

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

During overnight bus trips and out of district bus trips all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student: Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

☒ Sponsor/Coach Name Madison Sewell Cell number _____

☒ Date of trip Feb 3-4 expected departure time 11 AM return time 9 PM

☒ Adequate Supervision (meets ratio criteria) Madison Sewell Becky Phipps
* Please List Names of Chaperones *

☒ All participants currently have no failing grades for the current 9 weeks

☒ All participants have no more than 5 or more missing or incomplete assignment

☒ All participants have less than 5 UE

☒ Obtain parent/guardian permission forms
Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient.

☒ Notify school cafeteria manager of any lunch needs

☒ Follow all Transportation Department guidelines for bus request.

☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.

☒ Attach a trip list of students to principal/designee

☒ Attach an itinerary

Other specific needs:
None

Signature of Person submitting form Madison Sewell

Signature of Principal/Designee Armande Lacer

M Stanley

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

Mock Trial Trip for Wildcat Invitational, February 3-4, 2017

Carter Phipps
Mar-Kera Chambers
Ashton Wilson
Maranda Beresford
Logan Dodson
Elaine Titzer
Abigail Calhoun
Aliyah Settle

Wildcat Invitational (Lexington) The UK Invitational Tournament is in Lexington, KY.

We will depart at 11 AM on Friday, February 3. We are hoping to scrimmage a Lexington-area team that afternoon (Woodford County had scheduled with us and just cancelled, so I am looking for a replacement).

Friday afternoon we will check into the Hampton Inn in Georgetown, KY (502-867-4888), where we will run through the case before and after dinner.

The tournament begins Saturday morning. We will report to UK (time TBA) and be paired through random draw for our first round opponent. First round matches will take place before lunch (on our own). After lunch we will return for afternoon pairings and compete again. Then there is an awards ceremony and then we will head home, getting dinner on the way. Usually we get back to Henderson 9-10 PM. Lunch is on our own. During the tournament, we will present the trial twice (once as plaintiff and once as defense).

Amanda Lacer

Becker, Desirae - HCH, School Secretary II

From: Sewell, Madison - HCH, Science
Sent: Wednesday, February 8, 2017 11:39 AM
To: Becker, Desirae - HCH, School Secretary II; Lacer, Amanda - HCH, Vice Principal-CTE Unit; DeWitt, Daris - HCH, School Nurse; Nelson, Heather - HCH, Clerical Assistant III; Mosley, Denise - HCH, School Secretary II
Cc: Wilson, MiShara - HCH, Lead Food Service Assistant I
Subject: Mock Trial Competitions

The following students are on the HCHS Mock Trial Team:

Maranda Beresford
Carter Phipps
Abigail Calhoun
Logan Dodson
Elaine Titzer
Aliyah Settle
Markera Chambers
Ashton Wilson

Now that the team membership is finalized, we have two remaining competitions: Seneca Invitational on February 15 (students will miss all day), and the State Tournament (students will leave after 3rd period Thursday, March 2 and miss all of Friday, March 3). I'm attaching agendas below.

Seneca Invitational: Wednesday, February 15, 2017

7:30	Students depart HCHS for Louisville
10:30-10:45	Teams arrive
11:00-1:00	Round 1 Trial A: Henderson Plaintiff v. Seneca Defense (Stickler Theater)(Judge TBD) Trial B: Seneca Plaintiff v. Jessamine Defense (Courtroom)(Judge Tom French)
1:00-1:30	Lunch Please bring your own lunch. We will eat in the small cafeteria. It will not be open for food purchases.
1:30-3:30	Round 2 Trial C: Seneca Plaintiff v. Henderson Defense (Courtroom)(Judge Josephine Layne Buckner)

State Tournament: Thursday, March 2-Saturday, March 4

Thursday
10:30 Students depart HCHS for Richmond, KY
4-6 Practice Session
7-10 Practice Session

Friday**
9 Round 1
12 Lunch
130 Round 2
4-6 Practice Session

7-10 Practice Session

Saturday**

9 Round 1

12 Lunch

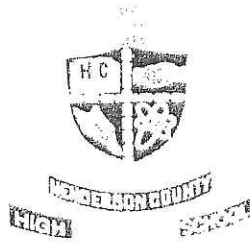
130 Round 2

4 Awards and departure to Henderson

9 Return to Henderson

**These times are approximate and based on previous years, as ECU has not released the official schedule for this year.

Amanda Lacer
CTE Principal
amanda.lacer@henderson.kyschools.us



2424 Zion Road
Henderson, Kentucky
42420 Telephone:
(270) 831-8810 Fax:
(270) 831-8888

Henderson County CTE

January 20, 2017

RE: Out of district/overnight trip

Marganna Stanley,

Mrs. Stanley, the Family Consumer Science FCCLA program is requesting permission for an overnight/out of district trip February 23rd-24th, 2017.

They will travel to Louisville, KY for the Star Event Competition. They will depart around 3:30 pm the afternoon of February 23rd and return the afternoon of February 24th around 5:30 pm.

Participant names:

Fernanda Gomez

Audra Goodley

Brianna Scott

Advisor: Ginny Johnson

Ginny Johnson, FACS Teacher
Henderson County High School
2424 Zion Rd.
Henderson, Ky. 42420
70.831.8850 HCHS/CTE Phone
270.831.8833 HCHS/CTE Fax
virginia.johnson@henderson.kyschools.us
Skill is an Education you put to Work!

