

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. Paul Pryma



Re: DECA International Competition

Date: March 18, 2015

Attached is a request from Mindy Ingersoll, Michael Rast, and Samantha Rinella GBN DECA sponsors, to participate in the DECA International Competition in Orlando, FL. April 25 – 29, 2015.

GBN students competed at the local and state levels to qualify for the DECA international competition. This year twenty eight students from GBN are qualified to attend the international competition in Orlando, FL. This competition has provided meaningful experiences for our students for the past eight years. I fully support this opportunity and ask for your support as well.

PP:rp



Interoffice Memo

Career & Life Skills Department

Date: March 16, 2015
To: Mike Riggle
Paul Pryma
John Finan
Mike Tarjan
From: Mindy Ingersoll, Michael Rast and Samantha Rinella
RE: DECA International Competition, April 25-29, 2015

For the 9th 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 Orlando, Florida.

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 comprises 100 members, 88 students who then competed at the Regional competition. Of those 88 students, 40 were selected to compete at the state competition in March. Ninety two percent*, or 36 GBN DECA competitors, made it into the Top 10 in State for their event category, which is an outstanding number. (*39 students competed at state due to one student having the flu).

The State competition comprises 58 schools and 1288 students from the state of Illinois. From this competitive atmosphere, twenty two students from Glenbrook North's DECA Business club were 1st, 2nd, 3rd and 4th place winners (12 first place, 7 second place, 5 third place, 1 fourth place) in one or more of their events, advancing them to the International DECA Competition in Orlando, FL on April 25-29, 2015. 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, six 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 United 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).

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District

II. Initiator Mindy Ingersoll Phone 847-509-2443

Position Teacher/Deca Advisor Date of Submission 3/17/15

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

Total Number of School Days Missed per Person 3

Departure Date/Time Sat 4/25 9:37am Return Date/Time Wed 4/29 11:18am

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.

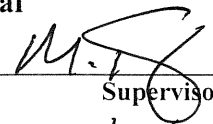
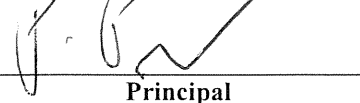
(SEE ATTACHED)

VI. **Cost of Trip**

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

| | Total Amount | Per Person | Account # |
|--------------------|--------------|------------|-----------|
| Registration | SEE ATTACHED | | |
| Lodging | SEE ATTACHED | | |
| Meals (Advance) | SEE ATTACHED | | |
| Judging | | | |
| Substitute Teacher | | | |
| Transportation | SEE ATTACHED | | |
| Air | SEE ATTACHED | | |
| Bus/Car | | | |
| District Total | SEE ATTACHED | | |
| Cost to Student | SEE ATTACHED | | |

VII. **Approval**

  _____
Supervisor Principal Superintendent
3/17/15 3/20/15 _____
Date Date Date

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



Interoffice Memo

Career & Life Skills Department

1st Place

Principles of Business Management - (Junior)
Principles of Marketing - (Freshman)
Apparel & Accessories - (Sophomore)
Retail Merchandising - (Senior)
Human Resources - (Junior)
Quick Serve Restaurant - (Junior)
Marketing Communications Team - (Senior) & (Senior)
Finance Research Operations Event - (Senior)
Entrepreneurship: Grown your own business - (Sophomore) & (Sophomore)
Fashion Merchandising Promotion Plan - (Senior)
Professional Selling - (Junior)
Hospitality Professional Selling - (Junior)

2nd Place

Business Finance - (Junior)
Personal Financial Literacy - (Junior)
Sports & Entertainment Marketing Team - (Junior) & (Junior)
Entrepreneurship Written - (Junior) & (Junior)
International Business Plan - (Junior)
Sports & Entertainment Promotion Plan - (Junior) & (Junior)
Fashion Merchandising Plan - (Sophomore)

3rd Place

Buying & Merchandising Research Operations Event - (Sophomore)
Advertising Campaign - (Senior) & (Senior)
Principles of Hospitality - (Sophomore)
Apparel & Accessories - (Senior)
Hospitality Services Team - (Senior) & (Senior)

4th Place

Food Marketing - (Junior)

