



Rockford Area Schools – ISD 883

### EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: Rockford High

Group/Class: DECA

Teacher(s)/Advisor(s) submitting request: WESTGAARD

# of students: 17 # of school personnel: 1 # of chaperones: 0

Destination: State Convention Address: 1300 Nicollet mall mpls, mn 55403

Have students received teachers' approval to miss class? Yes  No

Departure Date: 3-2-25 Departure Time: \_\_\_\_\_ Return Date: 3-4-2025 Return Time: \_\_\_\_\_

Days absent: When school is in session: 2 Non-school days/vacation time: 1

Have reasonable accommodations been made for students with disabilities? Yes  No

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes  No

For trips outside the Continental US and those using a travel services, provide the name of the travel service: \_\_\_\_\_

For trips outside of the Continental US, please attach your emergency procedures.

Who has signed off on discussing school discipline policies with students? N/A

Who has signed off on discussing school discipline policies with staff and chaperones? N/A

#### TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: 1 Bus N/A: \_\_\_\_\_

Public Transportation \_\_\_\_\_ Contracted Transportation: \_\_\_\_\_

(Name of Service; attach contract)

Place of lodging: Hyatt Regency Dates: \_\_\_\_\_

#### COSTS: (Estimate per student)

Transportation	\$ <u>365.02</u>	Expenses to be paid by the district	\$ <u>808.66</u>
Meals	\$ <u>6</u>	Expenses to be paid by special funds	\$ _____
Substitute Teachers	\$ <u>440.64</u>	Explain special funding and/or procedures for handling instances of economic need:	_____
Lodging	\$ <u>2500.00 (Approx)</u>		_____
Other (fees, ins)	\$ <u>1570.00</u>		_____
Total	\$ <u>5198.66</u>		_____

#### The following documentation must be attached:

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

#### APPROVAL: Final approval requires the following signatures

School Principal: [Signature] Date: 2/6/25

Superintendent (or Designee): [Signature] Date: 2.10.25

Board Approval: Yes  No  Date: \_\_\_\_\_

Comments: \_\_\_\_\_

2025 will be similar to this

SUNDAY, MARCH 10, 2024

# CONFERENCE AGENDA

All Day	Conference Headquarters	Lakeshore A
10:00 AM - 11:00 AM	Conference Registration	Mirage
10:00 AM - 12:00 PM	Written 20-Page Project Submission Drop Off	Nicollet Ballroom
10:00 AM - 5:00 PM	Luggage Storage <i>Store at your own risk.</i>	St. Croix
11:00 AM	Event Chairpersons - Material Pickup	Regency
11:00 AM	Director's Briefing - Principles & PFL	Loring
11:30 AM	Judges' Registration & Orientation	Regency
12:30 PM - 5:00 PM	Competitive Event - Preliminary Competition	Locations Posted Below by Event
2:30 PM 3:30 PM	Director's Briefing - Individual - TDM	Loring
5:00 PM - 6:15 PM	Buffet Dinner <i>By Pre-Purchased Ticket</i>	Northstar Promenade
7:00 PM - 8:15 PM	Written Exams - Role-Plays <i>Series and TDM's</i>	Locations Posted Below by Event
9:00 PM - 10:00 PM <i>Doors Open at 8:45 PM</i>	Opening Session	Minneapolis Convention Center - Auditorium
11:00 PM	Curfew	All Students Must Remain in Their Hotel Rooms

EVENT	LOCATION
<b>BUSINESS OPERATIONS RESEARCH EVENTS</b> Business Services Research Buying & Merchandising Research Finance Research Hospitality & Tourism Research Sports & Entertainment Marketing Research	<b>NICOLLET BALLROOM</b>
<b>PROJECT MGMT EVENTS</b> Business Solutions Project Career Development Project Community Awareness Project Community Giving Project Financial Literacy Project Sales Project	<b>NICOLLET BALLROOM</b>
<b>ENTREPRENEURSHIP EVENTS</b> Innovation Plan Start-Up Business Plan Independent Business Plan International Business Plan Business Growth Plan Franchise Business Plan	Exhibit Hall Exhibit Hall Nicollet Ballroom Nicollet Ballroom Nicollet Ballroom Nicollet Ballroom
<b>INTEGRATED MARKETING CAMPAIGN EVENTS</b> Integrated Marketing Campaign - Event Integrated Marketing Campaign - Product Integrated Marketing Campaign - Service	<b>NORTHSTAR BALLROOM</b>
<b>PROFESSIONAL SELLING &amp; CONSULTING EVENTS</b> Financial Consulting Hospitality & Tourism Professional Selling Professional Selling	<b>EXHIBIT HALL</b>
<b>STATE-ONLY EVENTS</b> Gold Chapter Campaigns School Based Enterprise - Retail and Food <b>SALES DEMONSTRATION</b> General Lines Hard Lines Soft Lines <b>EMPLOYMENT INTERVIEW</b> Receptionist Area Entry Level Advanced Level	<b>NORTHSTAR BALLROOM</b>