Principal Approval:

Amanda Lacer

Henderson County Schools

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(270) 831-5000 Fax: (270) 831-5009
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- All sponsors and head coaches should ride on the bus with the team/students.
- Student: Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name Virginia (Ginny) Johnson Cell number 270-952-5669
- ☒ Date of trip 2-23-17 expected departure time 3:30pm return time 2-24-17 6:30pm
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones *
- ☒ All participants currently have no failing grades for the current 9 weeks
- ☒ All participants have no more than 5 or more missing or incomplete assignment
- ☒ All participants have less than 5 UE
- ☒ Obtain parent/guardian permission forms
Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient.
- ☒ NA Notify school cafeteria manager of any lunch needs
- ☒ Follow all Transportation Department guidelines for bus request.
- ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary
- ☒ Other specific needs:

Virginia A. Johnson (Ginny)
Signature of Person submitting form

Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

2017 Kentucky FCCLA Culinary Star Events

Sullivan University

Louisville, KY

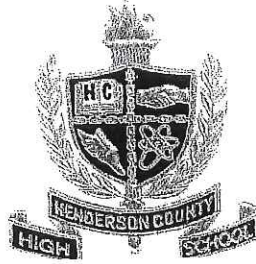
February 24, 2017

Competition will be held at:

Sullivan University, 3101 Bardstown Road, Louisville Ky. 40205

10:30 AM	Registration
11:00 AM	Orientation
11:30 AM-3:30 PM	Culinary Arts Competition
4:30 PM	Dismissal

Chad Thompson
chad.thompson@henderson.kyschools.us



2424 Zion Road
Henderson, Kentucky
42420 Telephone:
(270) 83J-8810 Fax:
(270) 831-8888

Henderson County High School

January 26, 2017

RE: Out of District/Overnight Trip

Mrs. Stanley,

The Family Consumer Science program is requesting permission for an overnight/out of district trip
March 19th-March 22nd, 2017.

The FCCLA Star Event will travel to Louisville KY for the FCCLA State Leadership Conference and the
State Star Event Competition. They will depart around 2:30 pm the afternoon of March 19th from HCS bus
garage and will return the afternoon of March 22nd 3:30 pm.

Participant names:

Audra Goodley

Fernanda Gomez

Brianna Scott

Advisor: Ginny Johnson

Thank you for your consideration.

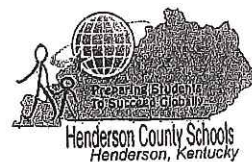
Ginny Johnson,
FCS Instructor, HCHS
virginia.johnson@henderson.kyschools.us

Principal Approval:

Amanda Lacer

Henderson County Schools

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- Student: Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name Ginny Johnson Cell number 270-952-5119
- ☒ Date of trip 3/19/17 expected departure time 2:30pm return time 3/22/17 3:30pm
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones *
- ☒ All participants currently have no failing grades for the current 9 weeks
- ☒ All participants have no more than 5 or more missing or incomplete assignment
- ☒ All participants have less than 5 UE
- ☒ Obtain parent/guardian permission forms
Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient.
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- ☒ Follow all Transportation Department guidelines for bus request.
- ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary
- ☐ Other specific needs:
Ginny Johnson Signature of Person submitting form
- Amanda Laca Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

2017 Kentucky FCCLA Meeting
Galt House
Louisville, KY
March 20-22, 2017

Theme: "FCCLA for Kentucky!"

Sunday March 19, 2017

4:00 PM State Executive Council Meeting
7:00 PM Registration

Monday March 20, 2017

7:30 AM- 8:30 PM Registration
8:00 -10:00 AM Star Event Judges Orientation
9:00- 10:00 AM Parliamentary Procedure and Officer Candidate Test
12:00-6:00 PM Rehearsals for Executive Council
10:00AM-5:00 PM STAR Event Competition
10:15AM-3:00 PM State Officer Nominating Committee Orientation
11:30-4:30 PM State Officers Candidates Round Robin Interviews
2:00- 4:15PM Preconference Sessions
4:30-5:30 PM Rehearsals, Regional Presidents
5:30-6:30 PM Open Session - Officer Candidates On Stage Interviews
8:45- 10:30 PM Opening General Session
10:35-11:15 PM Regional Meetings
11:30 PM Curfew

Tuesday March 21, 2017

7:30 AM Fun Run Walk begins
8:00 AM- 4:00 PM Registration
10:00 AM- Noon Second General Session – Business Session
12:15 PM Lunch on own
12:30 PM State Officer & Adviser,
Nominating Committee Meetings & Interviews
1:15 PM Breakout sessions
4:00 PM Decade of Service Rehearsal
6:15 PM Banquet
10:30 PM KY FCCLA For Kentucky Activity
11:30 PM Curfew

Wednesday March 22, 2017

7:30 AM Rehearsal for Officer Installation
8:00 AM Hotel Check Out
8:45 AM Assembly of STAR Event & Sew Trendy Participants
9:00 AM- Noon Closing Session
STAR Events Recognition Session
11:30- 12:30 PM National Meeting Delegates & STAR Participants
12:30-1:00PM Meeting with 2017-2018 Officers
1:00-6:30 PM Bus Loading



01-26-17

To Whom It May Concern:

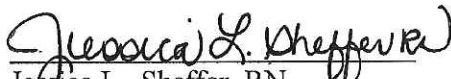
It is time again for the KY HOSA: Future Health Care Professionals State Leadership Conference. We have twenty-seven students who have committed to attending the Kentucky State Leadership Conference. The conference will be at the Crowne Plaza in Louisville, Kentucky March 16-18, 2017. We will travel by bus to Louisville.

