

# Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



## Overnight and Out of District School Bus Trip Guidelines

During overnight school 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 should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

### Checklist:

☒ Sponsor/Coach Name: Covaney Givens Cell Number: 270-635-5417

☒ Date of Departure: 3/3/19 Time of Departure: 12:00

☒ Date of Return: 3/5/19 Expected Time of Return: 3:30

☒ 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\*\***

☒ Notify school cafeteria manager of any lunch needs N/A

☒ Follow all Transportation Department guidelines for bus trips requested

**\*\*All requests must be in the trip system at least five days prior to the date of departure\*\***

☒ Understand any student's medication needs and/or medical conditions

**\*\*Coaches must carry all player's physicals on any away and overnight trips\*\***

☒ Attach a trip list of students to the principal/designee and a rider's list to the bus driver Housing List

**\*\*Rider's list must contain all rider's names and an emergency contact name and number\*\***

☒ Attach and itinerary 2018 attached

Other specific needs:

Courtney Melaney  
Signature of Person submitting form

Armando Lacen  
Signature of Principal/Designee

**This form must be submitted 10 days prior to the date of the trip to the principal or designee.**

M Stanley





Trip ID#:

DECA  
SCDC  
3/3-3/5

# Henderson County Schools

## Transportation Request for Extracurricular Trips

Requested by:	Courtney Diney		
Date Submitted:	8/31/18	School:	HCHS
Group:	DECA		
Funding Source for Trip Cost:	DECA		
Destination:	Galt House Louisville, Ky		
Purpose of Trip:			
Date(s) of Trip:	3/3/18 - 3/5/18		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	NOON <sup>AM/PM</sup> <i>Central</i>	3:00	<sup>AM/PM</sup> <i>Eastern</i>
On Return Trip:	1:00 <sup>AM/PM</sup> <i>Eastern</i>	3:00	<sup>AM/PM</sup> <i>Central</i>
Street:	4th Street		
City, ST:	Louisville, Ky	ZIP	402071
Number of Students	20±	Number of Adults	3
Total:	23±		
Number of Vehicle(s) Required:	Bus	<i>Maybe</i>	SUV <i>Maybe</i>
	Car		
	Will you require a handicap-accessible bus?		Yes <input checked="" type="radio"/> No
	Does the driver need to remain with group during the event?		Yes <input checked="" type="radio"/> No
Emergency Contact Number of Sponsor:	(270) 635-5417		
Additional Requirements:	None		
Medical Needs:	None		
Employee Signature:	Courtney M. Diney		

Office Use	ORG:		PROJ:	
	Principal Approval:			
	Date of Approval:			



**DECA CHAPTER CAMPAIGNS**

Thrive Level

Allen County Tech Center  
Grayson County ATC

**MEMBERSHIP CAMPAIGN**

Achievement Level

Allen County Tech Center  
Edmonson County High School  
Logan County High School

Thrive Level  
Trigg County High School

**SCHOOL BASED ENTERPRISE CERTIFICATION**

Gold Level Certification  
Taylor County High School

**NEXT YEAR ADD YOUR CHAPTER TO THIS LIST!**

**Sunday, March 4**

4:00 PM	Chapter check-in begins.....	3 <sup>rd</sup> Floor Registration Area
4:00 PM	Exhibits.....	Corridor
6:30 PM	Officer Candidate Screening (All candidates and their Advisors for scheduling)	Walnut
7:00 PM	Testing for Substitutes/Online .....	Sunflower
7:30 PM	ALL Advisors and Chaperons Conference Orientation Event Coordinators Briefing	Holly
9:30 PM	First General Session .....	Archibald
	Conference Theme Introduction of State Officers Welcome to Special Guests Conference Orientation Recognition	
11:00 PM	Posting of Event Performance/Interview Times.....	Registration Area
12:00-6:00 AM	Curfew !!!	

