


OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan 

Re: DECA International Competition

Date: March 20, 2017

Attached is a request from Samantha Haugen and Michael Rast, GBN DECA sponsors, to participate in the DECA International Competition in Anaheim, CA. April 26 – April 30, 2017.

GBN students competed at the local and state levels to qualify for the international competition. This competition has provided meaningful experiences for our students for many years. I fully support this opportunity and ask for your support as well.

JF:rp

**GLENBROOK HIGH SCHOOLS**  
**Travel Requests Requiring Board of Education Approval**

**I. School**    GBN X    GBS \_\_\_\_\_    GBE \_\_\_\_\_    GBOC \_\_\_\_\_    District \_\_\_\_\_

**II. Initiator** Haugen    Phone X2523

Position teacher    Date of Submission 3/15

**III. Date and Times of Leave/Return**

Total Number of School Days Missed per Person W 4/26 - 8/1/30 (3 school days)

Departure Date/Time W 4/26 7:00 AM    Return Date/Time Sun 4/30 9:30 PM

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

Teachers and Staff Haugen + Rast

Students (see attached roster)

**V. Description, Destination, and Reason for Trip**

Deca International Competition Anaheim, CA  
final competition for students who qualified from  
state 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**

M. J.    [Signature]    \_\_\_\_\_  
Supervisor    Principal    Superintendent

3/17/17    3/20/17    \_\_\_\_\_  
Date    Date    Date

*see attached cost worksheet*

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

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

**COST FOR TEACHERS & STAFF**

Total Number of Staff:	2
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Meals for Staff		Meals for Staff	
Breakfast		Breakfast	\$4.00
Lunch		Lunch	\$8.00
Dinner		Dinner	\$20.00
Per Day Cost		Trip Total Meals	\$32.00

	Per Person	Total(Cost times # of staff)	Account#
Food	\$140.00	\$280.00	
Transportation:			
Air	\$250.00	\$500.00	
Bus/Car		\$0.00	
Lodging	\$1,032.00	\$2,064.00	
TOTAL	\$1,422.00	\$2,844.00	

\*includes 1 checked bag

\*Based on 2 rooms (\$258/night)

\$1032 for 4 night \* 2 Rooms

**COST FOR STUDENTS**

Total Number of Students:	18
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	Per Person	Total(Cost times # of students)	Account #
Transportation:			
Air	\$250.00	\$4,500.00	
Bus/Car	\$50.00	\$900.00	
Lodging	\$296.70	\$5,340.60	
TOTAL	\$596.70	\$10,740.60	

estimated, not going to confirm reservation until after Spring Break

\*Based on 5 rooms (\$267/night)

\$1068 for 4 night \* 5 Rooms

**COST OF REGISTRATION Total number 20 (students + staff)**

	Per Person	Total (cost times # of stu/chap	Account#
Registration	\$115.00	\$2,300.00	
Judging/Officiating	\$0.00		
TOTAL	\$115.00		

**TOTALS**

COST OF TRIP:	\$15,884.60
	District
	GBN DECA
	\$15,884.60

Cost Per Student

\$882.48	\$882.48
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**In addition, to the cost**

Food (\$32/day - \$160)

Activity (evening) Approx \$285 (3 day park hopper

Carry-On Bags

1st Place State winners will receive State winnings to reduce their cost



# Interoffice Memo

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## Career & Life Skills Department

**Date:** March 15, 2017

**To:** Mike Riggle  
John Finan  
Mike Tarjan

**From:** Joe Bruno, Michael Rast and Samantha Haugen

**RE:** DECA International Competition, April 26-30, 2017

For the 11th consecutive year, we are pleased to announce that the Glenbrook North DECA, business club, has qualified for the International DECA Competition (ICDC). This year the competition is held in Anaheim, CA.

DECA is an IHSA sponsored national organization for students studying marketing, management, finance, hospitality and entrepreneurship at the high school and collegiate level. It also services teachers who are chapter DECA advisors by connecting classrooms to careers and is recognized as a Career and Technical Student Organization (CTSO). DECA is endorsed by the U.S. Department of Education and is chartered through state departments of education and is a nonprofit organization.