We will depart approximately 7:30a.m. Thursday, March 16, 2017 and return Saturday, March 18, 2017 approximately 2:30p.m. We are awaiting confirmation to tour the University of Louisville Medical School on Thursday, March 16, 2017. I will attach the itinerary for the conference.

The students will not only participate in a health care related competitive event, but also have the opportunity to speak with various colleges and employers in the health care field. They will attend educational symposiums and general sessions.

Thank you for considering our overnight school trip. The HOSA students at HCHS pride themselves on participating in the HOSA Kentucky State Leadership Conference when given the opportunity.

Sincerely,


Jessica L. Sheffer, RN
Health Sciences Instructor,
HOSA Advisor


Amanda Lacer
CTE Principal



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

February 8, 2017

Henderson County Board of Education
c/o Henderson County Schools
1805 Second Street
Henderson, KY 42420

Board Members

Please allow this letter to serve as my request to transport qualifying students to the following out of district/overnight trips:

1. State Career Development Conference - Sunday March 5, 2017 – Tuesday March 7, 2017. Galt House Louisville, KY
2. International Career Development Conference April 25, 2017-April 30, 2017 in Orlando, FL

The list current DECA members is attached. Those who qualify for State will be chosen from this list of students, and the National qualifiers will be chosen from the state competitors, depending upon their performance in the ascending levels of competition.

The detailed Conference Information packet for 2017, produced and distributed by the DECA State Advisor Mike Hamilton, is attached. Thank you for your consideration in this matter and for your commitment to our students and to education.

Sincerely

A handwritten signature in blue ink that reads "Courtney M. Givens".

Courtney Melton Givens

A handwritten signature in blue ink that reads "Amanda Hacer".

2424 ZION ROAD HENDERSON, KY 42420 / P-270-831-8850 F-270-831-8853
WWW.HCHS.HENDERSON.KY.US/CTE/INDEX.HTM

EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION

Blank Spreadsheet

09 Alexander, Lauren B	
11 Billings, Autumn M	
11 Blanford, Keely A	
11 Bridges, Kamryn A	
09 Bugg, Brooke L	
10 Cherry, Logan M	
12 Cloutier, Patrick T	
11 Culbreath, Landon R	
11 Dixon, Haley C	
11 Evans, Sierra E	
10 Farley, Hannah M	
11 Grant, Trace D	
12 Hagan, James C	
11 Hanley, Taylor M	
11 Hunter, McKay W	
11 Melton, Nolan M	
11 Sherron, Nadia S	
11 Sowders, Savanna M	
11 Stewart, Derrick O	
11 Sugg, Daxx B	
11 Willoughby, Ryan J (Jake)	
12 Wilson, Ashlee D	



PO Box 374 Marion KY 42064
Voice 270.704.0370 Fax 888.909.0936

KENTUCKY DECA

OWN YOUR FUTURE is the theme for the upcoming 2017 Career Development Conference at the Galt House in Louisville on March 5-7, 2017. Your State Executive Council has planned a great conference.

The State Career Development Conference will be held at the Galt House Suites/Rivue Tower in Louisville. Registration will be at the 3rd Floor registration area of the Rivue Tower. An initial required meeting for ALL Advisors/Chaperons is at 7:30 p.m. on March 5th. The Conference should end by noon on March 7th.

**PLEASE READ THIS PACKET OF SCDC REGISTRATION INFORMATION CAREFULLY
AS THERE ARE SEVERAL CHANGES FOR 2017**

Special Notes:

- **Career Cluster Events** are available to students that competed at the regional conference, but failed to qualify. In addition, if you had students that joined DECA after the close of your regional conference registration they may also enter the Career Cluster Events.
- The Leadership Academy and the Officer Reception have dropped from the program due to lack of participation over the past several conferences.
- **Dress Code:** Students are required to adhere to the published dress code if they wish to go on stage to receive their award(s). State Conference staff will monitor student dress to ensure that adherence is followed and will prevent any student who is inappropriately dressed from entering the stage. In order to prevent this embarrassing situation, please review the dress code with your students AND review their dress before coming to the general sessions or events. Spandex, are now included in appropriate footwear.
- **Agenda:** Note that the conference starts on Sunday night and ends on Tuesday. This should allow for less academic, sports and work conflicts for your students. Hopefully you will see this as helpful in regards to busing, fewer lesson plans and better administrative support, etc.
- **Discount/Online:** A registration discount is provided for those completing their registration and submitting payment by check by the discount deadline. Registration is **ONLY** completed through Online Registration.
- **Performance Events:** ROLE PLAYS AND CASE STUDIES WILL NOT BE AVAILABLE PRIOR TO THE ACTUAL SCHEDULED PREP TIME AT THE SCDC.
- **Online Testing:** Prior to the conference, DECA Inc Events will be tested online. Watch for emails regarding this.

There are non-competitive activities such as the Outstanding Member Award (one eligible from every chapter), and voting delegate session to elect officers. **It is not necessary to be a regional winner to attend.** Please read the registration materials carefully and complete each portion completely. **Note the deadlines, hotel policies, event changes, and that a check must follow your registration immediately.**

Below are a few of the 2017 State Career Development Conference Highlights:

KEYNOTE ENTERTAINMENT: This year we are pleased to announce the Lance Rich, a magician/illusionist will be providing our entertainment. He is a former KY DECA President and remains part of Kentucky DECA by being one of our alumni members. Lance will be featured in both the Opening Session and Recognition Session.



