

**Denton Independent School District  
Request for Travel  
Non State-Sanctioned Activities\***

*Please Return to:*  
*LINDA YARBROUGH*  
*ATC/CTE*

**I. ORGANIZATIONAL DATA**

Campus Denton High School Date of Request 1/20/17  
School Organization Business Professionals of America Activity Sponsor Barry Goad, Brian Redding

**II. DESCRIPTION OF PROPOSED TRAVEL**

Destination(s)\*\* Dallas Texas  
Description of Activities or Events State conference and compenation  
Dates of Travel March . 1-4 2017 Mode of Travel Rental SUV  
Number of Student Participants 6 Number of Adult Sponsors/Chaperones 2  
Educational Purposes and Value Professional growth, Lifetime opportunities, Business Education, Opportunity to participate in skills competition

\*\* Attach copy of proposed itinerary

**III. SOURCE OF FUNDING**

<u>Source</u>	<u>Amount</u>
<input type="checkbox"/> District Title 1	_____
<input type="checkbox"/> Students (personal)	_____
<input type="checkbox"/> Organization	_____
<input type="checkbox"/> Fund Raising Activities***	_____
<input type="checkbox"/> Other: _____	_____
Total Cost of Activity <span style="border: 1px solid black; padding: 2px;">4410.00 est</span>	
Estimated Cost/Student <span style="border: 1px solid black; padding: 2px;"> </span>	

\*\*\*Description of Fund Raising Activities (if required)

\_\_\_\_\_  
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**IV. ORGANIZATIONAL REVIEW / APPROVAL**

Principal	<u>CARIA Ruge</u>	<u>[Signature]</u>	<u>1/20/17</u>
	NAME	SIGNATURE	DATE OF APPROVAL
School Operations	<u>Gwen Perkins</u>	<u>[Signature]</u>	<u>1/26/17</u>
	NAME	SIGNATURE	DATE OF APPROVAL
Superintendent	_____	_____	_____
	NAME	SIGNATURE	DATE OF APPROVAL
Board President	_____	_____	_____
	NAME	SIGNATURE	DATE OF APPROVAL

\*Reference Policy FMG (L)



# GENERAL INFORMATION continued

## Advisors

Advisors who sign up to administer or proctor a computer, written, or scantron contest will be a grader, too. For Associate and Middle Level computer events, administrators and proctors will also serve as graders. Contest Administrators stay with the contest from the time of pick-up at Headquarters through contest ranking. **Also, if you are bringing students from another chapter where that advisor is not attending, you will be responsible to sign up for his/her duty assignment so all SLC jobs are covered.**

All registered advisors and guests must pay conference registration. **You must have one signed *Advisor/Student Responsibility Form*, found on Page 24, listing ALL students on the back side of the form.** The form can be mailed with registration or turned in when picking up registration materials. The Special Event Liability Form for the Special Event is also required (Page 28).

All registered BPA advisors will be eligible for a special drawing for prizes. You will be able to obtain a prize ticket by attending conference sessions (APG Sessions, Opening Session), your conference duty assignment, and any other volunteer efforts during the conference, i.e. helping in the Grading Room; stepping up when an advisor is a "No Show" for his/her duty assignment; volunteering in HQ; any other assignment as needed. You will also be eligible for a ticket for each judge you recruit—please be sure the judge enters your name in the referral space when signing up. Prizes are donated through sponsorships. The drawing will take place during the Friday evening Special Event. You must be present to win.

## Conference Hotel Information

All conference delegates **must** stay in the conference hotel. Please inform your school districts about BPA's policy on this. Reasons are as follows:

- Conference hotel contracts include a major block of sleeping rooms years in advance. Upon signing the contract, BPA agrees to fill at least 80% of this room block. Conference hotels are booked many years in advance to secure the large amount of meeting space needed to handle the contest meeting rooms.
- If the sleeping room block is not filled, the BPA State organization is responsible to make up the difference in revenue back to the hotel.
- The sleeping room rate is based on the complimentary items offered by the hotel such as chairs, draped tables, electricity, security, hotel staff, contest rooms, etc. Also, the meeting space is offered at a discounted rate.
- While you, the Advisor, are fulfilling your conference duty assignment, your students can safely be in the conference hotel.

The Hotel Registration Per Room Form on Page 33 is for your records to record your **HOTEL ACKNOWLEDGEMENT NUMBERS**. Record your Acknowledgement numbers on the Sheraton Housing Form on Page 25 when you receive the hotel confirmation email and use this to expedite your check-in process by mailing your hotel payment and form 14 days prior to arrival and your hotel rooms will be pre-keyed.

