

# GLENBROOK SOUTH HIGH SCHOOL

*Northfield Township High School District 225*



4000 WEST LAKE AVENUE  
GLENVIEW, IL 60026  
Web: [gbs.glenbrook.k12.il.us](http://gbs.glenbrook.k12.il.us)  
Telephone: 847.729.2000  
Fax: 847.486.4462

*Office of the Principal*

**To:** Dr. Mike Riggle

**From:** Brian K. Wegley

**Re:** BPA Travel

**Date:** March 17, 2009

Attached is a travel request for Rosie McManamon's Business Professionals of America students. This is the National Leadership Conference and competition for the twelve students who have qualified for national competition based on their performance at the state level. Glenbrook South has competed at the national level for the last eight years -- every year since we have had a BPA chapter. It is Educational Travel as defined by the district and has been a positive experience for our BPA students.

Students will leave on the morning of Wednesday, May 6, 2009 and will return on the afternoon of Sunday, May 10, 2009. This means the student will miss three days of school. Students are asked to inform their teachers of this trip and plan to make up any missed work.

I support this trip and have included detailed information regarding their itinerary.

Please let me know if you need anything further.

Travel Requests Requiring Board of Education Approval

I. School GBN GBS  GBE GBOC District       
 II. Initiator ROSANNA McMANAMON Phone 4447  
 Position BPA ADVISOR / BUS ED TEACHER Date of Submission MARCH 10, 2009

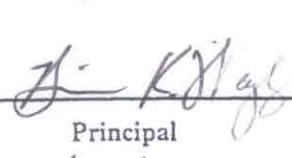
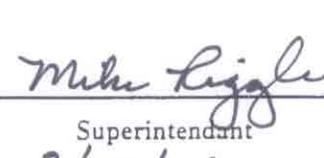
III. Dates and Times of Leave/Return  
 Total Number of School Days Missed per Person 3 DAYS  
 Departure Date/Time MAY 6, 2009 / 8 AM Return Date/Time MAY 10, 2009 / 2 PM

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers ROSANNA McMANAMON & BRIAN WHALEN  
 and Staff ROYA NADERI, AIMEE JOSE, JUSTINA MATHEW, NOOR MALIK,  
 Students SARAH NIMROD, CHRYSAL MATAPPILLIL, RUHID GILLANI,  
CHARLES LU, DAN KRUZEL, JOE LIM, MARK HELENOWSKI & RYLE PRAK

V. Description, Destination, and Reason for Trip  
BUSINESS PROFESSIONALS OF AMERICA NATIONAL LEADERSHIP CONFERENCE  
DALLAS, TEXAS ~ STUDENTS HAVE QUALIFIED FOR NATIONAL  
COMPETITION BASED ON THEIR PERFORMANCE @ STATE

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

	Total Amount	Per Person	Account #
Registration	\$1497 <sup>00</sup>	ADVISOR/STUDENTS \$109/per person CHAPERONE \$80	
Lodging	\$4268 <sup>80</sup>	SINGLE/DOUBLE \$165.60/nt TRIPLE -\$184/nt QUAD \$204/nt	
Meals (Advance)	\$320 <sup>00</sup>	\$32/day for advisors & chaperone	
Judging		N/A	
Substitute Teacher	\$588 <sup>00</sup>	N/A	
Transportation			
Air	\$3640 <sup>00</sup>	x \$260/per person	
Bus/Car	\$364 <sup>00</sup>	SHUTTLE \$26/per person Round trip	
District Total	\$9083 <sup>80</sup>	N/A	N/A
Cost to Student	\$1,594.00	\$132.84	N/A

VII. Approval  
    
 Supervisor 3/10/09 Principal 3/16/09 Superintendent 3/17/09  
 Date Date Date

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

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

**BPA Out of State Lodging and Transportation Payment Summary**  
**Student Payment**

Lodging costs

<i>Student</i>	2,944.00 (\$184.00/room x 4 rooms x 4 nights)
Faculty chaperones	1,324.80 (\$165.60/room x 2 rooms x 4 nights)