KENTUCKY DECA

LT. GOVERNOR JENEAN HAMPTON: We are honored to have the Lt. Gov. speak to us during Monday night's session. She is a firm believer in DECA and Kentucky DECA's involvement with entrepreneurship. She will be sharing about the Lt. Governor's Entrepreneurship Challenge.

MDA: Again at this year's opening session, members and advisors will have the opportunity to wear the new 2016-17 Kentucky DECA T-shirt with khakis as opposed to standard business attire. To wear the casual attire, a member must donate at least \$2.00 to MDA. Money must be collected by advisors prior to arriving at SCDC and turned in at the time of registration where you will be given stickers to put on the nametags of your students who have made the \$2.00 donation. After you register your chapter Sunday afternoon, the minimum donation to receive a sticker will be \$5.00. Security will check for stickers as students enter the opening session. A representative from MDA will be at the opening session to accept Kentucky DECA's donation. This is an excellent way to "dress down" and support MDA.

Another way Kentucky will be supporting MDA at SCDC is by selling "Quirky Ribbons" These ribbons have "quirky quotes" and can be attached to your name badge. A booth will be set up by registration where the ribbons may be purchased Sunday before the opening session. All proceeds will go to MDA. A representative from MDA will be at the Opening Session Sunday night to receive Kentucky DECA's donation.

We will also be doing a "Miracle Minute" during the Opening Session—so everyone remember to bring their change to Opening Session. This is another way Kentucky DECA can help support the Muscular Dystrophy Association.

SPECIAL SEATING/MEMBERSHIP CAMPAIGN: We have had a strong membership campaign for 2016-17. As a result of their efforts, the two largest chapters and the two chapters with the highest percent increase in membership and the chapter with the most professional and alumni members will receive preferred seating at the Opening and Awards Sessions. More information will be provided to you at registration and at the Advisor Meeting on Sunday evening.

DECA Games 2017: A night of games is planned for Monday evening after the Recognition Session. An energy packed night of entertainment will be provided by Air Time Inflatables. A wide range of activities will be provided. Inflatables will include the Wrecking Ball, Titan Obstacle Course, Bungee Run, 3 in 1 Sports Challenge as well as cornhole boards. This will be a fun night for all your students. Casual attire. All advisors are encouraged to attend.

STATE OFFICER ELECTION/VOTING SESSION: The State Officer election process will be very similar to last year. Emails have been sent to all chapters explaining the details. The candidates will give their speeches during the opening session Sunday evening. They will have all day Monday to campaign, and the election will be held during the Recognition Session Monday night. Emphasize to your delegates the importance of their role in the election of the leadership for Kentucky DECA. Their votes help to mold the future of our organization. Make sure your delegates have their delegate ribbons—the delegates will have special seating in the front rows during the Recognition Session. Please make sure your delegates are in attendance.



KENTUCKY DECA



KENTUCKY DECA

DATE:
LOCATION:
TIMES:

SCDC Information Summary

March 5-7, 2017
Galt House Rivie Tower, Louisville
Registration from 4:00-6:00 p.m., March 5th
Final Session should end by noon on March 7th

Student may not compete unless all fees are paid.

REGISTRATION FEE:

Discounted Fee are available if

A) check is post-marked by February 20th AND

B) chapter registration was submitted online by February 17th

Student \$70 Advisor: \$75 Chaperon/Bus Driver: \$30

Full Fee required for registration submitted online beginning February 18.

Student \$80 Advisor: \$85 each -- Chaperon/Bus Driver: \$30

Online Registration Only: <https://www.decaregistration.com/ky/Main.asp>

PRE-REGISTRATION:

MAIL CHECK TO:

Mike Hamilton, State DECA Advisor
P.O. Box 374, Marion, KY 42064

All fees must be paid prior to the start of the SCDC.

Students

1. All Regions students placing 1st - 8th
2. For ALL Regions: In Job Interview only - contestants who placed 1st, 2nd, 3rd
3. Those Eligible for the "Career Cluster" Events.
4. Local Chapter Outstanding Chapter Member - one per chapter
5. State Officer Candidates and current state officers
6. Current year Regional Officers and Newly-elected Regional Officers (will serve next year)
7. Official Voting Delegates, based on membership (may also be in an Event)
8. Chapter Officers
9. DECA members who participated in Special Activities such as Virtual Business Challenge, Stock Market Game, SBE, etc. during the year.
10. Others as designated by the State DECA Advisor. In addition to the previous specifications, all students in attendance must meet the following criteria:

- a) Must be a current active member of a chapter that paid local, regional, state, and national dues for that individual. Dues must be paid no later than

February 18 (date SCDC registration due) or risk disqualification from their event.

- b) Must have the approval of the school administration, the local advisor, and parent or guardian.
- c) Must have submitted registration and all payments by the due date.
- d) Must have read and signed in agreement the Code of Conduct/Medical Release Forms. Conduct/Medical Release Forms are retained by the local advisor in case of emergency.

Conference Registration Fee

Please note the discounted registration fee for submitting the conference registration and payment by check by the discount deadline date. If you are unable to make that deadline, the full registration fee applies. Please note this. **Please share with your bookkeeper that late checks could invoke late fees.**

Everyone attending the SCDC must be pre-registered, and the registration fee submitted on time. Judges from your chapter do NOT pay registration fees. This includes a registration fee for all advisors, chaperons, members, and school administrators. No Purchase Orders are accepted as payment for registration. Everyone, with the exception of State Officers, must pay the appropriate total fee.

