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ACADEMIC PROGRAMS

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

I. ORGANIZATIONAL DATA

Campus Ryan High School Date of Request 11-15-16
School Organization BPA Activity Sponsor Leslie Baldwin

II. DESCRIPTION OF PROPOSED TRAVEL

Destination(s)** Dallas, TX
Description of Activities or Events State Leadership Conference/ Competition
Dates of Travel March 1-4, 2017 Mode of Travel bus
Number of Student Participants 18 Number of Adult Sponsors/Chaperones 3
Educational Purposes and Value As a co-curricular activity, Business Professionals of America has the ability to enhance student participation in professional, civic, safety and health.
service and social awareness. Business Professionals of America's members participate in these activities to accomplish its goals of self-improvement, leadership development, professional, community service, career development, public relations, student competition
and safety and health

** Attach copy of proposed itinerary

III. SOURCE OF FUNDING

Source	Amount
<input type="checkbox"/> District Title 1	_____
<input type="checkbox"/> Students (personal)	_____
<input type="checkbox"/> Organization	_____
<input type="checkbox"/> Fund Raising Activities***	_____
<input checked="" type="checkbox"/> Other: <u>CTE</u>	<u>Funds</u>

Total Cost of Activity

6300

Estimated Cost/Student

300

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

CTE Funding

IV. ORGANIZATIONAL REVIEW / APPROVAL

Principal

Carla Ruge
NAME

SIGNATURE

DATE OF APPROVAL

School Operations

Gwendolyn Perkins
NAME

SIGNATURE

DATE OF APPROVAL

Superintendent

NAME

SIGNATURE

DATE OF APPROVAL

Board President

NAME

SIGNATURE

DATE OF APPROVAL

*Reference Policy FMG (L)

**BPA STATE
Competition Itinerary
March 1-4, 2016**

March 1- Wednesday

- 3pm meet at Ryan and load up to travel to Dallas
- 4pm Check in to Dallas Sheraton
- 5pm-7pm Dinner at local restaurant
- 8pm registration open
- 9pm-10:30pm awards
- Midnight- lights out

March 2- Thursday

- 6:30am-7:30am
 - Breakfast and team meeting
- 9:00am -11:00am
 - Opening session and keynote speaker
- 11:30
 - Parli Pro Test
- 11:30am -8:30 pm
 - Competitive events
- Lunch and dinner TBA as schedule is finalized
- MIDNIGHT - lights out

March 3- Friday

- 6:30am-7:30am
 - Breakfast and team meeting
- All day competitive events
- Lunch and dinner TBA as schedule is finalized

Special Event

Friday night's special event will take place in the Sheraton Hotel Conference Center and will be casino and inflatables. The first hour, 7:00 p.m. – 8:00 p.m., will be for those students/advisors who contribute to our service project, Special Olympics; then all students/advisors will be allowed to participate 8:00 p.m. – 11:00 p.m.. The BPA booth will be set up by Conference Headquarters where students and advisors can make a \$10 donation to Special Olympics to participate in the first hour of the special event. More information will be forthcoming.

- Midnight- lights out

March 4- Saturday

- 6:30am-7:30am
 - Breakfast and team meeting
 - Pack everything to head home after competition
- 7:00 am -12:00 pm

- o Finals
- 12:30-2:00
 - o Lunch at local restaurant
- 2:30-5:30
 - o Awards ceremony
- 6 pm head home
- 7pm arrive at Ryan

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Please Return to;
Linda Yarbrough /ATC

ACADEMIC PROGRAMS
To Whom it may Concern,

BPA (Business Professionals of America) is requesting travel approval for our state and national competitions. State this year will be at the Sheraton hotel in Dallas, from March 1-4. Nationals will be in Orlando, FL from May 10-14. RHS and DHS will be taking our teams to both of these conferences for competition. RHS has 18 members and 2 advisors, DHS has approximately 10 members and 1 advisor. I have attached pertinent information from the BPA websites and tentative itineraries. If there is any other information that you need or that I may have forgotten, please let me know. I believe that Braswell is looking at a club as well because of student requests.

Sincerely,

Leslie Baldwin

Ryan High School

BPA Advisor

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