Transportation costs

Air

<i>Student</i>	3,120 (\$260 x 12 students)
Faculty chaperones	520.00 (\$260.00 x 2 teachers)

Bus/Car

<i>Student</i>	312.00 (\$26.00 x 12 students)
Faculty chaperones	52.00 (\$26.00 x 2 teachers)

***Total Student Lodging and Transportation = \$6376.00 x 25% = \$1,594.00 student payment (\$132.84/student x 12 students)***

# Registration Information

## Registration Information

The NLC registration fee includes:

1. General Sessions
2. Guest Speakers/Entertainment
3. Success Sessions
4. Contest Participation
5. Awards Program
6. NLC Souvenir Pin
7. Special Event
8. Conference Souvenir/Gift
9. Conference Materials

## **Advance Online Reg. Feb. 26-April 1, 2009**

Online Conference and Contest Registration opens Feb. 26, 2009. April 1, 2009 is the deadline for submitting NLC advance registration fees at \$109 per delegate or advisor and for all advance contest registration. After April 1, all contest registration must be done on site at the conference.

## **Late Reg. (Not Contest)**

A registration fee of \$145 will be charged for all registrations submitted after close of business, April 1, 2009, 5:00 pm EST through April 6, 2009. After April 6, all advisor/student registrations must be done on site at \$145.

## **Registration Details**

Hotel reservations must be completed along with your Conference Registration.

Print out your invoice before hitting the submit button, BUT DON'T FORGET TO HIT THE SUBMIT BUTTON.

Keep a copy of all forms submitted for your records. Bring your copies with you.

## **Finance Desk**

On site registration will be at the Finance Desk in the Sheraton Dallas Grand Hall. The finance desk will be open these hours:

- Tues., May 5, 2009 3:00 pm-10:00 pm
- Wed., May 6, 2009 7:00 am-7:00 pm
- Thurs., May 7, 2009 7:00 am-5:00 pm
- Fri., May 8, 2009 7:00 am-3:00 pm
- Sat., May 9, 2009 7:00 am-2:00 pm

## Guest Registration Fees

Advisors may register their chapter's guests (family, friends, etc.) for the NLC at the special guest registration rates. This registration includes participation in all conference activities and the Special Event but excludes conference gifts.

## **Advance Guest Registration, Online Feb. 26-April 1, 2009**

Guest registration rate is \$80 through April 1, 2009.

## **Late Guest Registration Online April 2-6, 2009**

The late guest registration rate is \$115, April 2-6, 2009.

After April 6, guests must register on site for \$115.

## **Guest Details**

All guests must be registered and wearing their name badges and wrist bands to be admitted to NLC activities.

Business Professionals of America MEMBERS and ADVISORS may NOT register as guests.

Children five years of age or younger will not be charged for registration. DO NOT REGISTER CHILDREN UNDER FIVE ONLINE. If you wish to purchase tour tickets for children under five, indicate this by purchasing multiple tickets under the chaperone's name.

An "Awards Session only" wristband is \$10. Advisors must purchase the wristband for their guests at the Finance Desk on Saturday prior to the Awards Session.

## **Alumni Division Registration**

The Alumni Registration Form can be found at the NLC web site:

<http://bpanet.org/nlc/alumni.doc>

## Conference Registration Payment

All payments must be received prior to attending the National Leadership Conference. Hotel payments must be submitted directly to the hotel. The amount to be submitted indicated on the Online Registration Invoice may be paid by check, purchase order, or credit card.

## **Check Payment**

Mail check along with copy of the registration invoice to:

Business Professionals of America  
PO Box 632707  
Cincinnati, OH 45263-2707

## **Credit Card Payment**

Credit card payment may be made by MasterCard, VISA, or Discover/Novus by completing the credit card section of the invoice. Mail the invoice with completed credit card information to:

Business Professionals of America  
5454 Cleveland Avenue  
Columbus, OH 43231-4021  
or Fax to 614-895-1165

Or pay by phone, 614-895-7277 x111

## **Purchase Order Payment for Conference Registration**

School purchase orders must be attached to the invoice and received by mail by the National Center 30 days prior to NLC.