## Future State Conference Dates

February 28-March 3, 2018 – Corpus Christi, TX  
March 6-9, 2019 – Dallas, TX  
March 3-7, 2020 – Dallas, TX

## Future National Conference Dates

May 10-14, 2017 – Orlando, FL  
May 9-13, 2018 – Dallas, TX  
May 1-5, 2019 – Anaheim, CA



# Conference at a Glance

<p><b>Tuesday, February 28, 2017</b></p> <p>1:00 p.m. – 5:00 p.m. Board of Directors Meeting</p> <p><b>Wednesday, March 1, 2017</b></p> <p>8:00 a.m. – 5:00 p.m. Board of Directors Meeting</p> <p>6:00 p.m. – 10:00 p.m. Registration Open</p> <p>7:00 p.m. – 8:00 p.m. Administrators / Proctors / Graders Meeting 1</p> <p>9:00 p.m. – 10:30 p.m. Special Recognition Award Reception – BPA Membership Open Admission + Family Statesman Award Pin Design Award T-Shirt Award Texas Outstanding Local Advisor Award Distinguished Service Award</p> <p><b>Midnight Curfew</b></p>	<p><b>Thursday, March 2, 2017</b></p> <p>6:00 a.m. – 10:00 p.m. Conference Headquarters Open Test Distribution Room Open</p> <p>7:00 a.m. – 12:00 p.m. Registration Open</p> <p>7:30 a.m. – 8:30 a.m. Administrators / Proctors / Graders Meeting 2</p> <p>8:00 a.m. – 5:00 p.m. Exposition</p> <p>9:00 a.m. – 11:00 a.m. Opening Session / Keynote Speaker</p> <p>11:00 a.m. – 11:30 p.m. Intern Meeting</p> <p>11:30 a.m. Parliamentary Procedure Team On-Line Written Test</p> <p>11:30 a.m. – 8:30 p.m. Secondary Competitive Events</p> <p>12:00 p.m. – 4:00 p.m. Officer Candidate Written Test and Interviews</p> <p>1:00 p.m. – 5:00 p.m. Leadership Academy</p> <p>1:00 p.m. – 8:00 p.m. Conflict Testing</p> <p>1:00 p.m. – 10:00 p.m. Secondary Grading Room Open</p> <p>5:00 p.m. – 6:00 p.m. Officer Candidate Set-up for Rally and Review Meeting</p> <p>6:00 p.m. – 8:00 p.m. Second General Session Officer Candidate Speeches</p> <p>8:00 p.m. – 9:30 p.m. Officer Candidate Rally/Election</p> <p><b>Midnight Curfew</b></p>	<p><b>Friday, March 3, 2017</b></p> <p>6:00 a.m. – 10:00 p.m. Conference Headquarters Open Test Distribution Room Open</p> <p>7:00 a.m. – 6:00 p.m. Secondary Competitive Events</p> <p>8:00 a.m. – 5:00 p.m. Leadership Academy</p> <p>8:00 a.m. – 5:00 p.m. Exposition</p> <p>8:00 a.m. – 6:00 p.m. Conflict Testing</p> <p>8:00 a.m. – 10:00 p.m. Secondary Grading Room</p> <p>11:00 a.m. – 6:00 p.m. Secondary General Competitive Events</p> <p>7:00 p.m. – 11:00 p.m. Leadership/Special Event</p> <p><b>Midnight Curfew</b></p>	<p><b>Saturday, March 4, 2017</b></p> <p>6:00 a.m. – 6:00 p.m. Conference Headquarters Open Test Distribution Room Open</p> <p>7:00 a.m. – 12:00 p.m. Secondary Finals Competitive Events</p> <p>8:00 a.m. – 10:00 a.m. Secondary General Competitive Events</p> <p>8:00 a.m. – 5:00 p.m. Exposition</p> <p>10:00 a.m. – 1:00 p.m. Awards Ceremony—Associate and Middle Level Divisions</p> <p>2:30 p.m. – 5:30 p.m. Awards Ceremony—Post Secondary and Secondary Divisions</p> <p><b>Sunday, March 5, 2017</b></p> <p>9:00 a.m. – 12:00 p.m. Board of Directors Meeting</p>
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# SCHEDULE OF ACTIVITIES

## SECONDARY DIVISION

### Tuesday, February 28, 2017

Time	Event	Location
1:00 p.m. to 5:00 p.m.	Board of Directors Meeting	Sheraton Hotel

### Wednesday, March 1, 2017

Time	Event	Location
8:00 a.m. to 5:00 p.m.	Board of Directors Meeting	Sheraton Hotel
6:00 p.m. to 10:00 p.m.	Registration	Sheraton Hotel
7:00 p.m. to 8:00 p.m.	Administrators / Proctors / Graders Meeting 1	Sheraton Hotel
9:00 p.m. to 10:30 p.m.	Special Recognition Awards Reception	Sheraton Hotel
Midnight	Curfew	