Make the check for pre-registration fees payable to Kentucky DECA. There will be **no refunds** of registration fees after February 17. Substitutes when appropriate may be made online until February 17.

Official Voting Delegates

Official voting delegates must be, when possible, participants in other events. Delegates are based on official membership records of state and national dues. Each chapter is entitled to one voting delegate plus one for every twenty-five (25) members or fraction thereof. The following chart lists the criteria for numbers of delegates:

Total Number of DECA Members as Stated on DECA Roster Filed with National DECA by January 31	Number of Official Delegates to Attend the State Leadership Conference
1 - 25	2
26 - 50	3
51 - 75	4
76 - 100	5
101 - 125	6
126 - 150	7
151 - 175	8
176 - 200	9
201 - 225	10
226 - 250	11



KENTUCKY DECA

Adults

1. Chapter Advisors and Official Chaperons (Recently graduated alumni members must have local school permission to attend as chaperons)
2. Judges and Officials
3. State Staff
4. Local Principals, Superintendents, and Other Personnel

Adult Information

Meeting of Advisors

There will be a meeting for **ALL** advisors/chaperons on the first day. This is an important meeting, and all should be present. Last-minute updates, issues and assignments are discussed at this meeting. SEE THE PROGRAM AT REGISTRATION FOR MEETING TIME/LOCATION.

Adult Assistants

All advisors attending the SCDC can expect to have duties as an adult assistant, event coordinator, etc. The complexity of the events and the number of phases involved require your help. Please take these responsibilities seriously to insure an equal and fair opportunity to every participant.

Your specific responsibility will be given to you at registration. ALL advisors are needed, and you can expect to have some type of assignment.

Advisor Retirement

If you are planning to retire at the end of this year, we would very much like to recognize you at the state conference. We appreciate very much what you have done for DECA. Please give us an opportunity to honor you by completing the Retirement Form.

Advisors and Chaperons

All adults and/or advisors must register for the Conference and pay the appropriate registration fee. Chapter Advisors must be in attendance for the **entire period** of the Conference. All adults will adhere to the Code of Conduct for all participants. Chapter Advisors will be held responsible for the activities of the students from that chapter. Advisors are not to leave their members without a chaperon at the hotel.

For every eight (8) students from the High School Division attending the SCDC, there should be one adult advisor. The chapter advisor must accompany his/her delegation. Other adult advisors may be any adult (21 or over) named by the Chapter Advisor to serve the chapter in the capacity of chaperon. Chaperons are not to be recently graduated alumni members. Remember that chaperons may also be judges. If your chaperons are also used as judges, they do not have to pay the registration fee.

General Information

It is suggested that you inspect your student rooms prior to departure to insure that you are aware of their condition. The hotel will then expect you to work with them on any issues regarding damage. It is recommended that you contact the hotel immediately if your students have an accident that damages any item or part of a room. If the hotel bills Kentucky DECA for damage to a hotel room occupied by any of your students, the bill will be forwarded to your school for payment. **Please do not leave the hotel on the last day without inspecting your students' rooms. This is for your protection.**



KENTUCKY DECA

Dress Code for Career Development Conference

The proper dress for the conference is "business attire". The Local Chapter Advisor is responsible for seeing that the Dress Code is enforced.

This dress code is not optional. Contestants who do not adhere to the dress code will not be permitted to participate in events or can be disqualified. Improperly dressed finalists will not be allowed on stage to receive awards.

Name Badges

The official DECA SCDC name badge must be worn at all times. Hotel security will use the name badge as your authorization to be on the hotel property. If a participant loses a name badge, the Local Chapter Advisor must accompany him/her to the registration area to secure a new one. **There will be a charge for any lost name badges.**

Recognition of Chapters' Membership

Awards will be based on paid chapter membership as of February 18. Membership awards will be presented to chapters for Greatest Membership Increase, Greatest Percentage Membership Increase, and Largest Chapter Membership.

Special Needs Students

If you have any students attending the conference that may need special accommodations as a result of a disability, please indicate that at the time you register online. We would like to work with you on providing whatever might be needed for them.

Performance Events/Management Decision Making Events: Event Situation

National DECA has released the Instructional Area for each of the events. Please help your students understand their specific area and have them focus on potential situations relating to their Instructional Area.

Judges have said that they believe the students are not well prepared. Please spend some time helping your students prepare.

Outstanding Chapter Member

If you wish to have your most outstanding member honored at the SCDC, please indicate that on your registration. Outstanding member plaques will be presented at one of the general sessions. Each recipient must be present and properly attired.

Webpage Advertising

Students in this events may also have been participants at the Regional Level in a National Event; however, they must have entered both events at the Regional Level.

Webpage Advertising

Webpage entry forms and summary memorandums are not carried forward from region to state competitions. Please send these items with your registration check.

Career Cluster Events

These events are available to students that competed at the regional conference, but failed to qualify as well as students that joined DECA after the close of your regional conference registration.

Virtual Business Challenge/School Based Enterprise/Stock Market Game

If your chapter has received recognition in any of the above activities or others awarded directly from DECA, Inc., please let us know so that we may recognize your chapter at the SCDC.



