

OFFICE OF THE PRINCIPAL  
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma

Re: DECA International Competition

Date: April 5, 2011

Attached is a request from Katie Jones and Mindy Ingersoll, GBN DECA sponsors, to participate in the DECA International Competition in Orlando, Florida, April 30 through May 4, 2011. Included documents are: trip rationale, conference overview and routine district travel request forms.

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 five years. I fully support this opportunity and ask for your support as well.

PP:rp

enc.



# Interoffice Memo

## Career & Life Skills Department

**Date:** March 25, 2011  
**To:** Mike Riggle  
Paul Pryma  
Mike Tarjan  
**cc:** Mary Kosirog  
**From:** Katie Jones and Mindy Ingersoll  
**RE:** DECA International Competition, April 30 – May 4, 2011

For the 5<sup>th</sup> consecutive year, we are pleased to announce that the Glenbrook North DECA Business club has qualified for the International DECA Competition in Orlando, Florida.

DECA (Distributive Education Clubs of America) is an IHSA sponsored national organization for students studying marketing, management, finance, hospitality and entrepreneurship in secondary schools. It also services their teachers as chapter DECA advisors and is recognized as a Career and Technical Student Organization (CTSO), connecting classrooms to careers. DECA is endorsed by the U.S. Department of Education and is chartered through state departments of education. It 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 53 students participate at the local competition. Of those 53 students, 29 were selected to compete at the state competition in March.

Six students from Glenbrook North's DECA Business club have advanced to the International DECA Competition in Orlando, Florida on April 30-May 3<sup>rd</sup>.

Qualifying students include:

- Three GBN juniors: 1 winning state champion in the Sports and Entertainment Marketing event; 1 winning 3<sup>rd</sup> place in the Food Marketing event, and 1 winning 3<sup>rd</sup> place in the Retail Merchandising event.
- Two GBN seniors: 1 winning Top 10 in the Hotel & Lodging event, and also for the Advertising Campaign; 1 winning Top 10 in the Business Management event and also for the Advertising Campaign
- One GBN sophomore: winning Top 10 in the Hotel & Lodging event

The DECA organization requires a 1 to 4 supervision ratio for students. As DECA sponsors we both plan to chaperone students at the International DECA Competition.

Attached you will find a spreadsheet that specifies the financial details of the trip. Flights were purchased through a travel agent, and the ticket prices were determined to be competitive as compared to that of Orbitz and Expedia. 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 Katie Jones Phone 7256  
 Position teacher/sponsor Date of Submission 3/9/11

III. Date and Times of Leave/Return  
 Total Number of School Days Missed per Person 3  
 Departure Date/Time Sat. Apr. 30 (morning) Return Date/Time Wed. May 4 (late morning)

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers and Staff Katie Jones + Mindy Ingersoll  
 Students see attached list

V. Description, Destination, and Reason for Trip Orlando, Florida  
DECA National Competition → students needed to  
qualify at state competition in order to attend  
National competition. Final competition of the year.

VI. Cost of Trip  
 Was this trip included in your Dept.          Bldg.          District          Budget?         

*see attached spreadsheet*

	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] 3/10/11 Supervisor  
[Signature] 3/14/11 \_\_\_\_\_  
Paul Bry 4/5/11 Principal  
 \_\_\_\_\_ Superintendent  
 \_\_\_\_\_ 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

With Cost to Student

### COST FOR TEACHERS & STAFF

Total Number of Staff: 2

<b>Meals for Staff</b>	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
<b>Per Day Cost</b>	<b>\$32.00</b>

	Per Person	Total(Cost times # of staff)	Account#
Food	\$128.00	\$256.00	297690
Transportation:			
Air	\$389.00	\$778.00	297690
Bus/Car		\$0.00	
Lodging	\$1,020.00	\$2,040.00	297690
<b>TOTAL</b>	<b>\$1,537.00</b>	<b>\$3,074.00</b>	

### COST FOR STUDENTS

Total Number of Students: 6

	Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%	Account #
Transportation:					
Air	\$389.00	\$2,334.00	\$583.50	\$1,750.50	820162
Bus/Car	\$38.33	\$229.98	\$57.50	\$172.49	820162
Lodging	\$566.10	\$3,396.60	\$849.15	\$2,547.45	820162
<b>TOTAL</b>	<b>\$993.43</b>	<b>\$5,960.58</b>	<b>\$1,490.15</b>	<b>\$4,470.44</b>	

### COST OF REGISTRATION, JUDGING and/or OFFICIATING

	Total Cost	Account#
Registration	\$920.00	297690
Judging/Officiating	\$0.00	
<b>TOTAL</b>	<b>\$920.00</b>	

### TOTALS

COST TO DISTRICT:	\$8,464.44	(Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$1,490.15	(Total of the 25% student cost)
COST OF TRIP:	\$9,954.58	(Cost to District plus Cost to Student)

# DECA CONFERENCE OVERVIEW

FRI  
4-29

Noon-8:00 p.m.	Tour Booth	WA 3 Lobby
Noon-8:00 p.m.	Tour Booth	Hilton Walt Disney World Resort
Noon-8:00 p.m.	Conference Registration (State/Provincial Advisor Only) <i>Sponsored by Florida DECA</i>	WA 3 Lobby
Noon-8:00 p.m.	Conference Headquarters	WA 3 Lobby
Noon-8:00 p.m.	Blazer Booth Open	W 305

