

# Memorandum

**To:** Bridgman School Board

**From:** Sarah Douglass, DECA Advisor

**Date:** February 10, 2025

**Re:** DECA State Competition

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This is a request for permission to allow 61 students to attend the 3-day, 2-night DECA State Conference. The students were invited to attend by winning/earning, their spot at district competition, or completing an intense research project for competition. This conference is held in Detroit, Michigan at Huntington Place on March 13 – 15, 2025.

I, Sarah Douglass, along with 6 other chaperones, will accompany the students as their chaperone and advisor. Our plan is to leave the high school at 7:30 AM on Thursday morning and arrive in Detroit at approximately 11:30. We will be staying at the Fort Pontchartrain Wyndham Hotel OR the Detroit Marriott Hotel. We have not been notified about our hotel assignment yet. We will be staying for 2 nights, leave around 12:45 PM on Saturday, and arrive back at BHS at approximately 5:00 PM.

With 61 students and 7 chaperones we have already requested a school bus for return transportation. Royal Excursions will provide transportation to our conference. We will also have all of the appropriate permission forms required for both Bridgman and DECA filled out and signed well in advance of our trip.

I have attached a list of students attending, our conference registration, and competition schedule. I would be happy to address any questions or concerns you may have. Thank you.

# 2025 Michigan DECA State Conference Invoice

CHAPTER INFORMATION	REMIT TO
Bridgman High School Sarah Douglass 9964 Gast Road Bridgman, MI 49106-9750 Phone: Cell: 574-386-1797 Email: <a href="mailto:sdouglass@bridgmanschools.com">sdouglass@bridgmanschools.com</a>	<b>Remit Conference Registration Payment to:</b> Michigan DECA, PO Box 980432, Y 48198

Invoice #	School #	Date	Chapter ID
SC116175	116	2/7/2025	123H-1291

Quantity	Description	Each	Total
61	Student	\$95.00	\$5,795.00
1	Advisor	\$95.00	\$95.00
2	Voting Delegate	\$0.00	\$0.00
1	Online Test Proctor	\$0.00	\$0.00
5	Chaperone will assist with competition	\$95.00	\$475.00
1	Chaperone every 3rd no competition assignment	\$95.00	\$95.00
		<b>SUB TOTAL</b>	<b>\$6,460.00</b>
	<b>71 Participants</b>	<b>TOTAL</b>	<b>\$6,460.00</b>

## HOTEL INFORMATION

This invoice is auto-generated from the conference registration portal. **Hotel assignments have not been made yet.** Michigan DECA will assign schools to a hotel based on a rotational housing order and the school's hotel choices until the inventory for a particular hotel has been exhausted. Once a school has been assigned, and the hotel has processed the reservation, **the hotel's housing manager will send a hotel confirmation and invoice.** **Payment is due to your assigned hotel in full by March 10, 2025.**

## HOTEL CHANGES AND CANCELLATIONS

If you need to make hotel changes after the registration closes, you will need to wait until the hotel has finished processing the housing list we sent them and send your invoice. You will make hotel changes directly with the hotel's contact person.

Refunds for hotel cancellations may not be available if other occupants are still using the hotel room. Changes are due to your assigned hotel no later than March 11, 2024 at 5pm. After that time, there will be a \$25.00 fee per change (name or room) and there will be no refunds for room cancellations.

## CONFERENCE REGISTRATION CANCELLATIONS

Partial refunds for cancellations are available from February 10-27, 2025. The registration instructions and Michigan DECA Guide list the refund schedule. Refunds are not available after February 27, 2025.

## CONFERENCE REGISTRATION PAYMENTS

**The balance is due by February 28, 2025.** Schools will be responsible for any late fees if payments arrive after the due date, even if a Purchase Order was received prior to the due date.

Michigan DECA will grant a two (2) week payment extension if the advisor submits a signed Payment Extension Request Form (available at <http://mideca.org/teachers/forms/>) at least two (2) weeks prior to the payment deadline. The form must have the required signature from the Bookkeeper/Accounts Payable Dept. The extension will not be granted if the form is submitted less than two weeks prior to the deadline.

**Checks/Money Orders** - Michigan DECA accepts payments in the form of check and money order. Payments made by students/parents should be turned over to the school and have a school check issued to Michigan DECA. We are not able to accept personal checks from anyone other than the chapter advisor.