Payment must be made prior to receiving conference materials. Anyone not fulfilling their purchase order obligation will not receive purchase order privileges at future NLCs.

Mail invoices with purchase orders attached to:

Business Professionals of America  
5454 Cleveland Avenue  
Columbus, OH 43231-4021  
or Fax to 614-895-1165

Purchase orders will not be accepted by Conference Hotels for room deposits/payment.

Today's students. Tomorrow's business professionals. | [bpa.org](http://bpa.org) | BPA Marketplace | *The Wire* |

## 2009 National Leadership Conference May 6-10, 2009 in Dallas, TX

  <b>CONFERENCE INFORMATION:</b>	<b>REGISTRATION &amp; LOCATION:</b>	<b>PROGRAMS &amp; EVENTS:</b>
	<ul style="list-style-type: none"> <li>Registration Fees and Deadlines</li> <li>Online Registration Instructions</li> <li>Housing Information</li> <li>Important Deadlines</li> <li>Transportation &amp; Travel</li> <li>Medical Information</li> <li>Sheraton Floor Plans</li> <li>NLC Shirts</li> </ul>	<ul style="list-style-type: none"> <li>2009 NLC Schedule</li> <li>Competitive Event Guidelines</li> <li>Success Sessions</li> <li>Special Events: Six Flags</li> <li>Intern Program</li> <li>Middle Level Kick-off Orientation</li> <li>National Leadership Academy</li> <li>Tours</li> </ul>

- [Pre-conference Publication](#)
- [NLC Dress Code](#)
- [Dress Code FAQ](#)
- [Delegate Conduct](#)
- [Promotional Video](#)
- [Keynote Speakers](#)
- [National Officer Elections](#)
- [NASSP Approval](#)

NLC 2009 >> Registration & Location >> Transportation & Travel

### Transportation & Travel

Utilize the National Travel Site for Business Professionals of America for all of your flight and car rental needs for the 2009 National Leadership Conference: [www.bpatravel.com](http://www.bpatravel.com).

Please note that hotel reservations must be made online with your conference registration. **DO NOT UTILIZE BPATRAVEL.COM FOR HOTEL RESERVATIONS.** If hotel reservations are made using this site, it will jeopardize the student competitive event eligibility status. Please refer to the Code & Conduct regarding housing for the National Leadership Conference.

When booking flight reservations for groups of 6 or more, please utilize our preferred airline carrier American Airlines for group discounts.

**Web Reservations:** [www.aa.com](http://www.aa.com) - Enter A9359AN in the Promo Code Box.

**Telephone:** (Subject to a \$20.00 ticketing fee) 1800-433-1790

**Travel Agent:** Let your travel agent know about our Group Code when booking: A9359AN

**Super Shuttle:**

Group Discount Code: VY4GB

Valid: May 2-12, 2009

One Way Rate: \$14.00

Round-Trip: \$26.00

Make a reservation

#### Related Documents

#### Important Info

- [Online Registration](#)
- [Pre-conference Publication](#)
- [Judges' Registration](#)
- [Registration Fees and Deadlines](#)
- [Apply for the National Leadership Academy](#)
- [Apply for an NLC Internship](#)
- [Dress Code](#)

#### Related NLC Content

- [Promotional Video](#)
- [Tours](#)
- [Sheraton Floor Plans](#)
- [2009 NLC Schedule](#)
- [Pre-conference Publication](#)

#### The Wire Articles

- [2009 NLC sneak preview](#)
- [CNN Anchor Valerie Morris to deliver keynote](#)
- [WiseMoney™ board game at NLC](#)
- [Tips for running for national officer](#)
- [NLC Kicks-Off new Middle Level program](#)

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# Housing & Parking Information

## Hotel Assignments

Business Professionals of America will utilize two hotels for housing at NLC. BPA reserves the right to reassign delegate housing should the need arise.