Special thanks for providing financial support to Kentucky DECA:





## Monday, March 5

7:30 AM **AM Events – Event Coordinators Setup:**  
Team Decision Making Event Coordinator..... Cochran

8:00 AM **AM Events – Event Coordinators Setup**  
Series/Principles/Personal Fin Events Coordinator..... Cochran  
Written Event Coordinator..... Willow  
State Event Coordinator..... Lilly

8:00 AM – **Competitive Events - Participants**  
4:00 PM (See Summary Schedule of Competitive Events)

8:00 AM – **Judge's Registration**..... Daisy  
2:00 PM

1:30-4:30 PM **Testing – Kentucky Events**..... Sunflower  
(See Summary Schedule of Competitive Events)

11:45 AM – **Judge's Luncheon**..... Daisy  
1:00 PM

12:30 PM **PM Events – Event Coordinators Setup**  
State Event Coordinator..... Lilly  
Written Event Coordinator..... Willow  
Team Decision Making Event Coordinator..... Cochran  
Series/Principles/Personal Fin Events Coordinator..... Cochran

1:00-4:00 PM **Officer Candidate Interviews**..... Walnut

7:00 PM **Voting Delegate Session**..... Archibald

7:30 PM **Recognition Session**..... Archibald  
(Dress is Business or Formal attire)  
Recognition of Guests  
Speaker: Kevin Wanzer  
Special Recognitions

9:30-11:30 PM **DECA Fun Night**..... Cochran

12:00-6:00 AM **Curfew !!!**

## Tuesday, March 6

8:00 AM **Advisors Forum/Breakfast/National Update**  
(Sponsored by Kentucky Retail Federation)  
Chapter materials available for pickup

9:00 AM **Awards Assembly**..... Archibald  
(Dress is Business Attire)  
Presentation of Awards  
Outstanding Member Recognition  
Installation of Officers  
Adjournment

11:00 AM **Travel Home and Prepare for the International DECA Conference.**

### CONGRATULATIONS TO OUR ONLINE WINNERS

#### Round 1 Top Performers

##### **Virtual Business Challenge Restaurant**

Gracie Parrott, Green County Area Technology Center

##### **Virtual Business Challenge Personal Finance**

Michael Givens, Green County Area Technology Center

##### **Virtual Business Challenge Retailing**

Savannah Scott, Green County Area Technology Center

##### **Virtual Business Challenge Sports**

Matthew Givens - Green County Area Technology Center

##### **Virtual Business Challenge Hotel**

Dalton Green, Green County Area Technology Center

#### Round 2 Top Performers

##### **Virtual Business Challenge Personal Finance**

Michael Givens, Green County Area Technology Center

##### **Virtual Business Challenge Sports**

Matthew Givens - Green County Area Technology Center

##### **Virtual Business Challenge Hotel**

Taylor Cook, Green County Area Technology Center



## Dress Code - SCDC

Appropriate dress while at the conference for event competition, special interest sessions and general sessions is Business Attire.

Participants not adhering to the dress code may be disqualified, asked to return to their hotel room, and will not be allowed on the conference stage.

### Professional Business Attire During Competitive and General Sessions

#### Females:

- Name badge required at all times.
- A 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; hosiery/trouser socks.
- Unacceptable examples (not inclusive): sandals of any kind, shoes without backs, boots, casual-style shoes (hiking, canvas, sneakers, etc), gaucho pants, skin-tight or revealing clothes, midriff-baring clothing, athletic clothing.

#### Males:

- Name badge required at all times.
- Collared dress shirt and necktie with dress slacks (blazer/dress coat is optional); dress shoes and dress socks; shirt tails tucked into pants. 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.

### Casual Attire - Male or Female

Casual attire for the hotel hallways/non-conference activities includes jeans, nice T-shirts, denim shirts, or sneakers. Shoes required.

Unacceptable examples (not inclusive) Jeggings, Skin-tight or revealing clothing, clothing with printing that is suggestive, obscene or promotes illegal substances, swim wear, night wear.

