Account #
Registration	\$60.00	\$60.00	147343

Students	Per Student	Total
Total Cost		\$1,268.26
Student Activities Contribution	\$966.20	\$966.20
Total Cost to Student		\$302.07

Summary of Costs

Total Cost for Students and Staff	\$2,772.52
Total Cost for Students and Staff Funded by District	\$2,470.45
Total Cost Funded by Students	\$302.07

Glenbrook High School District #225

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