**Credit Card Payments** - Michigan DECA accepts credit cards payments (American Express, Visa, MasterCard, and Discover) with a 3% convenience fee at <https://tinyurl.com/mideca-creditcard>

[View By Event](#)

INDIVIDUALS		
ID/Name	Event(s) / Items	No Show
1160062 Pinkowski, Emma (Voting Delegate)		
1160063 Stockwell, Lily (Voting Delegate)		
1160064 McGee, Laura (Online Test Proctor)		
1160070 Salmon, Angie (Chaperone every 3rd no competition assignment)		
1160066 Fenech, Kim (Chaperone will assist with competition)	AA4 : Judging, Friday 8am-2pm	
1160065 McGee, Laura (Chaperone will assist with competition)	AA3 : Judging, Thursday 1-7pm	
1160067 McGee, Tim (Chaperone will assist with competition)	AA5 : Judging, Friday Noon-6pm	
1160069 Salmon, Jack (Chaperone will assist with competition)	AA5 : Judging, Friday Noon-6pm	
1160068 Ullig, Ann (Chaperone will assist with competition)	AA4 : Judging, Friday 8am-2pm	
1160061 Douglass, Sarah (Advisor)	AA1 : Competition Assistance, Thursday 1-7pm	
1160003 Adams, Ty (Student)	HTOR : Hospitality and Tourism Operations Research(Team #1)	
1160004 Badger, Savannah (Student)	MIGMAP : Merit Awards Program	
1160005 Barnes, Elle (Student)	MILTW : Leadership & Teamwork Event(Team #1)	
1160006 Bolinder, Hana (Student)	HTOR : Hospitality and Tourism Operations Research(Team #2)	
1160007 Brown, Ellie (Student)	PMCG : Community Giving Project(Team #1)	
1160008 Buckland, Tuula (Student)	MIGMAP : Merit Awards Program	
1160009 Busick, Brady (Student)	HTOR : Hospitality and Tourism Operations Research(Team #1)	
1160010 Cabrera, Alyssa (Student)	EIP : Innovation Plan(Team #1)	
1160011 Castaneda, Daniel (Student)	HTOR : Hospitality and Tourism Operations Research(Team #1)	
1160012 Dargus, Katelyn (Student)	IMCE : Integrated Marketing Campaign - Event(Team #2)	
1160013 Demski, Jenna (Student)	IMCE : Integrated Marketing Campaign - Event(Team #2)	
1160071 Dunkel, Brooklyn (Student)	MILTW : Leadership & Teamwork Event(Team #1)	
1160014 Fast, Clara (Student)	IMCP : Integrated Marketing Campaign - Product(Team #1)	
1160015 Fenech, Samuel (Student)	IMCS : Integrated Marketing Campaign - Service(Team #1)	
1160016 Fritz, Tyler (Student)	QSRM : Quick Service Restaurant Management	
1160017 Green, Jason (Student)	ESB : Start Up Business Plan(Team #1)	
1160018 Haskins, Wade (Student)	EIP : Innovation Plan(Team #2)	
1160019 Hawley, Nathan (Student)	IBP : International Business Plan(Team #1)	
1160020 Heath, Owen (Student)	MIGMAP : Merit Awards Program	
1160021 Heiser, Alexander (Student)	IBP : International Business Plan(Team #1)	
1160022 Heyn, Zoey (Student)	EBG : Business Growth Plan(Team #1)	
1160023 Holgate, Brooke (Student)	IMCE : Integrated Marketing Campaign - Event(Team #2)	
1160024 Hopkins, Jaydynn (Student)	MILTW : Leadership & Teamwork Event(Team #1)	
1160025 Howell, Emily (Student)	MIGMAP : Merit Awards Program	
1160026 Johnson, Olivia (Student)	QSRM : Quick Service Restaurant Management	
1160027 Kaminski, Madison (Student)	MIGMAP : Merit Awards Program	
1160028 Kee, Allison (Student)	EIP : Innovation Plan(Team #1)	