SAT  
4-30

7:00 a.m.-4:00 p.m.	Tour Booth	Hilton Walt Disney World Resort
7:00 a.m.-11:00 p.m.	Tour Booth	WA 3 Lobby
7:00 a.m.-11:00 p.m.	Blazer Booth Open	W 305
7:30 a.m.	5K Walk/Run <i>Sponsored by Finish Line and Corporate Sponsors</i>	OCCC
8:00 a.m.-10:00 a.m.	Conference Registration (State/Provincial Advisor Only) <i>Sponsored by Florida DECA</i>	WA 3 Lobby
8:00 a.m.-8:00 p.m.	Conference Headquarters	WA 3 Lobby
9:00 a.m.	Officer Candidate Testing/Interviews	W 309
9:00 a.m.-5:00 p.m.	DECA Day at Disney World	
1:00 p.m.-5:00 p.m.	Exhibit/Campaign Booth Set-up	WB 1
5:00 p.m.	Parade of State/Provincial Flags Rehearsal	WA 1
5:00 p.m.-8:15 p.m.	State/Provincial Photos—Session 1 (by appointment)	WA Lobby
5:00 p.m.-11:00 p.m.	Conference T-shirt Stand Open	WA 2 Lobby
8:30 p.m.	Grand Opening Session and Fashion Show <i>Fashion show sponsored by FIDM/Fashion Institute of Design &amp; Merchandising</i>	WA 1-3
10:00 p.m.-11:30 p.m.	State/Provincial Photos—Session 2 (by appointment)	WA Lobby
12:30 a.m.	Curfew	

SUN  
5-1

7:30 a.m.	Virtual Business™ Challenge Briefing (required)	W 309B
7:30 a.m.-4:00 p.m.	Tour Booth	WA 3 Lobby
7:30 a.m.-4:00 p.m.	Blazer Booth Open	W 305
8:00 a.m.-9:00 a.m.	Career Exhibits Open (Advisors only)	WB 1
8:00 a.m.-3:00 p.m.	DECA Silent Auction (Adults only)	WB 1
8:00 a.m.-4:00 p.m.	Competitive Event Briefing and Testing (Refer to Event Schedules, pp. 30-38)	OCCC
8:00 a.m.-4:00 p.m.	Conference Headquarters	WA 3 Lobby
8:30 a.m.-3:30 p.m.	Leadership Academies (Refer to Event Schedules, p. 39)	OCCC
9:00 a.m.-3:00 p.m.	Advisor Academy (New and Developing Advisors) <i>Sponsored by Southwest Airlines Co.</i>	W 202
9:00 a.m.-3:00 p.m.	Career Exhibits and Campaign Booths Open to All	WB 1
10:00 a.m.-Noon	MDA Brunch (Top MDA fund-raisers, invitation only) <i>Sponsored by the Muscular Dystrophy Association and Safeway, Inc.</i>	W 309A
10:00 a.m.-1:00 p.m.	Executive Mentor Program	W 304
Noon	DECA Day at Universal Studios	
Noon	Voting Delegates' Briefing and Candidate Campaign Sessions	W 109
12:30 a.m.	Curfew	

MON  
5-2

7:30 a.m.	Judge/VIP Reception	W 307 Foyer
7:30 a.m.-8:00 p.m.	Conference Headquarters	WA 3 Lobby
8:00 a.m.-9:00 a.m.	Career Exhibits Open (Advisors only)	WB 1
8:00 a.m.-Noon	Tour Booth	WA 3 Lobby
8:00 a.m.-2:00 p.m.	Blazer Booth Open	W 305
8:00 a.m.-2:00 p.m.	DECA Silent Auction (Adults only)	WB 1
8:00 a.m.-6:00 p.m.	Preliminary Competition (Refer to Event Schedules, pp. 30-38)	OCCC
8:30 a.m.-10:30 a.m.	Johnson & Wales Scholarship Awards Breakfast (by invitation only) <i>Sponsored by Johnson &amp; Wales University</i>	W 203
8:30 a.m.-4:00 p.m.	Leadership Academies (Refer to Event Schedules, p. 39)	OCCC
9:00 a.m.-4:00 p.m.	Career Exhibits and Campaign Booths Open to All	WB 1
9:00 a.m.-5:00 p.m.	Advisor Academy (New and Developing Advisors) <i>Sponsored by Southwest Airlines Co.</i>	W 202
9:30 a.m.-2:00 p.m.	Administrator's VIP Day	W 310
11:30 a.m.-2:00 p.m.	Judge/VIP Luncheon <i>Sponsored by Sears Holdings Corporation</i>	W 307
Noon-1:30 p.m.	State/Provincial Officers Luncheon <i>Sponsored by Piper Jaffray &amp; Co.</i>	W 308
3:00 p.m.-5:00 p.m.	Competitive Event Update Workshops for Advisors	W 202
12:30 a.m.	Curfew	