Also, qualifying for ICDC from the Top 10

Entrepreneurship Written - (Senior) & (Senior)
Travel & Tourism Team - (Senior) & (Junior)
Advertising Campaign (Senior)
Apparel & Accessories - (Junior)
Principles of Finance - (Junior)

COST FOR TEACHERS

Total Number of Staff: 3

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

| | Per Person | Total(Cost times # of | Account# |
|-----------------|-----------------|-----------------------|----------|
| Food | \$140.00 | \$420.00 | 820162 |
| Transportation: | | | |
| Air | \$296.96 | \$890.88 | 820162 |
| Bus/Car | \$20.00 | \$60.00 | 820162 |
| Lodging | \$520.00 | \$1,560.00 | 27V414 |
| TOTAL | \$976.96 | \$2,930.88 | |

Based on 2 rooms (\$195/night)

COST FOR STUDENTS

Total Number of Student 28

| | Per Person | Total(Cost times # of | Account # |
|-----------------|-----------------|-----------------------|---------------|
| Transportation: | | | |
| Air | \$296.96 | \$8,314.88 | 27V414/820162 |
| Bus/Car | \$20.00 | \$560.00 | 820162 |
| Lodging | \$197.14 | \$5,519.92 | 29760 |
| TOTAL | \$514.10 | \$14,394.80 | |

COST OF REGISTRATI Total number 31 (students + staff)

| | Total Cost | Total (cost times # of stu/chap | Account# |
|---------------------|-----------------|---------------------------------|----------|
| Registration | \$115.00 | \$3,565.00 | 27V414 |
| Judging/Officiating | \$0.00 | | |
| TOTAL | \$115.00 | | |

TOTALS

| | |
|---------------|--|
| COST OF TRIP: | \$20,890.68 |
| | \$4,000.00 DECA pays registrati |
| | \$11,000.00 District |
| | \$5,890.68 Remaining cost to 28 students |

Cost Per Student

\$210.38 (Hotel & Airfaire)

In addition, to the cost above:

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

Activity (evening) Approx \$220

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

| | Sat 4/25 | Sun 4/26 | Mon 4/27 | Tues 4/28 | Wed 4/29 |
|--|--|--|--|--|--|
| Mrs. Ingersoll Mr. Rast Ms. Rinella <u>2015 ICDC Agenda</u> | 7:15AM Meet @ O'hare United Terminal 1 at 7:15AM 9:37a-1:10p United Flight XXX <i>(direct flight)</i> 2pm-3pm Arrive at hotel 2-4:30pm Study time 4:30p Registration 5:30pm group dinner 8:30pm Open Session 12:30 curfew | 8am-3pm Career Exhibit Open Daytime: Competing See schedule below Mr. Rast and Mrs. Ingersoll work Time TBD Evening Activity: Disney 12:30p Curfew | Daytime: Competing *specific times given Sunday Ms. Rinella works 3:30p: Advisor meeting Evening Activity: Disney 12:30p Curfew | 8am-11:30am Mini-Awards. The entire team is required to be dressed and at this event. Finals rounds: competition 8am-2pm DECA Images Yard Sale 2-3pm Written Reports Returned 6:00pm Group Dinner - TBD 8:30pm Grand Awards | 6:30a Meet with bags in lobby: 9:22a-11:18a United Flight XXX 11:20: Pick up at airport |