**\*Adopted as official policy of Kentucky DECA Board, July 2015**

## SUMMARY SCHEDULE OF COMPETITIVE EVENTS

Remember to dress appropriately  
(Times may change - Watch for POSTED times  
and announcements)

### KY Comprehensive Exams (Online Testing).....Sunflower Room

Monday 1:30 PM KY Entrepreneurship Functions  
KY Free Enterprise Basics  
KY Finance  
KY Hospitality & Tourism Essentials  
KY Marketing  
KY Sports & Entertainment Marketing  
KY Webpage Advertising

Monday 3:00 PM KY Retailing Concepts  
KY Business Admin Core Career Cluster  
KY Bus Management Career Cluster  
KY Entrepreneurship Cluster  
KY Finance Career Cluster  
KY Hospitality & Tourism Career Cluster  
KY Marketing Career Cluster

KY DECA Member of the Year.....TBA  
Monday TBA Interview  
Monday TBA Exam

KY Electronic Advertising.....Lilly  
Monday 10:00 AM Performance

KY Job Interview.....Lilly  
Monday 1:30 PM Complete Application Form  
Interview

KY Prepared Business Presentations.....Lilly  
Monday 2:00 PM Performance

KY Webpage Advertising.....Sunflower Room  
Monday 1:30 PM Online Testing



## SERIES/ PRINCIPLES/TEAM DECISION MAKING EVENTS

Participants are divided into two groups (Flight A and B) on Monday morning for a preliminary role play. The top 6 from each group will continue to the finals. The sum of the exam score and the final performance score will determine winners. Any event with 12 or fewer participants will NOT have a Preliminary Event. All students will advance to the finals AND the "scheduled time" may change for the Final Role Play. **Check with your Advisor & see posting on Sunday night regarding ALL Interview times. Afternoon finalists** will be posted at approximately 1:00 PM or as soon as possible. Students are responsible for reporting at the posted time.

### Team Decision Making Events (Performance)

Business Law and Ethics Team	8:00 AM	Preliminaries A & B	Archibald
Buying & Merchandising Team	8:00 AM	Preliminaries A & B	Archibald
Entrepreneurship Team	8:00 AM	Preliminaries A & B	Archibald
Financial Services Team	8:00 AM	Preliminaries A & B	Archibald
Hospitality Services Team	8:00 AM	Preliminaries A & B	Archibald
Marketing Management Team	8:00 AM	Preliminaries A & B	Archibald
Sports & Entertainment Marketing	8:00 AM	Preliminaries A & B	Archibald
Travel and Tourism Marketing	8:00 AM	Preliminaries A & B	Archibald
Business Law and Ethics Team	1:30 PM	Finals	Archibald
Buying & Merchandising	1:30 PM	Finals	Archibald
Entrepreneurship Team	1:30 PM	Finals	Archibald
Financial Services Team	1:30 PM	Finals	Archibald
Hospitality Services Team	1:30 PM	Finals	Archibald
Marketing Management Team	1:30 PM	Finals	Archibald
Sports & Entertainment Marketing	1:30 PM	Finals	Archibald
Travel and Tourism Marketing	1:30 PM	Finals	Archibald

### Series, Financial Literacy and Principle Events (Performances)

Accounting Applications Series	8:30 AM	Preliminaries A & B	Archibald
Apparel & Accessories Marketing	8:30 AM	Preliminaries A & B	Archibald
Automotive Services Marketing	8:30 AM	Preliminaries A & B	Archibald
Business Finance	8:30 AM	Preliminaries A & B	Archibald
Business Services Marketing	8:30 AM	Preliminaries A & B	Archibald
Entrepreneurship Series	8:30 AM	Preliminaries A & B	Archibald
Food Marketing Series	8:30 AM	Preliminaries A & B	Archibald
Hotel & Lodging Management	8:30 AM	Preliminaries A & B	Archibald
Human Resources Management	8:30 AM	Preliminaries A & B	Archibald
Marketing Communications	8:30 AM	Preliminaries A & B	Archibald
Personal Financial Literacy	8:30 AM	Preliminaries A & B	Archibald
Principles of Business Mgmt.	8:30 AM	Preliminaries A & B	Archibald
Principles of Finance	8:30 AM	Preliminaries A & B	Archibald
Principles of Hospitality	8:30 AM	Preliminaries A & B	Archibald
Principles of Marketing	8:30 AM	Preliminaries A & B	Archibald
Quick Serve Restaurant Mgmt.	8:30 AM	Preliminaries A & B	Archibald
Retail Merchandising Series	8:30 AM	Preliminaries A & B	Archibald
Sports & Entertainment Marketing	8:30 AM	Preliminaries A & B	Archibald