7:30 a.m.-10:30 a.m. 8:00 a.m.	Judge/VIP Reception Second General Session (no assigned seating) <i>Times shown for the Second General Session are approximate. The awards may run faster or slower than the schedule shows. Do not wait until the last minute to arrive at the Orange County Convention Center, WA 1-3.</i>	W 307 Foyer WA 1-3
8:45 a.m.	Business Law and Ethics Team Decision Making Event Buying and Merchandising Team Decision Making Event Financial Analysis Team Decision Making Event Hospitality Services Team Decision Making Event Marketing Communications Team Decision Making Event Sports and Entertainment Marketing Team Decision Making Event Travel and Tourism Marketing Team Decision Making Event Accounting Applications Series Apparel and Accessories Marketing Series Automotive Services Marketing Series Business Services Marketing Series Food Marketing Series Hotel and Lodging Management Series Marketing Management Series Quick Serve Restaurant Management Series Restaurant and Food Service Management Series Retail Merchandising Series Sports and Entertainment Marketing Series	
9:51 a.m.	Principles of Business Management and Administration Event Principles of Finance Event Principles of Hospitality and Tourism Event Principles of Marketing Event Advertising Campaign Event Professional Selling Event Fashion Merchandising Promotion Plan Event	
10:30 a.m.	Entrepreneurship Participating Event (Franchising and Independent) DECA Quiz Bowl Stock Market Game International Business Plan Event Internet Marketing Plan Event Entrepreneurship Written Event Community Service Project Creative Marketing Project Entrepreneurship Promotion Project Financial Literacy Promotion Project Learn and Earn Project Public Relations Project Business Services Operations Research Event Buying and Merchandising Operations Research Event Finance Operations Research Event Hospitality and Tourism Operations Research Event Sports and Entertainment Marketing Operations Research Event	
8:00 a.m.-Noon	Tour Booth	WA 3 Lobby
8:00 a.m.-4:00 p.m.	DECA Images Open/Yard Sale	W 305
8:00 a.m.-5:00 p.m.	Finalist T-shirt Sales	WB 2-3 Foyer
8:00 a.m.-5:00 p.m.	Conference Headquarters	WA 3 Lobby
9:00 a.m.-6:00 p.m.	Final Competition (Refer to Event Schedules, pp. 30-38)	WB 2-3
11:00 a.m.	Election Session	W 109
11:30 a.m.-1:30 p.m.	Judge/VIP Luncheon <i>Sponsored by Sears Holdings Corporation</i>	W 307
1:00 p.m.-2:30 p.m.	Leadership Luncheon (by invitation) <i>Sponsored by U.S. Army</i>	W 203BC
2:00 p.m.-3:00 p.m.	Written Report Return (State/Provincial Advisor or designee only)	W 207
2:00 p.m.-3:00 p.m.	Certificate Pick Up (State/Provincial Advisor or designee only)	W 207
5:00 p.m.-8:00 p.m.	State/Provincial Photos—Session 3 (by appointment)	WA Lobby
7:00 p.m.-8:00 p.m.	Leadership/Scholarship Reception (State/Provincial Advisors, Scholarship Winners, NAB Members)	W 307
8:30 p.m.	Grand Awards Session	WA 1-3
12:30 a.m.	Curfew	

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8:30 a.m.-2:30 p.m.	New Officer Orientation	Rosen Centre Hotel
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TUE  
5•3

WED  
5•4

EVENT	Sat 4/30	Sun 5/1	Mon 5/2	Tues 5/3
<b>Accounting Applications Series</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 205B-C	<b>Series Director's/ Adult Assistants' Briefing</b> Noon WA 3  <b>Participants' Briefing/Testing</b> 1:00 p.m. WA 3	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WA 4  <b>Competition Preliminaries</b> 8:00 a.m. WA 4	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WB 2-3  <b>Competition Finals</b> 9:30 a.m. WB 2-3
<b>Advertising Campaign</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 208A	<b>Series Director's/ Adult Assistants' Briefing</b> 8:00 a.m. W 311  <b>Participants' Briefing/Testing/ Manual Registration</b> 9:00 a.m. W 311	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WB 2-3  <b>Competition Preliminaries</b> 8:00 a.m. WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 8:00 a.m. WB 2-3  <b>Competition Finals</b> 9:30 a.m. WB 2-3
<b>Apparel and Accessories Marketing Series</b>  JCPenney  Every Day Matters™ jcp.com	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 205B-C	<b>Series Director's/ Adult Assistants' Briefing</b> 8:00 a.m. WA 3  <b>Participants' Briefing/Testing</b> 9:00 a.m. WA 3	<b>Series Director's/ Adult Assistants' Briefing</b> 1:00 p.m. WA 4  <b>Competition Preliminaries</b> 1:30 p.m. WA 4	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WB 2-3  <b>Competition Finals</b> 9:30 a.m. WB 2-3
<b>Automotive Services Marketing Series</b>  	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 205B-C	<b>Series Director's/ Adult Assistants' Briefing</b> 8:00 a.m. WA 3  <b>Participants' Briefing/Testing</b> 9:00 a.m. WA 3	<b>Series Director's/ Adult Assistants' Briefing</b> 1:00 p.m. WA 4  <b>Competition Preliminaries</b> 1:30 p.m. WA 4	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WB 2-3  <b>Competition Finals</b> 9:30 a.m. WB 2-3
<b>Business Law and Ethics Team Decision Making</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 205A	<b>Series Director's/ Adult Assistants' Briefing</b> Noon WB 2-3  <b>Participants' Briefing/Testing</b> 1:00 p.m. WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WA 4  <b>Competition Preliminaries</b> 8:00 a.m. WA 4	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WB 2-3  <b>Competition Finals</b> 9:30 a.m. WB 2-3