PRELIM. COMPETITION

EVENT	LOCATION
<b>PRINCIPLES EVENTS</b> Principles of Business Mgmt. & Admin. Principles of Finance Principles of Hospitality & Tourism Principles of Marketing	Greenway Greenway Greenway Greenway
<b>OTHER ROLE-PLAY EVENTS</b> Personal Financial Literacy	Greenway

PRELIM.

EVENT	LOCATION
<b>TDM EXAMS</b> Buying & Merchandising TDM Entrepreneurship TDM Finance Services TDM Hospitality Services TDM Marketing Mgmt. TDM Sports & Entertainment Marketing TDM Travel & Tourism TDM	Northstar A Lake Superior AB Mirage Great Lakes C Great Lakes A Regency Great Lakes B
<b>INDIVIDUAL SERIES EVENTS</b> Accounting Applications Apparel & Accessories Marketing Automotive Services Marketing Business Services Marketing Entrepreneurship Food Marketing Hotel & Lodging Human Resource Mgmt. Marketing Communications Quick Service Restaurant Mgmt. Restaurant & Food Service Mgmt. Retail Merchandising Sports & Entertainment Marketing	Skyway Suite Northstar B Greenway J Greenway DE Greenway A Greenway FG Boundary Waters Greenway HI Boundary Waters Boundary Waters Boundary Waters Boundary Waters Greenway BC

7:00 PM EXAMS

**REMEMBER**  
A **PEN** is **REQUIRED** for **ALL** exams.  
**X** if changing answer





**SUNDAY**

9:00 PM - 10:00 PM

**OPENING  
SESSION**

> MINNEAPOLIS CONVENTION  
CENTER - AUDITORIUM

**SPECIAL AWARDS**

New Chapters  
Trading Pin Contest  
Stock Market Game  
Virtual Business Challenge  
Speakers' Bureau Awards  
School-based Enterprise Awards  
Membership Campaign Awards  
Largest Membership Percentage Increase Award  
Chapter Campaign Awards  
Outstanding Advisor Awards  
Outstanding Student Awards

MONDAY, MARCH 11, 2024

# CONFERENCE AGENDA

All Day	Conference Headquarters	Lakeshore A
7:00 AM - 8:15 AM	Alternative Testing <i>By Pre-Registration Only</i>	Greenway BC
7:15 AM	Judges' Registration & Orientation	Regency
8:00 AM - 4:00 PM	Competitive Events - Prelim. Role-Plays	Locations Posted Below by Event
10:00 AM - 11:15 AM	Written Exams - Principles & PFL	Locations Posted Below by Event
11:00 AM - 1:30 PM	Judges' Luncheon	Regency
11:30 AM - 1:30 PM	Buffet Lunch <i>By Pre-Purchased Ticket</i>	Boundary Waters
2:30 PM	Written Exams - IMC Events	Locations Posted Below by Event
3:00 PM	Hypnotist Session <i>Featuring Brian Imbus</i>	Great Lakes Ballroom
3:30 PM	Written Exams - Prof. Selling Events	Locations Posted Below by Event
5:00 PM - 6:15 PM	Buffet Dinner <i>By Pre-Purchased Ticket</i>	Boundary Waters
7:00 PM - 8:30 PM <i>Doors Open at 6:45 PM</i>	Preliminary Awards Session	Minneapolis Convention Center - Auditorium
9:00 PM - 10:00 PM	TBD <i>Sponsored by State Officers</i>	Great Lakes Ballroom
9:00 PM	DJ & Games	Great Lakes Ballroom
10:00 PM	Advisor Meeting	Regency
11:30 PM	Curfew	All Students Must Remain in Their Hotel Rooms.