*Ms. Arora*

## Series, Financial Literacy and Principle Events (continued)

Accounting Applications Series	1:30 PM	Finals	Archibald
Apparel & Accessories Marketing	1:30 PM	Finals	Archibald
Automotive Services Marketing	1:30 PM	Finals	Archibald
Business Finance Series	1:30 PM	Finals	Archibald
Business Services Marketing	1:30 PM	Finals	Archibald
Entrepreneurship Series	1:30 PM	Finals	Archibald
Food Marketing Series	1:30 PM	Finals	Archibald
Hotel & Lodging Management	1:30 PM	Finals	Archibald
Human Resources Management	1:30 PM	Finals	Archibald
Marketing Communications	1:30 PM	Finals	Archibald
Personal Financial Literacy	1:30 PM	Finals	Archibald
Principles of Business Mgmt.	1:30 PM	Finals	Archibald
Principles of Finance	1:30 PM	Finals	Archibald
Principles of Hospitality	1:30 PM	Finals	Archibald
Principles of Marketing	1:30 PM	Finals	Archibald
Quick Serve Restaurant Mgmt.	1:30 PM	Finals	Archibald
Retail Merchandising Series	1:30 PM	Finals	Archibald
Sports & Entertainment Marketing	1:30 PM	Finals	Archibald

### Entrepreneurship Events (Check for POSTED interview times).

Monday	TBA	Business Growth Plan - <b>KAM</b>	Willow
	TBA	Franchise Business Plan	Willow
	TBA	Independent Business Plan	Willow
	TBA	Innovation Plan	Willow
	TBA	International Business Plan	Willow
	TBA	Start-Up Business Plan	Willow

### Chapter Team Events (Check for POSTED interview times.)

Monday	TBA	Community Service Project	Willow
	TBA	Creative Marketing Project	Willow
	TBA	Entrepreneurship Promotion Project	Willow
	TBA	Financial Literacy Promotion Project	Willow
	TBA	Learn and Earn Project	Willow
	TBA	Public Relations Project	Willow

### Business Operations Research Events (Check for POSTED interview times.)

Monday	TBA	Business Services Operations Research	Willow
	TBA	Buying & Merchandising Operations Research	Willow
	TBA	Finance Operations Research	Willow
	TBA	Hospitality and Tourism Operations Research	Willow
	TBA	Sports & Entertainment Operations Research	Willow

### Marketing Representative Events (Performance) (Check for POSTED times.)

Monday	8:30 AM	Advertising Campaign	Poplar
	8:30 AM	Fashion Merchandising Promotion Plan	Maple
	1:30 PM	Sports and Entertainment Promotion Plan	Maple

### Professional Selling Events (Performance) (Check for POSTED times.)

	TBA	Financial Consulting	Willow
	TBA	Hospitality & Tourism Professional Selling	Holly
	TBA	Professional Selling	Holly



## **Newton, Robin - BOE, Executive Assistant to the Superintendent**

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**From:** Garrott, Paula - HCH, Account Clerk I  
**Sent:** Wednesday, February 20, 2019 2:20 PM  
**To:** Newton, Robin - BOE, Executive Assistant to the Superintendent  
**Subject:** HCHS Academic Team  
**Attachments:** Scan0126.pdf

Hi Robin,

This will be a retroactive approval for HCHS Academic Team. They didn't have an itinerary or list of students ready until this past weekend's competition as the results would impact who attended this particular competition.