KENTUCKY DECA



KENTUCKY DECA FORMS

Conference Forms

The KY DECA Board of Directors requires each delegate attending the State Career Development Conference to read and complete the following forms:

- SCDC Delegate (Student & Adult) Conduct Practices and Procedures
- Code of Ethics for Adult Advisors
- KY SCDC DECA Dress Code
- Medical Release/Parent Permission Form

Other forms attached:

- SCDC Chapter Advisor Assurance Form
- Delegate Infraction Report Form
- Teacher Retirement Form

Please inform the seniors you have attending to come prepared to pay their dues (\$15.00) and confirm their affiliation with Kentucky DECA.

This can also apply to any parents, judges or chaperones you have attending as. Hopefully, this will give us a data base of members who can assist Kentucky DECA financially and be a resource for our workshops and conferences.

They may pay at registration or at DECA Headquarters.

SCDC Chapter Advisor Assurance Form

In order to register your chapter, the "SCDC Chapter Advisor Assurance Form" must be completed, signed and turned in prior to receiving your registration information.

"EACH ONE REACH ONE"

SCDC DELEGATE (STUDENT & ADULT) CONDUCT PRACTICES AND PROCEDURES **HIGH SCHOOL DIVISION**

1. The term "delegate" shall mean any DECA Member, including Advisors and adult chaperones attending the SCDC (High School, Collegiate, Alumni, Professional).
2. There shall be no defacing of public property. Chaperones responsible for any damages to any property or furnishing in the hotel rooms or building will be held responsible.
3. Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.
4. Delegates should be prompt and prepared for all activities.
5. Delegates should be financially prepared for all activities.
6. Delegates will spend the nights at the conference hotel in their assigned rooms.
7. Delegates will be in their assigned sleeping room throughout the conference curfew hours and will be quiet and respectful of other guests in the hotel.
8. Casual wear will only be accepted during specific social functions as designated during orientation sessions.
9. No alcoholic beverages or narcotics in any form shall be possessed by any delegates at any time, under any circumstances.
10. Cigarette smoking is not permitted by any student delegate.
11. No delegate shall leave the hotel (except under authorized events) unless permission has been received from Chapter Advisors.
12. Delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are registered.
13. Delegates must wear identification badges at all times while on the conference property and outside their sleeping room.
14. The Dress Code will be in effect at all times. (See KY SCDC DECA Dress Code page for details.)
15. Each Chapter/District is responsible for their delegates' conduct.
16. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive events participants being disqualified. Individual delegates may be sent home immediately at their own expense.

I have read and agree to conform to the policies established by DECA:

 Parent/Guardian Signature

 Chapter Advisor Signature

 Student/Adult Delegate Signature

 School Name



CODE OF ETHICS FOR ADULT ADVISORS

The rules as stated in the Delegate Conduct Practices and Procedures and the Dress Code are called to your attention for review and should govern the behavior of advisors as well as students.

The KY DECA Board of Directors requires each adult delegate attending the Career Development Conference to read and complete the Code of Ethics for Adult Advisors.

Since a good example is one method of teaching, and students participating in the Conference are impressionable, a Code of Ethics (or guidelines) is set for adult advisors.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

Violations of these practices and procedures, as established, will be referred to the KY State DECA Advisor and the President of the KY DECA Board of Directors.

Advisors shall conduct daily meetings with participants for progress reports, time schedules, and other activities.

Advisors shall keep an agenda for each student in order that they may be reached at any time during Conference.

Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.

 Adult Signature

 School Name



KY SCDC DECA Dress Code

(This form is required but retained by the chapter advisor)

These guidelines apply throughout the conference for any conference activity except for the game night where casual attire* is appropriate.

Female - Name badge required at all times.

The skirt/dress length may not be any shorter than 4" above the knee.
Dress blouse or dress sweater with dress skirt or dress slacks (blazer optional) or business dress; dress shoes; for a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/trouser socks.

Unacceptable examples (not inclusive): sandals of any kind, shoes without backs, casual style shoes (canvas, etc), gaucho pants, skin tight or revealing clothes, midriff-baring clothing, leggings, jeggings or graphic designed hosiery/tights, athletic clothing.

Male - Name badge required at all times.

Collared dress shirt and necktie with dress slacks (blazer/dress coat is optional); dress shoes and dress socks. Necktie required for testing, all competitions and while on the conference stage.

Unacceptable examples (not inclusive): sandals of any kind, casual style shoes (hiking, canvas, sneakers), cargo style pants, jeans or other casual pants, T-shirts or shirts without collars, Sweaters of any kind unless worn with a collared dress shirt.

*Unacceptable examples (Not inclusive) for the game night: Skin-tight or revealing clothing, clothing with printing that is suggestive, obscene or promotes illegal substances, swim wear, night wear. Shoes required.

Parent/Guardian Signature

Chapter Advisor Signature

Student/Adult Delegate Signature

School Name

CAREER AND TECHNICAL STUDENT ORGANIZATION ACTIVITY MEDICAL RELEASE/PARENT PERMISSION FORM (Required but retained by local advisor)

INSTRUCTIONS: Students, parents/guardians and chapter advisors must complete this form for each student participant as a prerequisite for the student to attend a career and technical student organization activity. Each chapter advisor must bring the completed forms to the student activity.