EVENT	LOCATION
<b>TDM EVENTS</b> Buying & Merchandising TDM Entrepreneurship TDM Finance TDM Hospitality Services TDM Marketing Mgmt. TDM Sports & Entertainment Marketing TDM Travel & Tourism TDM	<b>NICOLLET BALLROOM</b>
<b>INDIVIDUAL SERIES EVENTS</b> Accounting Applications Apparel & Accessories Marketing Automotive Services Marketing Business Services Marketing Entrepreneurship Food Marketing Hotel & Lodging Human Resource Mgmt. Marketing Communications Quick Service Restaurant Mgmt. Restaurant & Food Service Mgmt. Retail Merchandising Sports & Entertainment Marketing	<b>EXHIBIT HALL</b>

PRELIM. ROLE-PLAYS

MONDAY EXAMS

## REMEMBER

A **PEN** is **REQUIRED** for **ALL** exams.  
**X** if changing answer

### 10:00 AM EXAMS

EVENT	LOCATION
<b>PRINCIPLES EVENTS</b> Principles of Business Mgmt. & Admin. Principles of Finance Principles of Hospitality & Tourism Principles of Marketing	Greenway BC Greenway HI Greenway DE Greenway FG
<b>OTHER ROLE-PLAY EVENTS</b> Personal Financial Literacy	Greenway A

### 2:30 PM EXAMS

EVENT	LOCATION
<b>INTEGRATED MARKETING CAMPAIGN EVENTS</b> Integrated Marketing Campaign - Event Integrated Marketing Campaign - Product Integrated Marketing Campaign - Service	Boundary Water Lake Superior AB Boundary Water

### 3:30 PM EXAMS

EVENT	LOCATION
<b>PROFESSIONAL SELLING &amp; CONSULTING EVENTS</b> Financial Consulting Hospitality & Tourism Professional Selling Professional Selling	Greenway HI Greenway BC Greenway FG

#MNDECA2024



# ORDER OF EVENTS

- 1 BUSINESS ADMIN. WRITTEN EXAM
- 2 HOSPITALITY & TOURISM WRITTEN EXAM
- 3 MARKETING WRITTEN EXAM
- 4 BUSINESS MANAGEMENT & ADMIN. WRITTEN EXAM
- 5 FINANCE WRITTEN EXAM
- 6 FINANCIAL LITERACY EXAM
- 7 ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT EXAM
- 8 EMPLOYMENT INTERVIEW - ENTRY LEVEL
- 9 EMPLOYMENT INTERVIEW - ADVANCED LEVEL
- 10 SALES DEMONSTRATION - GENERAL LINES
- 11 SALES DEMONSTRATION - HARD LINES
- 12 SALES DEMONSTRATION - SOFT LINES
- 13 CHAPTER GOLD AWARDS PROGRAM
- 14 SCHOOL BASED ENTERPRISE - FOOD
- 15 SCHOOL BASED ENTERPRISE - RETAIL
- 16 PERSONAL FINANCIAL LITERACY
- 17 PRINCIPLES OF BUSINESS MANAGEMENT & ADMIN.
- 18 PRINCIPLES OF FINANCE
- 19 PRINCIPLES OF HOSPITALITY & TOURISM
- 20 PRINCIPLES OF MARKETING
- 21 ACCOUNTING APPLICATIONS SERIES
- 22 APPAREL AND ACCESSORIES MARKETING SERIES
- 23 AUTOMOTIVE SERVICES MARKETING SERIES
- 24 BUSINESS SERVICES MARKETING SERIES
- 25 ENTREPRENEURSHIP SERIES
- 26 FOOD MARKETING SERIES
- 27 HOTEL & LODGING MANAGEMENT SERIES
- 28 HUMAN RESOURCE MANAGEMENT SERIES
- 29 MARKETING COMMUNICATIONS SERIES
- 30 QUICK SERVE RESTAURANT MANAGEMENT SERIES
- 31 RESTAURANT & FOOD SERVICE MANAGEMENT SERIES
- 32 RETAIL MERCHANDISING SERIES
- 33 SPORTS & ENTERTAINMENT MARKETING SERIES
- 34 BUYING & MERCHANDISING TDM
- 35 ENTREPRENEURSHIP TDM
- 36 FINANCIAL SERVICES TDM
- 37 HOSPITALITY SERVICES TDM
- 38 MARKETING MANAGEMENT TDM
- 39 SPORTS & ENTERTAINMENT MARKETING TDM
- 40 TRAVEL & TOURISM TDM
- 41 INNOVATION PLAN
- 42 BUSINESS GROWTH PLAN
- 43 FRANCHISE BUSINESS PLAN
- 44 INDEPENDENT BUSINESS PLAN
- 45 INTERNATIONAL BUSINESS PLAN
- 46 START - UP BUSINESS PLAN
- 47 FINANCIAL CONSULTING EVENT
- 48 HOSPITALITY & TOURISM PROFESSIONAL SELLING
- 49 PROFESSIONAL SELLING
- 50 BUSINESS SERVICES OPERATIONS RESEARCH
- 51 BUYING & MERCHANDISING OPERATIONS RESEARCH
- 52 FINANCE OPERATIONS RESEARCH
- 53 HOSPITALITY & TOURISM OPERATIONS RESEARCH
- 54 SPORTS & ENTERTAINMENT MARKETING OPERATIONS RESEARCH
- 55 INTEGRATED MARKETING CAMPAIGN - EVENT
- 56 INTEGRATED MARKETING CAMPAIGN - PRODUCT
- 57 INTEGRATED MARKETING CAMPAIGN - SERVICE
- 58 BUSINESS SOLUTIONS PROJECT
- 59 CAREER DEVELOPMENT PROJECT
- 60 COMMUNITY AWARENESS PROJECT
- 61 COMMUNITY GIVING PROJECT
- 62 FINANCIAL LITERACY PROJECT
- 63 SALES PROJECT