Thank you for your help,

*Paula Garrott*

*Account Clerk*

*HCHS*

*Ph: 270-831-8897 Ext. 21150*

*[Paula.Garrott@henderson.kyschools.us](mailto:Paula.Garrott@henderson.kyschools.us)*



# 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 Brian Sullivan Cell number 812-449-7476
  - ☒ Date of trip March 15-18, 2019 expected departure time 9:00am return time 6:00pm
  - ☒ Adequate Supervision (meets ratio criteria) Sarah Hardy, Brian Sullivan, Ed Clouse  
\* 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.\*
  - ☒ 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:
- Brian Sullivan  
Signature of Person submitting form
- [Signature]  
Signature of Principal/Designee

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



**HCHS Academic Team**  
**Governor's Cup State Championship**  
(March 15-18, 2019 @ The Galt House Hotel)

**Students:**

1. DJ Banks
2. Harrison Jenkins
3. Alex Chandler
4. Riley Lovell
5. Logain North
6. Alex Edwin
7. Wil Kyle
8. Maggie Privette
9. Andrew Russell
10. Julianne Latimer
11. Abby Salisbury
12. Josh Freeman

**Itinerary:**

**Friday, March 15th**

Leave HCHS at 8:30 am for Galt House.

Arrive at hotel by 10:30 am.

**Monday, March 18th**

Leave Galt House for HCHS at 4:00 pm.

Arrive at HCHS by 6:00pm



## **Newton, Robin - BOE, Executive Assistant to the Superintendent**

---

**From:** Garrott, Paula - HCH, Account Clerk I  
**Sent:** Tuesday, March 5, 2019 8:34 AM  
**To:** Newton, Robin - BOE, Executive Assistant to the Superintendent  
**Subject:** HCHS Choir overnight trip request  
**Attachments:** Scan0136.pdf

Good Morning Robin,

Please find attached a last minute overnight trip request for HCHS Choir to New Albany IN to compete in the Voices in Harmony competition. This will be retroactive as it will occur prior to the board meeting.

Thank you for your help,

*Paula Garrott*

*Account Clerk*

*HCHS*

*Ph: 270-831-8897 Ext. 21150*

*[Paula.Garrott@henderson.kyschools.us](mailto:Paula.Garrott@henderson.kyschools.us)*



# Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

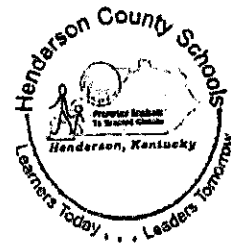
Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



## Overnight and Out of District School Bus Trip Guidelines

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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 should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

### Checklist:

\_\_\_ Sponsor/Coach Name: Charlie McManus Cell Number: 703-850-7745

\_\_\_ Date of Departure: 3/15/2014 Time of Departure: 1 PM

\_\_\_ Date of Return: 3/16/2014 Expected Time of Return: 11:30 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\*\***

\_\_\_ Notify school cafeteria manager of any lunch needs

\_\_\_ Follow all Transportation Department guidelines for bus trips

**\*\*All requests must be in the trip system at least five days prior to the date of departure\*\***

\_\_\_ Understand any student's medication needs and/or medical conditions

**\*\*Coaches must carry all player's physicals on any away and overnight trips\*\***

\_\_\_ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

**\*\*Rider's list must contain all rider's names and an emergency contact name and number\*\***

\_\_\_ Attach and itinerary

\_\_\_ Other specific needs: \_\_\_\_\_

Signature of Person submitting form

Signature of Principal/Designee

**This form must be submitted 10 days prior to the date of the trip to the principal or designee.**



# Voices in Harmony - Itinerary

## **Friday - March 15h**

1 PM - Depart Henderson County High School for Raddison Hotel Louisville North (505 Marriott Dr, Clarksville, IN 47129)

4PM EST - Arrive at Raddison hotel, get rooms & drop off personal belongings

4:30 PM - Depart Raddison hotel for dinner (not provided) on State Street

6 PM - Arrive at New Albany High School for Friday night Showcase concert

7 PM - Showcase starts

After performance ends - return to hotel

## **Saturday - March 16th**

8 AM - Check out of hotel & depart for New Albany High School

8:30 AM- Morning meeting

9 AM - Classes and clinics start

Three showcases at 10, 2, and 4 with soundcheck the hour before.

