

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma 

Re: DECA International Competition

Date: March 14, 2014

Attached is a request from Mindy Ingersoll and Michael Rast, GBN DECA sponsors, to participate in the DECA International Competition in Atlanta, GA. May 3 – May 7, 2014.

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 the past seven years. I fully support this opportunity and ask for your support as well.

PP:rp

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District

II. Initiator Mindy Ingersoll/Michael Rast Phone 847-509-2443

Position Teacher/Deca Advisor Date of Submission 3/12/14

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

Total Number of School Days Missed per Person 3

Departure Date/Time Sat May 3 Flight 8:30am Return Date/Time Wed May 7 arrives 2:49pm

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

Teachers and Staff Mindy Ingersoll, Michael Rast, Samantha Rinella,

Students See attached

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

DECA National Competition – students needed to qualify at state competition in order to attend national competition. Final competition for the year. Atlanta, GA.

(SEE ATTACHED)

VI. **Cost of Trip**

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

	Total Amount	Per Person	Account #
Registration	SEE ATTACHED		
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. Ingersoll Michael Rast _____
 Supervisor Principal Superintendent
3/13/14 3/17/14 _____
 Date Date Date

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

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

DECA International Career Development Conference 2014

May 3-7, 2014

District Sponsored Students: 29

Chaperones: 3

	Per person	# of people	Total
Air	\$342.64	32	\$10,964.48
Aiport transportation to/from hotel	\$10.00	32	\$320.00
Hotel per student	\$268.14	29	\$7,776.06
Hotel per chaperone	\$648.00	3	\$1,944.00
Food for chaperone	\$180.00	3	\$540.00
Registration	\$115.00	32	\$3,680.00
TOTAL COST			\$25,224.54

District Funding:

DECA Account: includes previous chapter fundraising efforts.

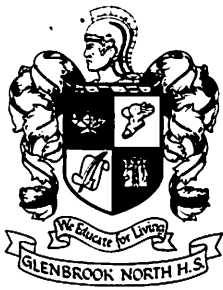
Student contributions & fundraising

Funding

\$11,000.00 Acct# 297690

\$4,000.00 Acct# 820162

\$10,224.54 Acct# 820162



Interoffice Memo

Career & Life Skills Department

Date: March 14, 2014
To: Mike Riggle
Paul Pryma
Mike Tarjan
From: Mindy Ingersoll, Michael Rast and Samantha Rinella
RE: DECA International Competition, May 3–May 7, 2014

For the 8th 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 Atlanta, GA.

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 had 92 students participate at the local competition. Of those 92 students, 40 were selected to compete at the state competition in March. Eighty five percent, or 34 GBN DECA competitors, made it into the Top 10 in State for their event category, which is an outstanding number.

Twenty three students from Glenbrook North's DECA Business club were 1st, 2nd, 3rd and 4th place winners (9 first place, 5 second place, 8 third place and 1 fourth place trophies) in one or more of their events, advancing them to the International DECA Competition in Atlanta, GA on May 3-7, 2014. With the growth of Illinois DECA, 4th place role play event winners now qualify for Internationals. Two students qualified in the National DECA Stock Market Game placing in the top Midwest teams. In addition five students in the Top 10 qualified for Internationals because another competitor could not attend, creating an opportunity for them to compete and gain business experience. Some of the students qualified in two events. On the attached list, you will find 29 students highlighted in bold font of the students and events that plan to compete at ICDC 2014.

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 Delta 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).



Interoffice Memo

Career & Life Skills Department

National Qualifiers

1st Place

(Senior) & (Senior) & (Senior) Sports Promotion Plan
(Seniors) & (Senior) Sports and Entertainment Marketing Team
(Senior) Sports Entertainment Marketing
(Senior) Restaurant Management
(Senior) Business Finance
(Senior) Quick Service Restaurant
(Senior) & (Freshman) Fashion Promotion Plan - (AllSaints)
(Junior) & (Junior) Hospitalities Services Team
(Sophomore) Hospitality Professional Selling

2nd Place

(Senior) & (Senior) - Grown Your Own Business (Maestro)
(Senior) – Entrepreneurship Participating Event (FitBurger)
(Junior) & (Junior) Entrepreneurship Written (Clothsline)
(Sophomore) & (Junior) Travel & Tourism Team
(Sophomore) Quick Service Restaurant

3rd Place

(Senior) – Principles of Marketing
(Senior) & (Senior) – Advertising Campaign – (Lucy)
(Junior) - Retail Merchandising
(Junior) – Apparel & Accessories Marketing
(Junior) – Hospitality Professional Selling
(Junior) & (Junior) & (Junior) – Fashion Merchandising Promotion Plan – (Vans)
(Sophomore) Human Resource Management
(Freshman) Principles of Hospitality

4th Place

(Sophomore) – Principles of Hospitality

Midwest Region – Stock Market Game

(Senior)
(Sophomore)

Note: For the written events or projects listed above, the businesses that the students worked directly with or researched is listed in parenthesis.