# MONDAY

7:00 PM - 8:30 PM

## PRELIMINARY AWARDS SESSION

> MINNEAPOLIS CONVENTION  
CENTER - AUDITORIUM

TUESDAY, MARCH 12, 2024

# CONFERENCE AGENDA

All Day	Conference Headquarters	Lakeshore A
7:30 AM	Judges' Registration & Orientation	Regency
8:00 AM - 3:30 PM	Manual Coordination Center	Grant Room
8:00 AM - 3:30 PM	Role-Play Coordination Center	Loring Room
7:00 AM - 8:00 PM	Luggage Storage <i>Store at your own risk.</i>	St. Croix & Minnehaha Rooms
8:30 AM - 2:00 PM	Final Competitions - All Events	Locations Posted Below by Event
3:00 PM - 3:30 PM	Manual Pick-Up <i>No manuals will be shipped.</i>	Grant Room
4:00 PM - 6:00 PM	Grand Award Session	Minneapolis Convention Center - Auditorium
Upon Completion of Awards	Results Pick-Up <i>Advisors Only</i>	Nicollet Promenade or Convention Center <i>As Requested in Conference Registration System</i>
6:30 PM	Depart - Have a Safe Trip Home!	

EVENT	LOCATION
<b>PRINCIPLES EVENTS</b> Principles of Business Mgmt. & Admin. Principles of Hospitality & Tourism Principles of Marketing Principles of Finance	<b>EXHIBIT HALL</b>
<b>OTHER ROLE-PLAY EVENTS</b> Personal Financial Literacy <i>SPONSORED BY: MINNESOTA CREDIT UNION FOUNDATION</i>	<b>EXHIBIT HALL</b>
<b>TDM EVENTS</b> Buying & Merchandising TDM Entrepreneurship TDM Finance TDM Hospitality Services TDM Marketing Mgmt. TDM Sports & Entertainment Marketing TDM Travel & Tourism TDM	<b>EXHIBIT HALL</b>
<b>INDIVIDUAL SERIES EVENTS</b> Accounting Applications Apparel & Accessories Marketing Automotive Services Marketing Business Services Marketing Entrepreneurship Food Marketing Hotel & Lodging Human Resource Mgmt. Marketing Communications Quick Service Restaurant Mgmt. Restaurant & Food Service Mgmt. Retail Merchandising Sports & Entertainment Marketing	<b>EXHIBIT HALL</b>
<b>STATE-ONLY EVENTS</b> Gold Chapter Campaigns School Based Enterprise <b>SALES DEMONSTRATION</b> General Lines Hard Lines Soft Lines <b>EMPLOYMENT INTERVIEW</b> Receptionist Area Entry Level Advanced Level	<b>NICOLLET BALLROOM</b>

FINAL COMPETITION

EVENT	LOCATION
<b>BUSINESS OPERATIONS RESEARCH EVENTS</b> Business Services Research <i>SPONSORED BY: GENEVA CAPITAL</i> Buying & Merchandising Research Finance Research Hospitality & Tourism Research Sports & Entertainment Marketing Research	<b>NICOLLET BALLROOM</b>
<b>PROJECT MGMT EVENTS</b> Business Solutions Project Career Development Project Community Awareness Project Community Giving Project Financial Literacy Project <i>SPONSORED BY: BLAZE CREDIT UNION</i> Sales Project	<b>EXHIBIT HALL</b>
<b>ENTREPRENEURSHIP EVENTS</b> Innovation Plan Start-Up Business Plan Independent Business Plan International Business Plan Business Growth Plan Franchise Business Plan	Exhibit Hall Exhibit Hall Nicollet Ballroom Nicollet Ballroom Nicollet Ballroom Nicollet Ballroom
<b>INTEGRATED MARKETING CAMPAIGN EVENTS</b> Integrated Marketing Campaign Event Integrated Marketing Campaign Service Integrated Marketing Campaign Product	<b>EXHIBIT HALL</b>
<b>PROFESSIONAL SELLING &amp; CONSULTING EVENTS</b> Financial Consulting Hospitality & Tourism Professional Selling Professional Selling	<b>EXHIBIT HALL</b>