- There will not be classes or clinics offered during the showcases to ensure a full audience for each group.

12-1PM - Depart for lunch on State Street (not provided)

1-3 PM - Classes and clinics at New Albany High School

3 PM - Soundcheck on stage

4 PM - Common Time's performance!

5:00 - Depart for dinner on State Street (not provided)

7:30 - Concert starts at New Albany High School

After performance ends (~9 PM)- load busses and return to HCHS (estimated time of return is 10:30 PM CST)





HENDERSON COUNTY HIGH SCHOOL  
CAREER AND TECHNICAL EDUCATION DEPARTMENT

3/5/19

To Whom It May Concern:

It is time again for the Kentucky State HOSA, Future Health Professionals, Leadership Conference. As always, the conference will be held in Louisville, KY at the Crowne Plaza Hotel. Sixteen students and two HOSA advisors will be leaving on Thursday, March 21, 2019 from HCHS and return on Saturday, March 23, 2019.

Overnight accommodations have been made at the Crowne Plaza Hotel. The majority of the events will be held at the hotel, however, a couple events will be held at alternate sites. These sites have not yet been announced, but are usually at local health care facilities or educational institutions. The students are required by HOSA to use the provided transportation to the alternate sites.

Thank you for considering our overnight school trip. The HOSA students at HCHS pride themselves on participating in the HOSA State Leadership Conference every year.

Sincerely,

A handwritten signature in black ink that reads "Ashley B. Bailey BSN, RN". The signature is fluid and cursive.

Ashley B. Bailey, BSN, RN  
Health Science Instructor & HOSA Advisor

A handwritten signature in black ink that reads "Amanda Lacer". The signature is fluid and cursive.

Amanda Lacer  
CTE Principal

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

[WWW.HCHS.HENDERSON.KY.US/CTE/INDEX.HTM](http://WWW.HCHS.HENDERSON.KY.US/CTE/INDEX.HTM)

EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION



STUDENTS

09.36 AP.21

**Transportation Request Form**  
(for bus or car)

**EDUCATIONAL, EXTRA-CURRICULAR AND/OR OVERNIGHT TRIP**  
(Submit to Transportation Department at least five (5) days prior to date of departure.)

**SCHOOL:** NORTH MIDDLE SCHOOL

**REQUESTED BY:** TYLER PIPPIN

**CLASS/ORGANIZATION:** KUNA

**Departure Date and Time:** March 24, 2019 7:00 AM

**Return Date and Time:** March 26, 2019 2:00 PM

**Destination:** Lexington, KY

**Purpose/Expected Benefits:** Students learn about the UN, Worldwide politics, and other Countries culture and dress

**Is a Bus or Car Needed?** BUS

**Has a Driver Been Contacted?**

**Number of Students:** ~~30~~ 33

**Number of Chaperones:** 2

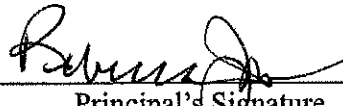
Prepare three (3) lists of all persons going on a trip: one for the Principal, one for the bus/car driver, and one for the certified person accompanying the students.