Also, qualifying for ICDC from the Top 10

(Senior) Business Services Marketing
(Senior) Hospitality Professional Selling
(Sophomore) Principles of Marketing
(Sophomore) & (Sophomore) Sports & Entertainment Marketing Team

	Sat 5/3	Sun 5/4	Mon 5/5	Tues 5/6	Wed 5/7
<p>Mrs. Ingersoll Mr. Rast Ms. Rinella</p> <p>Walking distance (5 min or less) to hotel:</p> <p>Close:</p> <p>http://www.deca.org/about/credits-of-achievements/DECA-CDG-Agenda.pdf</p>	<p>Meet @ O'hare at X am</p> <p>Delta Flight XX</p> <p>Arrive at hotel Xp/Xp</p> <p>Tour activity: World of Coke \$14</p> <p>4p Registration</p> <p>6pm Dinner in small groups 8pm - meet at convention center 8:30pm Opening Session 12:30 curfew</p>	<p>8am-3pm Career Exhibit Open</p> <p>Daytime: Competing</p> <p>Ingersoll @ PMK Convention center 1-5pm</p> <p>Afternoon/Evening Activity: Aquarium 6p-10pm \$26</p> <p>12:30p Curfew</p>	<p>Daytime: Competing</p> <p>Rast @ PMK Convention Center 7:30-1pm</p> <p>Evening Activity: \$26 Atlanta Braves - 7pm game (TBD) or DECA Concert with Easton Corbin/Brett Eldredge \$45</p> <p>12:30p Curfew</p>	<p>8am-11:30am Mini-Awards</p> <p>Finals rounds: competition</p> <p>8am-2pm DECA Images Yard Sale</p> <p>Afternoon Activity: CNN Center \$13</p> <p>2-3pm Written Reports Returned</p> <p>6:00pm Group Dinner - Cost TBD</p> <p>8:30pm Grand Awards</p>	<p>Meet with bags in lobby: Xpm</p> <p>Leave hotel: X pm</p> <p>Flight: Delta Flight XX Leaves A @ Xpm Arrives ORD: Xpm</p>
Fashion -	See above	2pm Briefing/Testing	10am Comp. Prelims	10:30am Mini Awards (bring your presentation) 11am Comp. Finals (TBD) 8:30 Grand Awards	
Fashion -	See above	2pm Briefing/testing	10am Prelims	10:30 Mini Awards (bring your presentation) 11am Finals 8:30 Grand Awards	
Advertising -	See above	9am Briefing/testing	10am Prelims	10:30 Mini Awards (bring your presentation) Noon Finals 8:30 Grand Awards	
Entre Written-	See above	10:30am Briefing/testing	Noon Prelims	10:55 Mini Awards (bring your presentation) 9:30 Finals 8:30 Grand Awards	
Entre Partic -	See above	10:30am - Briefing/testing/ manual registration	10am Competition Prelims	10:55a Mini-Awards: (bring your presentation) 11am(TBD) finals. 8:30 Grand Awards	
Sport Promotion -	See above	2pm Briefing/testing	10:amPrelims	10:30 Mini Awards (bring your presentation) 11am Finals 8:30 Grand Awards	
SMG:	See above	10:30am Briefing/testing	9:45am Prelims	10:30 Mini Awards (bring your	

				presentation) Finals time (TBD) 8:30 Grand Awards	
Quick Serve -	See above	2pm Briefing/Testing/turn in paper	1:30p Comp. Prelims	8:45a Mini Awards 9:30a Comp. Finals 8:30 Grand Awards	
Hospitality Service-	See above	2p Briefing/Testing/turn in paper	8am Comp Prelims	8:05 Mini Awards 8:30a Comp. Finals 8:30p Grand Awards	
	Wed 4/24	Thurs 4/25	Fri 4/26	Sat 4/27	Sun 4/28
Business Service -	See above	9am Briefing/turn in paper	8a Comp Prelims	8:45am General Session 9:30 Comp. Finals (TBD) 8:30p Grand Awards	
Principles of Marketing-	See above	9am Briefing/Turn in paper	8am Comp. Prelims	10:05a. mini awards, Finals time(tbd) 8:30 Grand Awards	
Principles of Hospitality -	See above	9am Briefing/Turn in paper	1:30p Comp. Prelims	10:05 Mini Awards Noon Comp. Finals (TBD) 6:00pm report for Scholarship practice/reception	
Sports mktg Team-	See above	9am Briefing/testing	8am Prelims	8:05 Mini Awards 8:30 Finals 8:30 Grand Awards	
HR mgt	See above	2pm Briefing/testing	1:30p Prelims	8:45a Mini Awards 9:30am Finals 8:30 Grand Awards	
Business Finance -	See above	2pm Briefing/testing	1:30pam Prelims	8:45a Mini Awards 10am Finals 8:30 Grand Awards	
Hospitality Professional Selling	See above	2pm Briefing/testing/manual registration	8am Completion Prelims	10:30am Mini-awards, TBD time finals (bring presentation) 8pm Grand Awards	
Retail	See above	9am Briefing/testing	8am Prelims	8:45 Mini Awards 9:30am Finals 8:30 Grand Awards	
Travel & Tourism Team:	See above	2pm Briefing/testing	8am Prelims	8:05 Mini Awards 9:30am Finals 8:30 Grand Awards	
		12 AM 18 PM	9 AM 21 PM		

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

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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.

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