All hotel reservations must be made online using the conference registration system. All hotel reservations must be accompanied by a one night's deposit. Please use the appropriate Credit Card authorization form when making your one night's deposit.

### **SHERATON DALLAS (Conference Headquarters)**

400 N. Olive St.  
Dallas TX 75201  
www.sheraton.com

Single/Double: \$144.00

Triple: \$160.00

Quad: \$177.00

Plus 15% applicable tax

Tax ID #: 20-0633008

**States assigned:** Delaware, Illinois, Oklahoma, Minnesota, Ohio, Massachusetts, Iowa, Kansas, Idaho, Texas, Florida

**Parking:** Self-parking \$15/day. You will receive a 25% parking discount.

### **HILTON ANATOLE**

2201 Stemmons Freeway  
Dallas TX 75207  
www.hilton.com

S/D/T/Q: \$177.00

Plus 15% applicable tax

Tax ID #: 20-8990006

**States Assigned:** Indiana, Wisconsin, Alaska, New Mexico, Michigan, Montana, Independent Chapters

**Parking:** \$17/day. Buses for the Hilton Anatole will need to park in Lot 5 (Enter from Wycliff Ave., opposite West Hotel Dr. Entrance)

## Reservations

Use the BPA Online Conference Registration System to make your hotel reservations. **Unsubmitted reservations will not be saved in the Conference Registration System. Reservations must be submitted prior to leaving the system or they will be deleted.**

A deposit of one night is required for each room reserved and must be sent to your hotel. The deposit must be paid by check or credit card. If paying by check, **the check should be made out to the appropriate hotel and sent along with the Housing Invoice generated by the online registration/reservation system.** Mailing instructions are on the invoice and below.

If you are paying your deposit by credit card, you may fax your form to the hotel using the fax number on the invoice. Please use appropriate Credit Card Authorization form when paying your deposit.

## Housing Tax Exemption

Schools may qualify for the TX State Tax Exemption for their housing. Schools must apply through the TX Dept. of Taxation for this exemption. BPA does not grant or administer tax exemptions. Tax will be charged on all housing reservations. Tax Exemption Forms must be presented at your respective hotel for exemptions.

## Check-in/Check-out

### **Sheraton Dallas:**

3:00 pm check-in

12:00 pm check-out

### **Hilton:**

4:00 pm check-in

12:00 pm check-out

Conference hotels will have a luggage storage area for storing your luggage until your room is available.

## School Purchase Order Payment

PURCHASE ORDERS ARE NOT  
ACCEPTED AS A MEANS OF  
PAYMENT FOR EITHER HOTEL.

## Arrival/Departure

Note on the online reservation page your earliest arrival and latest departure dates.

## Early Arrival/Late Departure Reservations

The hotels have a limited number of rooms available for early arrival and late departure beyond the conference dates. Be aware that early arrival dates may not be available at your hotel and you may need to be housed elsewhere for early arrivals or late departures. Please make your room reservations early if you plan a pre-conference or extended stay.

## Changes/ Cancellations

Through April 1, e-mail Shawna Gfroerer at the National Center (sgfroerer@bpa.org) with changes or cancellations. After April 1, contact your hotel. If room cancellations are made after 48 hours prior to your scheduled arrival, the first night's deposit for the cancelled rooms will be forfeited.

## Bring Copies/ Confirm Reservation

Please bring copies of your housing forms and acknowledgements with you. Call and confirm your housing reservation 2-3 days prior to departure. Document the name of the person confirming your room reservation and bring it with you.

## Hotel Reservation Deadline

Hotel reservation deadline is April 1, 2009. The BPA block rooms are not guaranteed after this date. All payments and reservations must be at the appropriate hotel according to your state/division assignment.