Students compete at the local and state levels in order to qualify for the international competition. DECA's competitive events develop and demonstrate skills through real-world projects and encounters. In these events, students learn to conduct market research, devise promotion plans, start up businesses, participate in Internet challenges and simulations, and encounter realistic workplace challenges. They interact with business community members to learn and to practice their skills.

This year, the Glenbrook North chapter comprised of over 100 members, with 100 students who then competed at the Regional competition. Of those 100 students, 41 were selected to compete at the state competition in March. Of those, 25 DECA competitors made it into the Top 10 in State for their event category, which is an outstanding number.

The State competition comprises 58 schools and approximately 1300 students from the state of Illinois. From this competitive atmosphere, twenty two students from Glenbrook North's DECA Business club were 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place winners (6 first place, 7 second place, 1 third place, 2 fourth place) in one or more of their events, advancing them to the International DECA Competition in Anaheim, CA on April 26-30, 2017. Several of Glenbrook North students qualified in, both, their role play and written/selling event however students may only compete in one event at Internationals. Therefore, three Glenbrook North students in the Top 10 qualified for Internationals because another Illinois competitor could not attend, creating an opportunity for them to compete and gain business experience.

The Glenbrooks requires a 1 to 10 supervision ratio for students. As DECA sponsors we all plan to chaperone students at the International DECA Competition.

Attached you will find a list of students that qualified for Internationals as well as a spreadsheet that specifies the financial details of the trip. Flights were purchased through American Airlines and the ticket prices were determined to be competitive as compared to that of Orbitz, Expedia and by using a travel agent. A schedule highlighting the conference itinerary is also provided (for your reference).



# ANAHEIM | 2017 INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

## TUESDAY, APRIL 25

12:00 PM - 6:00 PM	REGISTRATION <i>For Chartered Association Advisors</i>	Hall B Foyer
12:00 PM - 9:00 PM	HEADQUARTERS + TOURS BOOTH	Hall B Foyer
12:00 PM - 9:00 PM	SHOP DECA <i>(including blazer sales)</i>	207
12:00 PM - 9:00 PM	DECA 5K RUN/WALK <i>Pre-Registration</i>	Hall B Foyer
6:00 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>(by invitation only)</i>	208A

## WEDNESDAY, APRIL 26

7:00 AM - 10:00 PM	HEADQUARTERS + TOURS BOOTH	Hall B Foyer
7:00 AM - 10:00 PM	SHOP DECA <i>(including blazer sales)</i>	207
7:30 AM	DECA 5K RUN/WALK	Angels Stadium
9:00 AM	OFFICER CANDIDATE INTERVIEWS	Hilton Mezzanine 5/6
9:00 AM	DECA DAY AT DISNEY	
9:30 AM	EVENT DIRECTORS' + ASSISTANT EVENT DIRECTORS' BRIEFING	
1:00 PM - 5:00 PM	EXHIBIT + CAMPAIGN BOOTH SET-UP	Hall B
4:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	Hall D
5:30 PM	EXECUTIVE MENTOR WELCOME <i>(by invitation only)</i>	
7:00 PM - 8:30 PM	GRAND OPENING SESSION   CENTRAL + NORTH ATLANTIC REGIONS <i>Fashion Show sponsored by FIDM/Fashion Institute of Design &amp; Merchandising</i>	Hall D
9:30 PM - 11:00 PM	GRAND OPENING SESSION   SOUTHERN + WESTERN REGIONS <i>Fashion Show sponsored by FIDM/Fashion Institute of Design &amp; Merchandising</i>	Hall D
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	