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☒ YES ☐ NO

**APPROVED AS SUBMITTED:** \_\_\_\_\_

**DISAPPROVED FOR THE FOLLOWING REASON:** \_\_\_\_\_

**Paid By School Allotment** \_\_\_\_\_ **Other** \_\_\_\_\_  
(name of account)

  
Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Approval/needed for overnight trips \_\_\_\_\_ Date \_\_\_\_\_

**RELATED PROCEDURES:**

09.36 (all procedures)

Review/Revised: 9/19/2016



## **Newton, Robin - BOE, Executive Assistant to the Superintendent**

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**From:** Garrott, Paula - HCH, Account Clerk I  
**Sent:** Friday, March 8, 2019 8:06 AM  
**To:** Newton, Robin - BOE, Executive Assistant to the Superintendent  
**Subject:** Overnight request for HCHS Baseball Team  
**Attachments:** Scan0142.pdf

Good Morning Robin,

Please find attached an overnight trip request for HCHS Baseball (JV and Varsity) for a Spring Break Tournament at Tates Creek High School in Lexington.

Thank you for your help,

*Paula Garrott*

*Account Clerk*

*HCHS*

*Ph: 270-831-8897 Ext. 21150*

*[Paula.Garrott@henderson.kyschools.us](mailto:Paula.Garrott@henderson.kyschools.us)*



# Henderson County Schools Transportation Department

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Phone: (270) 831-5120

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Mailing Address:

ATTN: Transportation

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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 should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

### Checklist:

\_\_\_ Sponsor/Coach Name: Adam Hiner Cell Number: 270-925-1804

\_\_\_ Date of Departure: 4-4-19 Time of Departure: 7:00 am

\_\_\_ Date of Return: 4-6-19 Expected Time of Return: 4:00 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\*\***

\_\_\_ Notify school cafeteria manager of any lunch needs

☒ Follow all Transportation Department guidelines for bus trips

**\*\*All requests must be in the trip system at least five days prior to the date of departure\*\***

\_\_\_ Understand any student's medication needs and/or medical conditions

**\*\*Coaches must carry all player's physicals on any away and overnight trips\*\***

\_\_\_ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

**\*\*Rider's list must contain all rider's names and an emergency contact name and number\*\***

\_\_\_ Attach and itinerary

\_\_\_ Other specific needs: \_\_\_\_\_

Signature of Person submitting form

Signature of Principal/Designee

**This form must be submitted 10 days prior to the date of the trip to the principal or designee.**

Tarps Creek High School  
Lexington, Ky  
(Spring Break Tournament)

3 Coaches  
20 players  
JV & Varsity  
Baseball  
Team



## Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



### Overnight and Out of District School Bus Trip Guidelines

During overnight school 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 should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

#### Checklist:

✓ Sponsor/Coach Name: Scott Herschelmann Cell Number: 812-204-7207

✓ Date of Departure: 4/10/19 Time of Departure: 8:00 AM

✓ Date of Return: 4/13/19 Expected Time of Return: 2:00 PM

✓ Adequate Supervision (meets ratio criteria)  
\*\*Please List Names of Chaperones\*\* Scott Herschelmann/Tom Welshans

✓ 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 trips

\*\*All requests must be in the trip system at least five days prior to the date of departure\*\*

✓ Understand any student's medication needs and/or medical conditions

\*\*Coaches must carry all player's physicals on any away and overnight trips\*\*

✓ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

\*\*Rider's list must contain all rider's names and an emergency contact name and number\*\*

✓ Attach and itinerary

✓ Other specific needs:

Scott Herschelmann  
Signature of Person submitting form

[Signature]  
Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.





Trip ID#: 01132

# Henderson County Schools

## Transportation Request for Extracurricular Trips

Requested by:	Scott Herschelman		
Date Submitted:	3/11/19	School:	HCHS
Group:	Skills USA		
Funding Source for Trip Cost:	Skills USA		
Destination:	Louisville, KY Crown Plaza Hotel		
Purpose of Trip:	Skills USA State Conference		
Date(s) of Trip:	4/10/19 - 4/13/19		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	8:00 AM/PM	11:00	AM/PM
On Return Trip:	12:00 AM/PM	2:00	AM/PM
Street:	830 Phillips Lane		
City, ST:	Louisville, KY	ZIP	
Number of Students	11	Number of Adults	2 Total: 13
Number of Vehicle(s) Required:	Bus	SUV	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:	(812) 204-7207		
Additional Requirements:	—		
Medical Needs:			
Employee Signature:	Scott Herschelman		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacer		
	Date of Approval:	3-12-19		



## 2019 Skills USA KY Competition Parent Information

Dear Parent,

Congratulations on having your son or daughter participate in the KY State Skills USA competitions. The winners of the state's regional and local competitions gather together to determine the state champions and who will represent the state at national and possibly world competitions.