EVENT	Sat 4/30	Sun 5/1	Mon 5/2	Tues 5/3
<b>Business Services Marketing Series</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing 8:00 a.m. WA 3  Participants' Briefing/Testing 9:00 a.m. WA 3	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Business Services Operations Research</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 208B-C	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WA 1-2  Participants' Briefing/Manual Registration 10:30 a.m. WA 1-2	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WB 2-3  Competition Preliminaries Noon WB 2-3	Series Director's/ Adult Assistants' Briefing 10:00 a.m. WB 2-3  Competition Finals Noon WB 2-3
<b>Buying and Merchandising Operations Research</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 208B-C	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WA 1-2  Participants' Briefing/Manual Registration 10:30 a.m. WA 1-2	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WB 2-3  Competition Preliminaries Noon WB 2-3	Series Director's/ Adult Assistants' Briefing 10:00 a.m. WB 2-3  Competition Finals Noon WB 2-3
<b>Buying and Merchandising Team Decision Making</b>  <small>SEARS HOLDINGS CORPORATION</small>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205A	Series Director's/ Adult Assistants' Briefing 8:00 a.m. WB 2-3  Participants' Briefing/Testing 9:00 a.m. WB 2-3	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Community Service Project</b>  <b>MDA</b> <b>SAFEWAY</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 208B-C	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WA 1-2  Participants' Briefing/Manual Registration 10:30 a.m. WA 1-2	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WB 2-3  Competition Preliminaries Noon WB 2-3	Series Director's/ Adult Assistants' Briefing 10:00 a.m. WB 2-3  Competition Finals Noon WB 2-3

All events will be held in the Orange County Convention Center, unless otherwise noted. All student events are listed in blue.



EVENT	Sat 4/30	Sun 5/1	Mon 5/2	Tues 5/3
<b>Creative Marketing Project</b> 	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 208B-C	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WA 1-2  <b>Participants' Briefing/Manual Registration</b> 10:30 a.m. WA 1-2	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WB 2-3  <b>Competition Preliminaries</b> Noon WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 10:00 a.m. WB 2-3  <b>Competition Finals</b> Noon WB 2-3
<b>DECA Quiz Bowl</b> 	<b>Series Director's/ Assistant Series Directors' Briefing</b> 11:00 a.m. W 208A	<b>Series Director's/ Adult Assistants' Briefing</b> 8:30 a.m. W 204  <b>Participants' Briefing/Testing</b> 9:30 a.m. W 204	<b>Series Director's/ Adult Assistants' Briefing</b> 8:00 a.m. W 306  <b>Holding Room</b> 9:00 a.m. W 306  <b>Rounds I, II, III, IV</b> 9:00 a.m. W 306  <b>Finals</b> 1:00 p.m. W 306	
<b>Entrepreneurship Participating</b> <i>(Franchising and Independent)</i> 	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 208A	<b>Series Director's/ Adult Assistants' Briefing</b> Noon W 203  <b>Participants' Briefing/Manual Registration</b> 1:00 p.m. W 203	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WB 2-3  <b>Competition Preliminaries</b> 8:00 a.m. WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 8:00 a.m. WB 2-3  <b>Competition Finals</b> 9:30 a.m. WB 2-3
<b>Entrepreneurship Promotion Project</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 208B-C	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WA 1-2  <b>Participants' Briefing/Manual Registration</b> 10:30 a.m. WA 1-2	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WB 2-3  <b>Competition Preliminaries</b> Noon WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 10:00 a.m. WB 2-3  <b>Competition Finals</b> Noon WB 2-3

EVENT	Sat 4/30	Sun 5/1	Mon 5/2	Tues 5/3
<b>Entrepreneurship Written</b>  <b>MEN'S WEARHOUSE®</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 208B-C	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WA 1-2  <b>Participants' Briefing/Manual Registration</b> 10:30 a.m. WA 1-2	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WB 2-3  <b>Competition Preliminaries</b> Noon WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 10:00 a.m. WB 2-3  <b>Competition Finals</b> Noon WB 2-3
<b>Fashion Merchandising Promotion Plan</b>  <b>FIDM</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 208A	<b>Series Director's/ Adult Assistants' Briefing</b> 8:00 a.m. W 311  <b>Participants' Briefing/Testing/Manual Registration</b> 9:00 a.m. W 311	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WB 2-3  <b>Competition Preliminaries</b> 8:00 a.m. WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 8:00 a.m. WB 2-3  <b>Competition Finals</b> 9:30 a.m. WB 2-3
<b>Finance Operations Research</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 208B-C	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WA 1-2  <b>Participants' Briefing/Manual Registration</b> 10:30 a.m. WA 1-2	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WB 2-3  <b>Competition Preliminaries</b> Noon WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 10:00 a.m. WB 2-3  <b>Competition Finals</b> Noon WB 2-3
<b>Financial Literacy Promotion Project</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 208B-C	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WA 1-2  <b>Participants' Briefing/Manual Registration</b> 10:30 a.m. WA 1-2	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WB 2-3  <b>Competition Preliminaries</b> Noon WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 10:00 a.m. WB 2-3  <b>Competition Finals</b> Noon WB 2-3



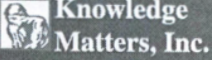

EVENT	Sat 4/30	Sun 5/1	Mon 5/2	Tues 5/3
<b>Financial Services Team Decision Making</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205A	Series Director's/ Adult Assistants' Briefing Noon WB 2-3  Participants' Briefing/Testing 1:00 p.m. WB 2-3	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Food Marketing Series</b>  <b>SAFEWAY</b> 	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing 8:00 a.m. WA 3  Participants' Briefing/Testing 9:00 a.m. WA 3	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Hospitality and Tourism Operations Research</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 208B-C	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WA 1-2  Participants' Briefing/Manual Registration 10:30 a.m. WA 1-2	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WB 2-3  Competition Preliminaries Noon WB 2-3	Series Director's/ Adult Assistants' Briefing 10:00 a.m. WB 2-3  Competition Finals Noon WB 2-3
<b>Hospitality Services Team Decision Making</b>  	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205A	Series Director's/ Adult Assistants' Briefing Noon WB 2-3  Participants' Briefing/Testing 1:00 p.m. WB 2-3	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Hotel and Lodging Management Series</b>  	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing Noon WA 3  Participants' Briefing/Testing 1:00 p.m. WA 3	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3