| Event | Name(s) | Sun | | Mon | | Tues | |
|------------------------|---------------------------------|----------|--------------------------------|----------|---------------|----------|--------------------|
| MKTG Comm TDM | Ali & Barsbold | 8:00 AM | Briefing/ Testing | 8:00 AM | Comp. Prelims | 9:30 AM | Competition Finals |
| Apparel and Assc | Gabi Weiss | 8:30 AM | Briefing/ Testing | 1:30 PM | Comp. Prelims | 9:30 AM | Competition Finals |
| Pro Selling | Daniel Hu | 8:30 AM | Briefing/ Testing | 8:00 AM | Comp. Prelims | 10:30 AM | Competition Finals |
| Retail Merch | Ryan Sterne | 8:30 AM | Briefing/ Testing | 8:00 AM | Comp. Prelims | 9:30 AM | Competition Finals |
| Buy & Merch Ops Res | Megan Cruz | 10:30 AM | Briefing/ Manual Registration* | 12:00 PM | Comp. Prelims | 12:00 PM | Competition Finals |
| Entrep- Grow Your Bus | Dylan & Liam P | 10:30 AM | Briefing/ Manual Registration* | 12:00 PM | Comp. Prelims | 12:00 PM | Competition Finals |
| Entrep- Written | Jason & Bradley / Lasky & Klein | 10:30 AM | Briefing/ Manual Registration* | 12:00 PM | Comp. Prelims | 12:00 PM | Competition Finals |
| International Bus Plan | Josh Zaacks | 10:30 AM | Briefing/ Manual Registration* | 12:00 PM | Comp. Prelims | 12:00 PM | Competition Finals |
| Business Finance | Joe Levy | 11:00 AM | Briefing/ Testing | 1:30 AM | Comp. Prelims | 9:30 AM | Competition Finals |
| Hospitality TDM | Pawlan/ Zhang | 12:00 PM | Briefing/ Testing | 8:00 AM | Comp. Prelims | 9:30 AM | Competition Finals |
| Personal Fin Literacy | Michael Zhang | 12:00 PM | Briefing/ Testing | 1:30 PM | Comp. Prelims | 9:30 AM | Competition Finals |
| PRIN Bus MGMT | Jason Levin | 12:00 PM | Briefing/ Testing | 8:00 AM | Comp. Prelims | 9:30 AM | Competition Finals |
| PRIN Finance | Elana Greenberg | 12:00 PM | Briefing/ Testing | 1:30 PM | Comp. Prelims | 9:30 AM | Competition Finals |

See other side.

| | | | | | | | |
|--------------------------|------------------|----------|--|---------|---------------|---------|--------------------|
| PRIN Hosp | Bianca Osinski | 12:00 PM | Briefing/ Testing | 1:30 PM | Comp. Prelims | 9:30 AM | Competition Finals |
| PRIN Marketing | Charles Kang | 12:00 PM | Briefing/ Testing | 8:00 AM | Comp. Prelims | 9:30 AM | Competition Finals |
| Travel & Tour TDM | Shaina & Issac | 12:00 PM | Briefing/ Testing | 8:00 AM | Comp. Prelims | 9:30 AM | Competition Finals |
| Advertising Campaign | John Felsenthal | 3:30 PM | Briefing/ Testing/ Manual Registration* | 8:30 AM | Comp. Prelims | 9:30 AM | Competition Finals |
| Fash Merch Promo Plan | Shyun / Ben Zhao | 3:30 PM | Briefing/ Testing/ Manual Registration* | 8:00 AM | Comp. Prelims | 9:30 AM | Competition Finals |
| Sport & Enter Promo Plan | Jake & Ricky | 3:30 PM | Briefing/ Manual Registration* | 8:00 AM | Comp. Prelims | 9:30 AM | Competition Finals |

**Manual Registration=Turn in Paper*

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.

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

7230

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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 High Schools

Guidelines for Student Trips

Standards for Approval

- Contests/activities must be approved by the IHSA or meet the guidelines established by the National Association of Secondary School Principals in its publication: “National Advisory List of Approved Student Contests and Activities”
- Contests/activities must comply with the provisions of Board Policy 7230: Student Trips
- Any student trips resulting from a state, contiguous state, or national competition must be pre-approved by the school administration
- Entry fees, registration, judging and/or officiating will be paid by the school district
- Expenses for students on free/reduced lunch will be handled in accordance with Board Policy 8170: Student Aid for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education

Local (Within Cook or Contiguous Counties)

- The school district will provide transportation
- Meals and lodging will be provided by the students, parents, or sponsoring organization through fundraising activities

State/Contiguous State

- The school district will provide transportation and lodging
- Meals will be provided by the students, parents, or sponsoring organization through fundraising activities

National

- The school district will provide 75% of the transportation and lodging expenses
- Meals and the remaining 25% of transportation expenses will be provided by the students, parents, or sponsoring organization through fundraising activities