FINAL COMPETITION

#MNDECA2024

# ORDER OF EVENTS

## TUESDAY

- 1 EMPLOYMENT INTERVIEW - ENTRY LEVEL
- 2 EMPLOYMENT INTERVIEW - ADVANCED LEVEL
- 3 SALES DEMONSTRATION - GENERAL LINES
- 4 SALES DEMONSTRATION - HARD LINES
- 5 SALES DEMONSTRATION - SOFT LINES
- 6 GOLD CHAPTER CAMPAIGNS
- 7 SCHOOL BASED ENTERPRISE - FOOD
- 8 SCHOOL BASED ENTERPRISE - RETAIL
- 9 PERSONAL FINANCIAL LITERACY
- 10 PRINCIPLES OF BUSINESS MANAGEMENT & ADMIN
- 11 PRINCIPLES OF FINANCE
- 12 PRINCIPLES OF HOSPITALITY & TOURISM
- 13 PRINCIPLES OF MARKETING
- 14 ACCOUNTING APPLICATIONS SERIES
- 15 APPAREL AND ACCESSORIES MARKETING SERIES
- 16 AUTOMOTIVE SERVICES MARKETING SERIES
- 17 BUSINESS SERVICES MARKETING SERIES
- 18 ENTREPRENEURSHIP SERIES
- 19 FOOD MARKETING SERIES
- 20 HOTEL & LODGING MANAGEMENT SERIES
- 21 HUMAN RESOURCE MANAGEMENT SERIES
- 22 MARKETING COMMUNICATIONS SERIES
- 23 QUICK SERVE RESTAURANT MANAGEMENT SERIES
- 24 RESTAURANT & FOOD SERVICE MANAGEMENT SERIES
- 25 RETAIL MERCHANDISING SERIES
- 26 SPORTS & ENTERTAINMENT MARKETING SERIES
- 27 BUYING & MERCHANDISING TDM
- 28 ENTREPRENEURSHIP TDM
- 29 FINANCIAL SERVICES TDM
- 30 HOSPITALITY SERVICES TDM
- 31 MARKETING MANAGEMENT TDM
- 32 SPORTS & ENTERTAINMENT MARKETING TDM
- 33 TRAVEL & TOURISM TDM
- 34 INNOVATION PLAN
- 35 BUSINESS GROWTH PLAN
- 36 FRANCHISE BUSINESS PLAN
- 37 INDEPENDENT BUSINESS PLAN
- 38 INTERNATIONAL BUSINESS PLAN
- 39 START - UP BUSINESS PLAN
- 40 FINANCIAL CONSULTING EVENT
- 41 HOSPITALITY & TOURISM PROFESSIONAL SELLING
- 42 PROFESSIONAL SELLING
- 43 BUSINESS SERVICES OPERATIONS RESEARCH
- 44 BUYING & MERCHANDISING OPERATIONS RESEARCH SPONSORED BY: GENEVA CAPITAL
- 45 FINANCE OPERATIONS RESEARCH
- 46 HOSPITALITY & TOURISM OPERATIONS RESEARCH
- 47 SPORTS & ENTERTAINMENT MARKETING OPERATIONS RESEARCH
- 48 INTEGRATED MARKETING CAMPAIGN - EVENT
- 49 INTEGRATED MARKETING CAMPAIGN - PRODUCT
- 50 INTEGRATED MARKETING CAMPAIGN - SERVICE
- 51 BUSINESS SOLUTIONS PROJECT
- 52 CAREER DEVELOPMENT PROJECT
- 53 COMMUNITY AWARENESS PROJECT
- 54 COMMUNITY GIVING PROJECT
- 55 FINANCIAL LITERACY PROJECT
- 56 SALES PROJECT

4:00 PM - 6:00 PM

## GRAND AWARDS SESSION

> MINNEAPOLIS CONVENTION CENTER - AUDITORIUM