Student _____
Spouse (if married) _____
Home Address _____
Phone: (W) _____ (H) _____
Alternate Contact _____
Address _____
Phone: (W) _____ (H) _____
Student's Doctor _____
Address _____
Phone: _____
School _____
School Phone _____
School Fax _____
Administrator _____
School _____
School Phone _____
School Fax _____
Parent/Guardian _____
Address _____
Phone: (W) _____ (H) _____
Alternate Contact _____
Address _____
Phone: (W) _____ (H) _____
Student's Doctor _____
Address _____
Phone: _____
School _____
School Phone _____
School Fax _____
Administrator _____
School _____
School Phone _____
School Fax _____
Student covered by group or other medical insurance as follows: _____
Name of Insured _____ Insurance Co. _____
Group # _____ Policy # _____

Please describe completely any medical condition (past or present) being treated, which may recur or be a factor in medical treatment (include allergies, medicine reactions, disease of any kind, physical handicap, heart or lung problems, seizures, convulsions, blackouts, etc.) if currently taking medication, state the medication and prescribing physician and phone number: _____

(Attach separate form if necessary)

Parent/Guardian please check one and sign:

_____ I give permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any person listed above as soon as possible.

_____ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian Signature: _____ Date: _____

I CERTIFY THAT THE INFORMATION DESCRIBED ABOVE IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT EACH INDIVIDUAL IS RESPONSIBLE FOR HIS/HER OWN INSURANCE COVERAGE DURING THIS ACTIVITY. I GIVE PERMISSIONS FOR TO ATTEND A KENTUCKY CAREER AND TECHNICAL STUDENT ORGANIZATION CONFERENCE AND HEREBY RELEASE THE STATE AND LOCAL ORGANIZATION AND ANY ADULT IN CHARGE OF THE GROUP FROM ANY LEGAL OR FINANCIAL RESPONSIBILITY WITH RESPECT TO MY PERSONAL OR MY STUDENT'S PARTICIPATION.

Signature of Parent/Guardian: _____ Date: _____

Signature of Student: _____ Date: _____

CHAPTER/SCHOOL

SCDC CHAPTER ADVISOR ASSURANCE FORM

- ✓ SCDC DELEGATE (STUDENT & ADULT) CONDUCT PRACTICES AND PROCEDURES – One for every attendee
- ✓ CODE OF ETHICS FOR ADULT ADVISORS – ONE PER ADULT ADVISOR
- ✓ KY SCDC DECA DRESS CODE – One for every attendee
- ✓ CAREER AND TECHNICAL STUDENT ORGANIZATION ACTIVITY MEDICAL RELEASE/PARENT PERMISSION FORM – One for every student participant.

The above forms have been completed, signed as required by the appropriate people and are in my possession and available at the SCDC for use when needed.

Chapter Advisor Signature/School _____

Hotel Room Number _____

Cell Phone Number _____



DELEGATE INFRACTION REPORT FORM

(Use this form to report infractions committed by delegates at this conference)

Kentucky DECA encourages local advisors to be understanding, supportive, and respectful of their fellow advisors given the difficult task at hand. Whenever possible, share minor issues or minor student misbehavior with the local advisor and provide them an opportunity to be a responsible advisor. For example: students playing, being loud or disruptive behavior in the sleeping area hallways would be appropriate times to ask the local advisor to talk with their students.

However, in cases of illegal activity (i.e. drugs or drinking alcohol), dangerous or life-threatening activities, you should immediately call hotel security and report the activity, giving as much detail as possible.

If an advisor is unwilling or the infraction continues, a chapter advisor may report a violation by using this form.

Date: _____ Time: _____

Advisor name and chapter reporting the violation: _____
(in case there are additional questions to help correct the issue)

Location of Infraction: _____

Violating chapter name (if known): _____

Violating delegate name (if known): _____

Other descriptive information: _____

Type of infractions:

Deface public property – describe: _____

Possession/use of alcoholic beverages/narcotics: _____

Curfew Violations _____

Disruptive hallway behavior/excessive noise,
Floor # _____ Violators room # _____

Other _____

Teacher Retirement Form

Advisor name: _____

School: _____

Other schools in which you taught: _____

Year you began teaching: _____ Other areas taught: _____

Number of years that you taught Marketing/DECA _____

Marketing/DECA or Local Honors or awards received: _____

Marketing/DECA Professional Offices Held: _____

General Information that relates to your teaching experience:
Unique memories: _____

Regional/State/National Officers? _____

Number, level students receiving National Awards? _____

Number of times taken students to Nationals: _____

My most favorite Marketing memory? _____

Other career information: _____

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

During overnight bus trips and out of district bus trips all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name Natalie Martin Cell number 270-844-3135
- ☒ Date of trip Mar. 26 expected departure time 9:00 AM return time Mar. 28 2:00 pm
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones*
- ☒ Obtain parent/guardian permission forms
Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient.
- NA Notify school cafeteria manager of any lunch needs
- ☒ Follow all Transportation Department guidelines for bus request.
- ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ☒ Attach a trip list of students to principal/designee
- ☐ Attach an itinerary

Other specific needs:

N. Martin
Signature of Person submitting form

Ch. J. Thayer
Signature of Principal/designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.