EVENT	Sat 4/30	Sun 5/1	Mon 5/2	Tues 5/3
<b>International Business Plan</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 208B-C	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WA 1-2  Participants' Briefing/Manual Registration 10:30 a.m. WA 1-2	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WB 2-3  Competition Preliminaries Noon WB 2-3	Series Director's/ Adult Assistants' Briefing 10:00 a.m. WB 2-3  Competition Finals Noon WB 2-3
<b>Internet Marketing Plan</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 208B-C	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WA 1-2  Participants' Briefing/Manual Registration 10:30 a.m. WA 1-2	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WB 2-3  Competition Preliminaries Noon WB 2-3	Series Director's/ Adult Assistants' Briefing 10:00 a.m. WB 2-3  Competition Finals Noon WB 2-3
<b>Learn and Earn Project</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 208B-C	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WA 1-2  Participants' Briefing/Manual Registration 10:30 a.m. WA 1-2	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WB 2-3  Competition Preliminaries Noon WB 2-3	Series Director's/ Adult Assistants' Briefing 10:00 a.m. WB 2-3  Competition Finals Noon WB 2-3
<b>Marketing Communications Team Decision Making</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205A	Series Director's/ Adult Assistants' Briefing 8:00 a.m. WB 2-3  Participants' Briefing/Testing 9:00 a.m. WB 2-3	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Marketing Management Series</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing 8:00 a.m. WA 3  Participants' Briefing/Testing 9:00 a.m. WA 3	Series Director's/ Adult Assistants' Briefing 1:00 p.m. WA 4  Competition Preliminaries 1:30 p.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3

EVENT	Sat 4/30	Sun 5/1	Mon 5/2	Tues 5/3
<b>Principles of Business Management and Administration</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing 12:30 p.m. W 311  Participants' Briefing/Testing 1:30 p.m. W 311	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Principles of Finance</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing 12:30 p.m. W 311  Participants' Briefing/Testing 1:30 p.m. W 311	Series Director's/ Adult Assistants' Briefing 1:00 p.m. WA 4  Competition Preliminaries 1:30 p.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Principles of Hospitality and Tourism</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing 12:30 p.m. W 311  Participants' Briefing/Testing 1:30 p.m. W 311	Series Director's/ Adult Assistants' Briefing 1:00 p.m. WA 4  Competition Preliminaries 1:30 p.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Principles of Marketing</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing 12:30 p.m. W 311  Participants' Briefing/Testing 1:30 p.m. W 311	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Professional Selling</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 208A	Series Director's/ Adult Assistants' Briefing 8:30 a.m. W 203  Participants' Briefing/Testing 9:30 a.m. W 203	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WB 2-3  Competition Preliminaries 8:00 a.m. WB 2-3	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3

EVENT	Sat 4/30	Sun 5/1	Mon 5/2	Tues 5/3
<b>Public Relations Project</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 208B-C	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WA 1-2  Participants' Briefing/Manual Registration 10:30 a.m. WA 1-2	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WB 2-3  Competition Preliminaries Noon WB 2-3	Series Director's/ Adult Assistants' Briefing 10:00 a.m. WB 2-3  Competition Finals Noon WB 2-3
<b>Quick Serve Restaurant Management Series</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing Noon WA 3  Participants' Briefing/Testing 1:00 p.m. WA 3	Series Director's/ Adult Assistants' Briefing 1:00 p.m. WA 4  Competition Preliminaries 1:30 p.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Restaurant and Food Service Management Series</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing Noon WA 3  Participants' Briefing/Testing 1:00 p.m. WA 3	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Retail Merchandising Series</b>  <small>SEARS HOLDINGS CORPORATION</small>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 205B-C	Series Director's/ Adult Assistants' Briefing 8:00 a.m. WA 3  Participants' Briefing/Testing 9:00 a.m. WA 3	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WA 4  Competition Preliminaries 8:00 a.m. WA 4	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WB 2-3  Competition Finals 9:30 a.m. WB 2-3
<b>Sports and Entertainment Marketing Operations Research</b>	Series Director's/ Assistant Series Directors' Briefing 8:00 a.m. W 208B-C	Series Director's/ Adult Assistants' Briefing 9:00 a.m. WA 1-2  Participants' Briefing/Manual Registration 10:30 a.m. WA 1-2	Series Director's/ Adult Assistants' Briefing 7:30 a.m. WB 2-3  Competition Preliminaries Noon WB 2-3	Series Director's/ Adult Assistants' Briefing 10:00 a.m. WB 2-3  Competition Finals Noon WB 2-3

All events will be held in the Orange County Convention Center unless otherwise noted. All student events are listed in blue.

EVENT	Sat 4/30	Sun 5/1	Mon 5/2	Tues 5/3
<b>Sports and Entertainment Marketing Series</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 205B-C	<b>Series Director's/ Adult Assistants' Briefing</b> 8:00 a.m. WA 3  <b>Participants' Briefing/Testing</b> 9:00 a.m. WA 3	<b>Series Director's/ Adult Assistants' Briefing</b> 1:00 p.m. WA 4  <b>Competition Preliminaries</b> 1:30 p.m. WA 4	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WB 2-3  <b>Competition Finals</b> 9:30 a.m. WB 2-3
<b>Sports and Entertainment Marketing Team Decision Making</b>  	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 205A	<b>Series Director's/ Adult Assistants' Briefing</b> 8:00 a.m. WB 2-3  <b>Participants' Briefing/Testing</b> 9:00 a.m. WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WA 4  <b>Competition Preliminaries</b> 8:00 a.m. WA 4	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WB 2-3  <b>Competition Finals</b> 9:30 a.m. WB 2-3
<b>Stock Market Game</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 208B-C	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WA 1-2  <b>Participants' Briefing/Manual Registration</b> 10:30 a.m. WA 1-2	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WB 2-3  <b>Competition Preliminaries</b> 8:00 a.m. WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 10:00 a.m. WB 2-3  <b>Competition Finals</b> 11:00 a.m. WB 2-3
<b>Travel and Tourism Team Decision Making</b>	<b>Series Director's/ Assistant Series Directors' Briefing</b> 8:00 a.m. W 205A	<b>Series Director's/ Adult Assistants' Briefing</b> Noon WB 2-3  <b>Participants' Briefing/Testing</b> 1:00 p.m. WB 2-3	<b>Series Director's/ Adult Assistants' Briefing</b> 7:30 a.m. WA 4  <b>Competition Preliminaries</b> 8:00 a.m. WA 4	<b>Series Director's/ Adult Assistants' Briefing</b> 9:00 a.m. WB 2-3  <b>Competition Finals</b> 9:30 a.m. WB 2-3
<b>Virtual Business Challenge</b>      		<b>VBC Briefing (required)</b> 7:30 a.m. W 309B  <b>VBC—Sports</b> 9:00 a.m.–1:00 p.m. WB 1  <b>VBC—Retail</b> 9:30 a.m.–2:30 p.m. WB 1  <b>VBC—Dollars &amp; Sense</b> 9:00 a.m.–2:30 p.m. WB 1	<b>VBC—Sports</b> 9:30 a.m.–Noon WB 1  <b>VBC—Retail</b> 9:00 a.m.–1:30 p.m. WB 1  <b>VBC—Dollars &amp; Sense</b> 9:00 a.m.–3:00 p.m. WB 1	

EVENT	Sun 5/1	Mon 5/2
<b>Chapter Management Academy</b> Facilitated by TRI Leadership 	<b>Adult Assistants' Briefing</b> 8:00 a.m. W 206  <b>Chapter Management Academy</b> 8:30 a.m.-3:30 p.m. W 206	<b>Adult Assistants' Briefing</b> 8:00 a.m. W 206  <b>Chapter Management Academy</b> 8:30 a.m.-3:30 p.m. W 206
<b>DECA LEADS</b> Facilitated by TRI Leadership 	<b>Adult Assistants' Briefing</b> 8:00 a.m. W 207  <b>DECA LEADS</b> 8:30 a.m.-3:30 p.m. W 207	<b>Adult Assistants' Briefing</b> 8:00 a.m. W 207  <b>DECA LEADS</b> 8:30 a.m.-3:30 p.m. W 207
<b>Leadership Development Academy</b> Facilitated by FOCUS Training 	<b>Adult Assistants' Briefing</b> 8:00 a.m. W 109-110  <b>Participants' Registration</b> 8:30 a.m. W 109-110 Lobby  <b>Leadership Development Academy</b> 9:00 a.m.-4:00 p.m. W 101-105/108	<b>Adult Assistants' Briefing</b> 8:00 a.m. W 109-110  <b>Leadership Development Academy</b> 9:00 a.m.-3:00 p.m. W 101-105/108  <b>Leadership Development Academy Graduation</b> 4:00 p.m. W 109-110
<b>School-based Enterprise Academy</b>  	<b>Adult Assistants' Briefing</b> 8:00 a.m. Junior Ballroom, Rosen Centre Hotel  <b>SBE Academy</b> 8:30 a.m. Opening Session Junior Ballroom Rosen Centre Hotel 9:00 a.m. Presentations Rosen Centre Hotel 11:15 a.m. Roundtables Junior Ballroom Rosen Centre Hotel 1:30 p.m. Visit Career Exhibits WB 1 1:30 p.m. Advisor Session Salon 9 Rosen Centre Hotel	<b>Adult Assistants' Briefing</b> 8:00 a.m. W 311  <b>SBE Academy</b> 8:30 a.m. Presentations W 311 11:00 a.m. Roundtables W 311 1:30 p.m. Closing Session W 311
<b>Senior Management Institute</b> Facilitated by Phil Boyte <i>Learning for Living, Inc.</i> Bill Cordes <i>Cordes Keynotes &amp; Seminars</i> 	<b>Adult Assistants' Briefing</b> 8:00 a.m. W 304  <b>Senior Management Institute</b> 8:30 a.m. W 304  <b>Executive Mentor Program</b> 10:00 a.m. W 304  <b>Senior Management Institute</b> 1:30 p.m.-3:30 p.m. W 304	<b>Adult Assistants' Briefing</b> 8:00 a.m. W 304  <b>Senior Management Institute</b> 8:30 a.m.-4:00 p.m. W 304



## 2011 Election Sessions

## Saturday, April 30

Officer Candidate Orientation/Testing/  
Interviews

9:00 a.m. W 309A

Nominating Committee Briefing

9:00 a.m. W 310A

## Sunday, May 1

Voting Delegates' Briefing/Presidential  
Campaign Session

Noon W 109

Regional Campaign Sessions

Central Region Campaign Session  
W 110North Atlantic Region Campaign Session  
W 309Southern Region Campaign Session  
W 109Western Region Campaign Session  
W 310

## Tuesday, May 3

Voting Delegates' Seating

11:00 a.m. W 109

Business and Election Session

11:30 a.m. W 109



**DECA**  
 CHAPTER ADVISOR  
 SUMMER INSTITUTE
JUNE 27-30, 2011 | JULY 18-21, 2011  
CHARLOTTE, NC | MIAMI, FL

SEARS HOLDINGS CORPORATION

WWW.DECA.ORG/ADVISORS

## New Advisor Academy

Sponsored in part by Southwest Airlines



DECA's New Advisor Academy is designed to help DECA advisors understand their various roles and responsibilities. DECA advisors will also learn how DECA's Comprehensive Learning Program integrates into classroom instruction, applies learning, connects to business and promotes competition.

## Sunday, May 1

9:00 a.m. W 202

**DECA: It's What We Do**

Get an overview of the organization's structure and DECA's Comprehensive Learning Program. Learn how we prepare emerging leaders and entrepreneurs for college and careers.

10:00 a.m.

**The Leader**

Learn the importance of chapter leadership and implementing a program of work with meaningful outcomes.

11:00 a.m.

**The Promoter**

Learn how to position your program to counselors, administrators, parents, the community and most importantly—students.

**Lunch (on your own)**

1:00 p.m.

**The Fundraiser**

Learn how you can raise funds to support DECA activities while also providing a learning opportunity for your students.

2:00 p.m.

**The Travel Agent**

Learn how you can best take advantage of DECA conferences, understand DECA's professional expectations and learn how to travel safely and responsibly with students.

## Monday, May 2

9:00 a.m. W 202

**The Professional**

Network with your colleagues—one of the most important professional responsibilities—and receive tangible ideas you can take back to the classroom from these round-table sessions.

10:00 a.m.

**The Connector**

Partnerships with businesses provide DECA members realistic insight into the industry and promote meaningful, relevant learning.

11:00 a.m.

**The Competitor**

Get a primer in DECA's competitive events program and learn how they align with national curriculum standards.

**Lunch (on your own)**

1:00 p.m.

**The Competitor—Round 2**

Learn how to integrate DECA's competitive events into your classroom through meaningful learning activities.

2:00 p.m.

**Bringing It All Together**

This culminating session with leave you energized to go back to the classroom.

## Workshops for All Advisors

## Monday, May 2

3:00 p.m. W 202

**Competitive Events Changes and Their Relationship to Career Clusters**

4:00 p.m.

**The 2011-2012 Business Operations Research Topic**

**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

Section A - General Regulations

1. Activities that can be attended after school or on weekends should be attended at that time.
2. Field trips may not be taken during the first two weeks and the last two weeks of each semester. They cannot be taken on the day prior to any vacation period, and they cannot be taken during the last week of each quarter. Exceptions must be approved by the principal or the designated representative.
3. Transportation will be provided by the district whenever possible.
4. Whenever practical, field trips should not necessitate eating lunch away from school. If it is required that lunch be obtained away from school, the students will remain in a group with the sponsor, staff member or parent chaperone.
5. Student attendance on trips is not required. Students who elect not to participate in the trip will be informed by the trip sponsor as to where they should report during their normal class period.
6. Certified staff members shall accompany all field trips. It is recommended that for groups of less than twenty-five students, one certified staff member is required. It is recommended for groups of twenty-five or more, one certified staff member and one additional adult are required for each bus.
7. Students shall be under the immediate supervision of staff members during the entire trip.
8. When it is anticipated that the trip will return to the school after normal school hours, the trip sponsor shall make arrangements to assure that access to the building will be available. When trips return to the building after normal school hours, staff members shall remain with the students until the students have departed the school.

9. All normal school rules and regulations are to be observed while on the trip. For overnight trips, the sponsor shall have in his/her possession emergency medical and contact information on all trips. If an unusual incident occurs while on the trip, such as the malfunctioning of one of the buses, an accident, an injury, or if one of the students becomes separated from the group, the sponsor shall take those actions on the scene which an ordinary, reasonable, and prudent person would take. In all cases, the sponsor will telephone the assistant/associate principal in charge of curriculum, or if not available, the principal or designee to report the incident and receive further instructions. If the incident occurs after normal school hours and involves a student, the sponsor will attempt to contact the student's parent/guardian, and if it is impossible to contact the parent/guardian, to contact the local police department.
10. Questions pertaining to field trips are to be directed to the assistant/associate principal in charge of curriculum.
11. Requests for exceptions to these procedures are to be submitted in writing to the assistant/associate principal in charge of field trips.
12. The approval of the principal and the superintendent are required for all overnight trips.

#### Section B B Responsibilities of the Supervising Staff Member

1. Complete the Field Trip Request Form and attach to it an alphabetical list of participants including student I.D. numbers. This form must be approved by the instructional supervisor at least one week prior to the trip
2. Obtain approval for the trip from the assistant/associate principal in charge of curriculum.
3. Make the necessary arrangements with the personnel at the trip site. If the trip is an overnight trip, coordinate lodging and meal arrangements.
4. Obtain from the assistant/associate principal in charge of curriculum a sufficient number of Parental Permission Slips.
5. Issue the Parental Permission Slips to the students. Instruct them to obtain their parent's signature. This shall be completed prior to the trip.

6. Collect completed Parental Permission Slips and maintain them for reference during the trip.
7. If the students are to be assessed a fee for the trip, make appropriate arrangements with the bookstore for the collection of the fees.
  - a. Provide a list of names of the students to the bookstore. This list shall include the name of the trip's sponsor and the name, date, and cost of the trip.
  - b. Instruct the students to pay their trip fee at the bookstore. The bookstore shall issue a receipt for each payment.
  - c. The deadline for the payments shall be established by the assistant/associate principal in charge of curriculum and the bookstore manager in cooperation with the Business Office allowing for the necessary time to issue checks for the field trips(s).
8. For overnight trips, obtain emergency contact and medical information for all participating students.
9. Coordinate the scheduling of substitutes when necessary with the instructional supervisor and prepare appropriate lesson plans.
10. Arrange for additional adults to serve as chaperons, as required.
11. Immediately before leaving for the trip, turn in an accurate trip attendance report at the Attendance Office.

Section C B Administrative Responsibilities

1. For all field trips, the assistant/associate principal in charge of curriculum shall:
  - a. approve the trip.
  - b. arrange for transportation.

2. The instructional supervisor shall:
  - a. approve the trip.
  - b. determine the number of classroom substitutes required and arrange for these substitutes.
  - c. arrange for additional certified staff to serve as trip chaperons, if required.

Section D – Records

The assistant/associate principal in charge of curriculum shall maintain a record of all field trips, including their date(s), purpose and destination, sponsors, staff, parent chaperones, duration, and the list of participants.

Section E B Funding

Funding for student trips shall be in accordance with the guidelines adopted by the School Board.



Summary--Trips, Tours, and Travel, Matrix

Type of Trip	Requires Approval of:		
	Principal	Superintendent	Board
Student Trips	X		
Student Trips Overnight	X	X	
Student Trips Outside of Illinois or Adjacent States	X	X	X
Educational Tours	X	X	
Educational Tours Outside of Illinois or Adjacent States	X	X	X
Educational Tours Requiring one day or more of Student Absence	X	X	X
Educational Travel	X	X	

Brief Description

- Student Trips: Sponsored, conducted and usually financed by District. Includes field trips, activity trips, athletic trips, etc.
- Educational Tours: Conducted by District but not financed by District. Example: Band tour to Arizona
- Educational Travel: Not sponsored or financed by District. Sponsor allowed to “inform” students of travel plans.

PLEASE READ THE EXCURSIONARY

PROCEDURES ON THE REVERSE SIDE.

FOR OFFICE USE ONLY

Date application received \_\_\_\_\_

Date trip approved \_\_\_\_\_

Date bus ordered \_\_\_\_\_

Permission slip with one student list due \_\_\_\_\_

Substitute(s) Needed Yes \_\_\_ No \_\_\_ # \_\_\_\_\_

Substitute(s) Hired \_\_\_\_\_

GLENBROOK FIELD TRIP REQUEST APPLICATION

Circle: 1. Instructional Trip 2. Activity Trip

Please fill out completely.

Today's Date: \_\_\_\_\_

1. Describe the trip requested, listing the address(es) of the place(s) to be visited and the itinerary for the trip--include approximate times.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Trip Rationale: Describe the purpose of the trip as it relates to specific course objectives or sponsored activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Class or activity: \_\_\_\_\_ Number of students: \_\_\_\_\_

4. Chaperones accompanying trip: \_\_\_\_\_

\_\_\_\_\_

5. Date of trip: \_\_\_\_\_ Departure time \_\_\_\_\_ and Location: \_\_\_\_\_

6. Transportation: Car(s) \_\_\_\_\_ Bus(es) \_\_\_\_\_ Other (Specify) \_\_\_\_\_

7. Should bus remain with the trip? Circle: YES NO

8. Hours of trip: Departure from School: \_\_\_\_\_ Bus Pick-up for Return: \_\_\_\_\_ Where \_\_\_\_\_ Return to school \_\_\_\_\_

9. Estimated cost of transportation: \_\_\_\_\_ Estimated cost of substitute teacher(s): \_\_\_\_\_

\_\_\_\_\_  
Teacher Requesting Trip / Date

\_\_\_\_\_  
Instructional Supervisor's Approval / Date

\_\_\_\_\_  
Associate Principal's Approval / Date

Field Trip Permission and Waiver Form

Students have many opportunities to participate in various extra class activities as an outgrowth of classroom interests or through special interest clubs. On occasion it will be to their advantage to attend activities away from the High School on an optional basis ("field trips"). However, the Board of Education and School District 225 cannot assume responsibility for the safety and welfare of students while engaged in a field trip beyond making reasonable provision for activity chaperons.

I understand that my child must abide by all District 225 rules, regulations and chaperon instructions on the field trip identified below. I understand that District chaperons cannot prevent injuries because they cannot always control the conditions present or be present at all times.

Your signature below constitutes and is evidence of your agreement to (1) accept general liability for the participation of your child in the field trip identified below and (2) indemnify and hold harmless Northfield Township High School District 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorneys' fees and costs expended in defense thereof, incurred or resulting from your child's participation in this trip and transportation to and therefrom.

1. High School: \_\_\_\_\_ Class/Activity: \_\_\_\_\_

2. Faculty Sponsor: \_\_\_\_\_

3. Student: \_\_\_\_\_ has my permission to take part in a field trip to \_\_\_\_\_ on \_\_\_\_\_.

4. Travel Arrangement: I understand my child will travel by \_\_\_\_\_, leaving at approximately \_\_\_\_\_ and returning at approximately \_\_\_\_\_

5. Cost of this trip is \_\_\_\_\_ for chartered bus, and/or other expenses and is payable at the bookstore.

\_\_\_\_\_  
(Parent or Guardian Signature)

Phone (residence):  
(work):

( ) - \_\_\_\_\_  
( ) - \_\_\_\_\_

Revised: October 28, 1996  
Revised: May 29, 2001  
Revised: July 10, 2006