## THURSDAY, APRIL 27

7:00 AM - 4:30 PM	HEADQUARTERS + TOURS BOOTH	Hall B Foyer
7:00 AM - 4:30 PM	SHOP DECA <i>(including blazer sales)</i>	207
7:30 AM	VIRTUAL BUSINESS CHALLENGE BRIEFING <i>(required)</i>	210
8:00 AM - 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY   FOOD OPERATIONS <i>Sponsored by Otis Spunkmeyer, an ARYZTA Brand</i>	Anaheim Marriott
8:00 AM - 4:00 PM	CAREER EXHIBITS + CAMPAIGN BOOTHS + DECA IMAGES <i>(Advisors only from 3:00 AM - 9:00 AM)</i>	Hall B
8:00 AM - 5:00 PM	COMPETITIVE EVENT TESTING + BRIEFING	
8:30 AM - 4:00 PM	EMERGING LEADER SERIES	Anaheim Marriott
9:00 AM - 3:00 PM	ADVISOR ACADEMY <i>(New and Developing Advisors)</i> <i>Sponsored by PepsiCo Chilled DSD</i>	204 B
9:30 AM - 1:00 PM	EXECUTIVE MENTOR PROGRAM	Anaheim Marriott
12:00 PM	MDA LUNCHEON <i>Sponsored by Muscular Dystrophy Association (by invitation only)</i>	208 A
12:30 PM - 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY   RETAIL OPERATIONS <i>Sponsored by Otis Spunkmeyer, an ARYZTA Brand</i>	Anaheim Marriott
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	Anaheim Marriott
4:00 PM - 11:00 PM	DECA PARTY AT UNIVERSAL STUDIOS HOLLYWOOD <i>(Advance ticket purchase required) Last buses depart at 11:00 PM.</i>	
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	



## FRIDAY, APRIL 28

7:00 AM - 7:00 PM	HEADQUARTERS + TOURS	Hall B Foyer
7:00 AM - 7:00 PM	SHOP DECA <i>(including bazaar sales)</i>	207
7:30 AM	JUDGES' ORIENTATION	210 + 213
8:00 AM - 4:00 PM	CAREER EXHIBITS + CAMPAIGN BOOTHS + DECA IMAGES	Hall B
8:00 AM - 7:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION	Halls A and C
8:30 AM - 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST <i>Sponsored by Johnson &amp; Wales University (by invitation only)</i>	209 A
8:30 AM - 3:30 PM	EMERGING LEADER SERIES	Anaheim Marriott
9:00 AM - 2:00 PM	ADMINISTRATOR DAY	208
9:00 AM - 3:00 PM	ADVISOR ACADEMY <i>(New and Developing Advisors)</i> <i>Sponsored by PepsiCo Chilled DSD</i>	204 B
NOON - 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>Sponsored by U.S. Army (by invitation only)</i>	210
12:30 PM	JUDGES' ORIENTATION	213
2:00 PM - 3:30 PM	LEADERSHIP RECOGNITION <i>(by invitation only)</i>	209 A
3:30 PM - 4:30 PM	COMPETITIVE EVENTS UPDATE WORKSHOP <i>(Advisors Only)</i>	210
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	

## SATURDAY, APRIL 29

7:30 AM - 10:30 AM	JUDGES' ORIENTATION	210
7:30 AM - 6:00 PM	HEADQUARTERS + TOURS	Hall B Foyer
7:30 AM - 6:00 PM	SHOP DECA + YARD SALE	207
8:00 AM	ACHIEVEMENT AWARDS SESSION	Hall D
8:30 AM - 6:00 PM	FINALIST T-SHIRT + RECOGNITION ITEMS	Hall B Foyer
8:30 AM - 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	Hall C
11:30 AM	BUSINESS + ELECTION SESSION	Anaheim Marriott
2:00 PM - 3:00 PM	WRITTEN REPORT + CERTIFICATE RETURN <i>(Chartered Association Advisor or Designee Only)</i>	206 B
7:00 PM - 8:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board Partners (by invitation only)</i>	210
8:30 PM	GRAND AWARDS SESSION	Hall D
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	

## SUNDAY, APRIL 30

8:30 AM - 3:00 PM	NEW EXECUTIVE OFFICER ORIENTATION	Hilton Mezzanine G
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EVENTS WILL BE HELD IN THE ANAHEIM CONVENTION CENTER UNLESS OTHERWISE NOTED.

## **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