Who: Henderson County High School- YClub

What: KUNA- Kentucky United Nations Assembly

When: March 26-28 approximate departure Sun. 9 A.M. – returning Tues. 2ish

Where: Galt House 140 N. 4th St. Louisville, KY 1-502-589-5200

Why: Representing HCHS for international activities- global village (portraying and representing the countries of Great Britain & New Zealand) media corp., & delegates

DEADLINES & Money due dates:

Total cost: \$250 extra monies needed- 2- lunches, 1-dinner, 1- breakfast, & \$10 pizza available nightly (optional)

(please contact Mrs. Natalie Martin or Mr. Will Roberts to discuss any financial concerns)

Financial Assistance Deadline: - forms are available on YMCA website or can be picked up from Mrs. Martin or Mr. Roberts, forms are **due 2/23/16** (easier on-line, if you reserved financial money for KYA you don't have to reapply)

Registration Deadline: - 3/3/16 forms are available on YMCA website or can be picked-up from Mrs. Martin or Mr. Roberts

Payment Options-

6 payments- due weeks of 1/27, 2/3, 2/10, 2/17, 2/24, 3/3- \$42.00weekly

4 payments- due weeks of 1/27, 2/10, 2/24, 3/3= \$62.50 bi-weekly

2 payments- due weeks of 2/3 & 3/3= \$125 monthly

ALL MONIES DUE *****March 3rd *****

*****Fundraiser is BINGO TBA @ 5:15 Ellis Park *****

If you or family/friends have artifacts, clothing, etc. from Great Britain, New Zealand, or similar countries, will you please share it, and it will be returned.

Weekly Meetings Tues. in auditorium if you have any questions or concerns.

Behavior requirements must meet school and district guidelines. If any policy is broken, parents are responsible for picking up their child in Louisville and consequences will be determined by HCHS administration.

THANK YOU,

Mrs. Natalie Martin 270-844-3135 & Mr. Will Robert

Alexandar	Lauren	X	250	x	2
Beck	James	X	250		
Book	Hannah	X	250		
Clem	Nick	X	250	X	2
Cunningham	Anajia				
Dobson	Logan	X	250	x	
Doom	Presley		250	x	
Eakins	Julia		197.5		
Forker	Sheridan	X	200	x	
Gager	Judson	X	250	x	
Hazelwood	Preston	X	250		
Hite	Katie		250		
Hogg	Jackson		250	x	
Martin	Ellie	X	250	X	2
Mayo	Jack	X	250	x	
Mayo	MaryJane	X	250		
Oettle	Isaac	X	250		
Overfield	Raylynn	X	250	x	
Powers	Riley	X	250	x	
Privette	Cole	X	250	80 x	
Reaser	Tavien "Tay"	X	250	80 X	
Saul	Andrew	X	250	X	
Settle	Aliyah		250	X	
Sights	Clarke	X	250		
Smith	Jordan	X	250	x	
Stinson	Abbott	X	250		
Stinson	Latta-Rose	X	250	x	
Stinson	Meric-Dean	X	250	x	
Stovall	Salle	X	250	x	
Sword	Spencer	X	250		
Titzer	Elaine	X	250	X	
Townsend	Isabella	X	250	x	
Watkins	Hannah	X	250	x	
Watson	Bailey	X	250		

x

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- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student: Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name Danna Robinson Cell number 270-860-0455
- ☒ Date of trip 2/28 expected departure time 7:30 return time 4:00
- ☒ Adequate Supervision (meets ratio criteria) Danna Robinson Jessica Grace
* Please List Names of Chaperones * Zach Hamby Janie Robinson
- ☒ All participants currently have no failing grades for the current 9 weeks
- ☒ All participants have no more than 5 or more missing or incomplete assignment
- ☒ All participants have less than 5 UE
- ☒ Obtain parent/guardian permission forms
Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient.
- ☒ Notify school cafeteria manager of any lunch needs
- ☒ Follow all Transportation Department guidelines for bus request.
- ☒ Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- ☐ Attach a trip list of students to principal/designee
- ☐ Attach an itinerary

Other specific needs:

Jessica Grace
Signature of Person submitting form

Amanda Lacer
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

Chad Thompson



Trip ID#: 8118

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Danna Robinson		
Date Submitted:	FEB 27 2/17/17	School:	HCHS
Group:	FBLA		
Funding Source for Trip Cost:	FBLA		
Destination:	K.W.C. - Owensboro, KY		
Purpose of Trip:	Region 2 FBLA Competition		
Date(s) of Trip:	2/27/17 2/28/17		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	7:00 AM/PM	7:30	AM/PM
On Return Trip:	4:00 AM/PM	4:30	AM/PM
Street:	3000 Frederica St.		
City, ST:	Owensboro, KY 42301	ZIP	
Number of Students	2	Number of Adults	1 Total:
Number of Vehicle(s) Required:	Bus	SUV	1 Car
	Will you require a handicap-accessible bus?		Yes No
	Does the driver need to remain with group during the event?		Yes No
Emergency Contact Number of Sponsor:	(270) 860-0455		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Jessie Grace		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Grace Chad Thompson		
	Date of Approval:	2/15/17		



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

February 16, 2017

RE: Trip Approval

On Monday, February 27, 2017 HCHS FBLA Region 2 Officers, Jameson Connor Willkerson and Cody Newman are asking permission to travel to Kentucky Wesleyan College in Owensboro, Kentucky to set up and organize for the FBLA Region 2 Leadership Conference on Tuesday, February 28, 2018. The students will be accompanied by Danna Robinson and will be meeting with all of the Region 2 Board members on Monday and working throughout the day and evening to make sure everything is set up for the competitions, events, and tests that will occur the following day. FBLA Region 2 has booked rooms at the Hampton Inn on Frederica Street to be near the college because they will have to arrive early in the morning to prepare for registrations and opening ceremonies.

Thanks,

Danna Robinson

Principal Approval

A handwritten signature in blue ink that reads "Amanda Lacer". The signature is written in a cursive style with a large initial "A".

2424 ZION ROAD HENDERSON, KY 42420 / P-270-831-8850 F-270-831-8853

WWW.HCHS.HENDERSON.K12.KY.US/CTE/INDEX.HTM

EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION