

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: DECA International Competition

Date: March 13, 2019

Attached is a request from Michael Rast, GBN DECA sponsor, to participate in the DECA International Competition in Orlando, FL. April 27 – May 1, 2019.

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



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): _____ Extension: _____

Activity / Class Name: _____

Description: _____

Date(s) of Trip: _____

Number of Chaperones: _____ Number of Students: _____

Names of Chaperones: _____

Transportation Information

Departing from: _____ date: _____ at: _____ AM PM

Traveling to (complete address): _____

Returning from (complete address): _____ date: _____ at: _____ AM PM

Returning to: _____ date: _____ at: _____ AM PM

Students released from class (indicate time or blocks): _____

Permission Slip Needed? Yes No Waiver Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: _____ End Collection on: _____

Cost Per Student

Cost per Student*: \$ _____

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

Instructional / Course Field Trip

Student Activity / Co-Curricular Field Trip

Account Number: GBN: 10L200 4850 0000 00 000000

GBS: 10L300 4850 0000 00 000000

Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: _____ Date: _____
Instructional Supervisor _____ Date: _____
or Assistant Principal*: _____
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

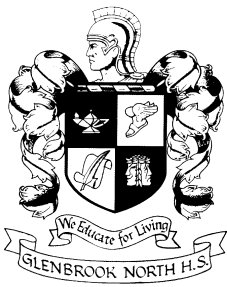
* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant



Interoffice Memo



Date: March 12, 2019

To: Mike Riggle, John Finan, Mike Tarjan, and District 225 Board of Education

From: Michael Rast and Samantha Haugen

RE: DECA International Competition (ICDC), April 27-May 1, 2019

For the 13th consecutive year, we are pleased to announce that students from Glenbrook North DECA have qualified for the International DECA Competition (ICDC). This year the competition is held in Orlando, Florida. As the trip requires out-of-state, overnight travel, we are requesting approval to send these 22 students and 3 chaperones to Orlando, Florida, Saturday, April 27 through Wednesday, May 1. Enclosed you will find the required approval documents: Field Trip Request for Overnight Trips, Student and Chaperone List, Cost Allocation Worksheet for Overnight Trips, and the ICDC Itinerary with Flight and Hotel Information

This year, Glenbrook North DECA comprised of over 100 members. 22 students qualified for the international competition (ICDC) as a result of local and state competitions. 92 GBN students competed at the local competition in January. 40 were selected to compete at the state competition March 7-March 9. Of the 40 students, 22 students qualified for ICDC.

DECA's competitive events develop life skills and real-world business skills through projects, simulations, and case studies. In these events, students role-play, learn to conduct market research, devise promotion plans, create start-up businesses, participate in internet challenges and simulations, and encounter realistic workplace challenges and scenarios. Through a healthy relationship with the Northbrook Chamber of Commerce and Northbrook Rotary, students interact with local business members at meetings to learn from and practice their skills throughout the year to ready them for the competitions.

Thank you for your time and consideration of this valuable experience for GBN DECA students.

Michael Rast

Enclosed: Field Trip Request for Overnight Trips; Student and Chaperone List; Cost Allocation Worksheet for Overnight Trips; ICDC Itinerary with Flight and Hotel Information



Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

Trip Information

Trip Description: DECA ICDC (International Competition)

Staff Expenses

Number of Staff: 3

<u>Per Staff Member</u>	<u>Total Staff Expenses</u>
Meals: \$ <u>140.00</u>	Meals: \$ <u>420.00</u>
Transportation:	Transportation:
Air \$ <u>406.00</u>	Air \$ <u>1218.00</u>
Bus / Car \$ <u>70.00</u>	Bus / Car \$ <u>210.00</u>
Lodging: \$ <u>648.00</u>	Lodging: \$ <u>1944.00</u>
Total Cost: \$ <u>1264.00</u>	Total Cost: \$ <u>3792.00</u>

<u>Meal Per Diem Maximum Reimbursement Rates</u>
Breakfast \$ <u>4.00</u>
Lunch \$ <u>8.00</u>
Dinner \$ <u>20.00</u>
Per Day \$ <u>32.00</u>

Student Expenses

Number of Students: 22

<u>Per Student</u>	<u>Total Student Expenses</u>
Meals: \$ <u>0.00</u>	Meals: \$ <u>0.00</u>
Transportation:	Transportation:
Air \$ <u>406.00</u>	Air \$ <u>8932.00</u>
Bus / Car \$ <u>70.00</u>	Bus / Car \$ <u>1540.00</u>
Lodging: \$ <u>265.10</u>	Lodging: \$ <u>5832.20</u>
Total Cost: \$ <u>741.10</u>	Total Cost: \$ <u>16304.20</u>

Other Expenses

Registration: \$ <u>2875.00</u>
Judging: \$ <u>0.00</u>
Officiating: \$ <u>0.00</u>
Total Cost: \$ <u>2875.00</u>

Total Trip Expenses

Staff Expenses: \$ <u>3792.00</u>
Student Expenses: \$ <u>16304.20</u>
Other Expenses \$ <u>2875.00</u>
Total Cost: \$ <u>22971.20</u>

Payment Responsibility

Paid by Students: \$ <u>17796.20</u>	Per Student Cost: \$ <u>808.92</u>
Paid by District: \$ <u>5175.00</u>	