### Thursday, March 2, 2017

Time	Event	Location
6:00 a.m. to 10:00 p.m.	Conference Headquarters / Test Distribution Open	Sheraton Hotel
7:00 a.m. to 12:00 p.m.	Registration	Sheraton Hotel
7:30 a.m. to 8:30 a.m.	Administrators / Proctors / Graders Meeting 2	Sheraton Hotel
8:00 a.m. to 5:00 p.m.	Exposition	Sheraton Hotel
9:00 a.m. to 11:00 a.m.	Opening Session / Keynote Speaker	Sheraton Hotel
11:00 a.m. to 11:30 a.m.	Intern Meeting	Sheraton Hotel
11:30 a.m.	Secondary Parliamentary Procedure Team Written Test	Sheraton Hotel
11:30 p.m. to 8:30 p.m.	Secondary Competitive Events	See page 16
12:00 p.m. to 4:00 p.m.	Officer Candidate Test and Interviews	Sheraton Hotel
1:00 p.m. to 5:00 p.m.	Leadership Academy	Sheraton Hotel
1:00 p.m. to 8:00 p.m.	Conflict Testing	Sheraton Hotel
2:00 p.m. to 10:00 p.m.	Secondary Grading Room Open	Sheraton Hotel
5:00 p.m. to 6:00 p.m.	Campaign Rally Set-up / Candidate Review Meeting	Sheraton Hotel
6:00 p.m. to 8:00 p.m.	Second General Session / Officer Candidate Speeches	Sheraton Hotel
8:00 p.m. to 9:30 p.m.	Officer Campaign Rally / Voting	Sheraton Hotel
Midnight	Curfew	

### Friday, March 3, 2017

Time	Event	Location
6:00 a.m. to 10:00 p.m.	Conference Headquarters/Test Distribution Open	Sheraton Hotel
7:00 a.m. to 6:00 p.m.	Secondary Competitive Events	See page 16
8:00 a.m. to 5:00 p.m.	Exposition	Sheraton Hotel
8:00 a.m. to 6:00 p.m.	Conflict Testing	Sheraton Hotel
8:00 a.m. to 10:00 p.m.	Secondary Grading Room Open	Sheraton Hotel
11:00 a.m. to 6:00 p.m.	Secondary General Competitive Events	Sheraton Hotel
7:00 p.m. to 11:00 p.m.	Special Event	Sheraton Hotel
Midnight	Curfew	

### Saturday, March 4, 2017

Time	Event	Location
6:00 a.m. to 6:00 p.m.	Conference Headquarters/Test Distribution Open	Sheraton Hotel
8:00 a.m. to 10:00 a.m.	Secondary General Competitive Events	Sheraton Hotel
8:00 a.m. to 5:00 p.m.	Exposition	Sheraton Hotel
10:00 a.m. to 12:30 p.m.	Awards Ceremony – Associate & Middle Level	Sheraton Hotel
2:30 p.m. to 5:30 p.m.	Awards Ceremony – Post Sec. & Secondary Division	Sheraton Hotel

### Sunday, March 5, 2017

Time	Event	Location
9:00 a.m. to 12:00 p.m.	Board of Directors Meeting	Sheraton Hotel

All advisors need to attend the Opening Session to be advised of any possible changes pertaining to conference information, contest times, and room changes.





Today's students.  
Tomorrow's business professionals.

## Business Professionals of America Texas Association

Phone 210-386-4983  
E-mail [mrsweberbpa@gmail.com](mailto:mrsweberbpa@gmail.com)

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### Upcoming Events and Conferences

#### Fall Leadership Conferences:

These leadership conferences will be hosted across the state and are currently in the planning stages. Check back here for dates and registration information.

Area 1: Plano, October 15

Area 1: Region 2 - Grand Prairie, December 3 | [Flyer](#) | [Registration Form](#)

Area 2: Region 3 - Weslaco, October 15

Area 3: Region 3 - New Braunfels, November 12 - CANCELLED

Area 5: Region 2 - Houston, October 28

#### Regional Leadership Conferences:

Your Regional Advisors will be finalizing these dates and they will be posted here soon.

#### State Leadership Conferences:

**March 1-4, 2017 in Dallas, Texas**

Information and updates on the 2017 State Leadership Conference will be posted here.

Download your Pre-Conference Book for registration and conference information:

[2017 Secondary SLC Pre-Conference Book](#)

[2017 Associate SLC Pre-Conference Book](#)

[2017 Middle Level SLC Pre-Conference Book](#)

[2017 Post-Secondary SLC Pre-Conference Book](#)

#### Regional Leadership Conferences

Your Regional Advisor will determine the date and location for the contest. Please follow deadline and registration information forwarded to you. If you do not receive information, please reference the state website and contact your Regional Advisor directly. These conferences are held the last two weeks of January as determined by your Region.