<b>1160029 Kinne, Trent</b> (Student)	EIB : Independent Business Plan(Team #2)	
<b>1160030 Locke, Samuel</b> (Student)	PMCG : Community Giving Project(Team #1)	
<b>1160031 Louie, Calvin</b> (Student)	IMCS : Integrated Marketing Campaign - Service(Team #1)	
<b>1160032 Mabry, Andrew</b> (Student)	MIGMAP : Merit Awards Program	
<b>1160033 Mangold, Emma</b> (Student)	PMCG : Community Giving Project(Team #1)	
<b>1160034 Marfia, Grace</b> (Student)	PMCA : Community Awareness Project(Team #1)	
<b>1160035 Martinez, Vicente</b> (Student)	IBP : International Business Plan(Team #1)	
<b>1160001 Neidlinger, Andrew</b> (Student)	FCE : Financial Consulting	
<b>1160036 Nelson, Vaughn</b> (Student)	ESB : Start Up Business Plan(Team #1)	
<b>1160037 Patel, Riddhi</b> (Student)	IMCP : Integrated Marketing Campaign - Product(Team #1)	
<b>1160038 Paveza, Riley</b> (Student)	EFB : Franchise Business Plan(Team #2)	
<b>1160039 Payne, Jayden</b> (Student)	ESB : Start Up Business Plan(Team #2)	
<b>1160040 Pinkowski, Emma</b> (Student)	EFB : Franchise Business Plan(Team #1)	
<b>1160041 Rhew, Brielle</b> (Student)	PMCA : Community Awareness Project(Team #1)	
<b>1160042 Roberts, Broden</b> (Student)	EIB : Independent Business Plan(Team #1)	
<b>1160043 Ryan, Alexander</b> (Student)	ESB : Start Up Business Plan(Team #1)	
<b>1160044 Salisbury, Austin</b> (Student)	IMCS : Integrated Marketing Campaign - Service(Team #1)	
<b>1160045 Salmon, Lindsey</b> (Student)	MIGMAP : Merit Awards Program	
<b>1160046 Schroeder, Jared</b> (Student)	EIP : Innovation Plan(Team #2)	
<b>1160047 Shuler, Kandin</b> (Student)	PMBS : Business Solutions Project(Team #1)	
<b>1160048 Starbuck, Ava</b> (Student)	MIGMAP : Merit Awards Program	
<b>1160049 Starbuck, Katherine</b> (Student)	IMCP : Integrated Marketing Campaign - Product(Team #2)	
<b>1160050 Stine, Ethan</b> (Student)	EIB : Independent Business Plan(Team #1)	
<b>1160051 Stockwell, Lily</b> (Student)	EFB : Franchise Business Plan(Team #1)	
<b>1160052 Tomlin, Rohan</b> (Student)	IMCE : Integrated Marketing Campaign - Event(Team #1)	
<b>1160053 Tyler, Hannah</b> (Student)	PMCD : Career Development Project(Team #1)	
<b>1160054 Ugalde, Eva</b> (Student)	MIGMAP : Merit Awards Program	
<b>1160055 Ullig, Stella</b> (Student)	IMCP : Integrated Marketing Campaign - Product(Team #2)	
<b>1160056 Van Plew-cid, Julian</b> (Student)	MIGMAP : Merit Awards Program	
<b>1160057 Walsh, Mikayla</b> (Student)	EIP : Innovation Plan(Team #2)	
<b>1160058 Warren, Melanie</b> (Student)	MIGMAP : Merit Awards Program	
<b>1160002 Wasnik, Abigail</b> (Student)	QSRM : Quick Service Restaurant Management	
<b>1160059 Ytterberg, Beckham</b> (Student)	EIB : Independent Business Plan(Team #1)	
<b>1160060 Ytterberg, Ruby</b> (Student)	HTOR : Hospitality and Tourism Operations Research(Team #2)	

# 2025 State Conference Competitive Event Schedule

<i>All times are subject to change</i> <b>AS OF JANUARY 20, 2025</b> <b>EVENT</b>	<b>ADVISOR AND EVENT ASSISTANT ORIENTATION</b>	<b>STUDENT ORIENTATION</b>	<b>COMPETITION</b>
Business Growth Plan Business Services Operations Business Solutions Project Buying & Merchandising Operations Career Development Project Chapter Award Program Community Awareness Project Community Giving Project Financial Literacy Project Financial Operations Franchise Business Plan Gold Merit Awards Program Hospitality & Tourism Operations Independent Business Plan Innovation Plan Integrated Marketing Campaign - Event Integrated Marketing Campaign - Product Integrated Marketing Campaign - Service International Business Plan Sales Project Sports & Entertainment Operations Start-Up Business Plan	<p style="text-align: center;"><b>Thursday</b></p> <p style="text-align: center;">1:00 p.m. to 1:45 p.m.</p>	<p style="text-align: center;"><b>Thursday</b></p> <p style="text-align: center;">2:00 p.m. to 2:45 p.m.</p>	<p style="text-align: center;"><b>Thursday</b></p> <p style="text-align: center;">3:00 p.m. to 7:00 p.m.</p>
Accounting Applications Business Finance Business Law & Ethics TDM Buying & Merchandising TDM Entrepreneurship TDM Financial Consulting Financial Services TDM Hospitality & Tourism Prof. Selling Leadership & Teamwork Principles of Business Mgmt & Administration Principles of Entrepreneurship Principles of Finance Principles of Hospitality & Tourism Principles of Marketing Professional Selling Event Restaurant & Food Service Management Retail Merchandising School Based Enterprise	<p style="text-align: center;"><b>Thursday</b></p> <p style="text-align: center;">one hour prior to student orientation</p>	<p style="text-align: center;"><b>Thursday</b></p> <p style="text-align: center;">4:00 p.m. to 6:45 p.m.</p> <p style="text-align: center;"><i>specific times will be posted online in March</i></p>	<p style="text-align: center;"><b>Friday Morning</b></p> <p style="text-align: center;">8:30 a.m. to 1:00 p.m.</p>
Apparel & Accessories Marketing <b>Automotive Services Marketing</b> -updated time Business Services Marketing Entrepreneurship Series Ethics Team Event Food Marketing Hospitality Services TDM Hotel & Lodging Management Human Resources Management Marketing Communications Series Marketing Management TDM Personal Financial Literacy Quick Serve Restaurant Management Sports & Entertainment Series Sports & Entertainment TDM Travel & Tourism TDM	<p style="text-align: center;"><b>Thursday</b></p> <p style="text-align: center;">one hour prior to student orientation</p>	<p style="text-align: center;"><b>Thursday</b></p> <p style="text-align: center;">4:00 p.m. to 6:45 p.m.</p> <p style="text-align: center;"><i>specific times will be posted online in March</i></p>	<p style="text-align: center;"><b>Friday Afternoon</b></p> <p style="text-align: center;">12:30 p.m. to 5:30 p.m.</p>