Description of Expenses Paid by Students

Lodging / Transportation / Registration
Balance not covered by district



DECA
INTERNATIONAL
CAREER
DEVELOPMENT
CONFERENCE



READY FOR IT

ORLANDO
APRIL 27-30, 2019

#DECAICDC

FRIDAY, APRIL 26

8:00 AM – 6:00 PM	REGISTRATION <i>For Chartered Association Advisors Chapter Advisors register with their Chartered Association Advisor.</i>	W206
8:00 AM – 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH <i>Check order confirmation for your assigned ticket pick up location.</i>	W206
8:00 AM – 9:00 PM	SHOP DECA + BLAZER SHOP	W205
10:00 AM – 2:00 PM	ATTRACTION TICKET BOOTH <i>Check order confirmation for your assigned ticket pick up location.</i>	Hilton Orlando Lake Buena Vista, North Registration
12:00 PM – 9:00 PM	DECA 5K RUN/WALK <i>Pre-Registration</i>	W206
3:00 PM – 8:00 PM	ATTRACTION TICKET BOOTH <i>Check order confirmation for your assigned ticket pick up location.</i>	Hilton Orlando Lake Buena Vista, North Registration
6:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>(by invitation only)</i>	W305

SATURDAY, APRIL 27

7:00 AM – 3:00 PM	ATTRACTION TICKET BOOTH <i>Check order confirmation for your assigned ticket pick up location.</i>	Hilton Orlando Lake Buena Vista, North Registration
7:00 AM – 8:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH <i>Check order confirmation for your assigned ticket pick up location.</i>	W206
7:00 AM – 8:30 PM	SHOP DECA + BLAZER SHOP	W205
7:30 AM	DECA 5K RUN/WALK	North Building
8:30 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	W309
9:30 AM – 5:00 PM	DECA DAY IN THE PARKS <i>(ticket purchase required)</i>	Walt Disney World Resort® Universal Orlando Resort™
9:30 AM	EVENT DIRECTORS' + ASSISTANT EVENT DIRECTORS' BRIEFING	W207BC
1:00 PM – 5:00 PM	EXHIBIT + CAMPAIGN BOOTH SET-UP	WB2
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	WA1-4
6:00 PM	NATIONAL ADVISORY BOARD RECEPTION <i>(by invitation only)</i>	W305
8:30 PM	GRAND OPENING SESSION	WA1-4
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

SUNDAY, APRIL 28

7:00 AM – 5:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
7:00 AM – 5:00 PM	SHOP DECA + BLAZER SHOP	W205
7:30 AM	VIRTUAL BUSINESS CHALLENGE BRIEFING <i>(required)</i>	W110B
8:00 AM – 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY FOOD OPERATIONS <i>Sponsored by Otis Spunkmeyer, an ARYZTA Brand and Intuit</i>	W311ABCD
8:00 AM – 4:00 PM	CAREER EXHIBITS + CAMPAIGN BOOTHS + SHOP DECA <i>(Advisors only from 8:00 AM - 9:00 AM)</i>	WB2
8:00 AM – 4:00 PM	EMERGING LEADER SERIES	See page 35.
8:00 AM – 5:00 PM	COMPETITIVE EVENT BRIEFING + TESTING	See pages 13-33.
9:00 AM – 12:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES <i>Sponsored by PepsiCo Chilled DSD</i>	W312 + W313 See page 37.
9:30 AM – 1:00 PM	EXECUTIVE MENTOR PROGRAM	W414D
12:00 PM	MDA LUNCHEON <i>Sponsored by Muscular Dystrophy Association (by invitation only)</i>	W305
12:30 PM – 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY RETAIL OPERATIONS <i>Sponsored by Otis Spunkmeyer, an ARYZTA Brand and Intuit</i>	W311ABCD
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	W304
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

MONDAY, APRIL 29

7:00 AM – 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
7:00 AM – 7:00 PM	SHOP DECA	W205
7:30 AM	JUDGES' ORIENTATION	WB1 + WB3-4
8:00 AM – 4:00 PM	CAREER EXHIBITS + CAMPAIGN BOOTHS + SHOP DECA	WB2
8:00 AM – 7:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION	See pages 13-33.
8:30 AM – 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST <i>Sponsored by Johnson & Wales University (by invitation only)</i>	W305
8:30 AM – 3:30 PM	EMERGING LEADER SERIES	See page 35.
9:00 AM – 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES <i>Sponsored by PepsiCo Chilled DSD</i>	W312 + W313 See page 37.
NOON – 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>Sponsored by U.S. Army (by invitation only)</i>	W304
12:30 PM	JUDGES' ORIENTATION	W311ABCD
2:00 PM – 3:30 PM	LEADERSHIP RECOGNITION <i>(by invitation only)</i>	W305
3:00 PM – 4:30 PM	COMPETITIVE EVENTS UPDATE WORKSHOP <i>(Advisors only)</i>	W312
7:00 PM – 11:00 PM	DECA NIGHT AT UNIVERSAL STUDIOS FLORIDA™ <i>(ticket purchase required)</i>	Universal Orlando Resort™
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

TUESDAY, APRIL 30

7:30 AM – 10:30 AM	JUDGES' ORIENTATION	WB3-4
7:30 AM – 6:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
7:30 AM – 6:00 PM	SHOP DECA + FINALIST T-SHIRT + RECOGNITION ITEMS	W205
8:00 AM	ACHIEVEMENT AWARDS SESSION	WA1-4
8:30 AM – 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	WB3-4
NOON	BUSINESS + ELECTION SESSION	W311EFGH
2:00 PM – 3:00 PM	WRITTEN ENTRY + CERTIFICATE RETURN <i>(Chartered Association Advisor or Designee only)</i>	W207AB
7:00 PM – 8:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board Partners (by invitation only)</i>	W203
8:30 PM	GRAND AWARDS SESSION	WA1-4
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

WEDNESDAY, MAY 1

9:00 AM – 1:00 PM	NEW EXECUTIVE OFFICER ORIENTATION	W309
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