Each student will need to wear black slacks or skirt, white shirt, black shoes and black tie to formal ceremonies. A red sport jacket will be provided by the school. Clothing for the competition will be specific to the competition.

A full agenda is included in your student's packet. An abbreviated agenda is as follows:

Wednesday April 10, 2019 8:00 AM depart Henderson County High School for the Crown Plaza Hotel Louisville, KY registrations and opening ceremonies.

Thursday - Contest orientations and leadership contests

Friday -- Competitions, some students may return Friday night after competitions due to the Senior Prom

Saturday -- Award Ceremony

Saturday April 13, 2019 12:00 PM (Louisville time) Students depart Louisville returning to Henderson High School at approximately 1:00-2:00 PM (Henderson Time)

Do not hesitate to contact me or your program teacher if you have any questions.

Thank You,

Scott Herschelman

Cell 812-204-7207

School 270-831-8850

[Scott.herschelman@henderson.kyschools.us](mailto:Scott.herschelman@henderson.kyschools.us)

*Amanda Lacer*



2019 Skills USA KY State Conference Student list

4/10/2019-4/13/2019

Nicholas Blaine- Courtesy Corp.

Zaria Bradley- Talent

Dawson Campell- Welding

Isaac Damrath-Carpentry

Austin Duncan-Welding Fab

Marco Frausto-Welding Fab

Noah Laughary-Auto

Gentry Miley-Criminal Law 4/07/2019-4/13/2019 State officer

Wyatt Onan- Plumbing

Skyler Rideout-Welding Fab

Bryan Zimmerman-Welding 1

*Amanda Lacer*



# Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



## Overnight and Out of District School Bus Trip Guidelines

During overnight school 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 should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

### Checklist:

☒ Sponsor/Coach Name: Jessica Grace Cell Number: 270-577-0337

☒ Date of Departure: 4/15/19 Time of Departure: 8:00am

☒ Date of Return: 4/17/19 Expected Time of Return: 5:00pm

☒ Adequate Supervision (meets ratio criteria)

**\*\*Please List Names of Chaperones\*\***

Jessica Grace  
Danna Robinson

☒ 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 trips

**\*\*All requests must be in the trip system at least five days prior to the date of departure\*\***

☒ Understand any student's medication needs and/or medical conditions

**\*\*Coaches must carry all player's physicals on any away and overnight trips\*\***

☐ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

**\*\*Rider's list must contain all rider's names and an emergency contact name and number\*\***

☐ Attach and itinerary

☐ Other specific needs:

Jessica Grace  
Signature of Person submitting form

Amanda Lacer  
Signature of Principal/Designee

**This form must be submitted 10 days prior to the date of the trip to the principal or designee.**



Henderson County High School took 25 students to compete in FBLA Region 2 Competition, April 16-18, 2018. The competition took place in Louisville, KY at the Galt House. The following students qualified in the following to represent HCHS FBLA at the national competition in Baltimore, MD in June:

**Business Communications**-Clarke Sights, 1st Place

**Client Services**-Jaycee Simpson, 5th Place

**Computer Problem Solving**—Tristan Clement, 4th Place

**Database Design and Application**-Zeb Gentry, 1<sup>st</sup> Place

**Introduction to Information Technology**-Austin Sutton, 1st Place

**Introduction to Parliamentary Procedure**, Emily Marsh, 3<sup>rd</sup> Place

**Management Information Systems**-Hadley Alexander, Max Ferguson, Kayli Sutton, 4<sup>th</sup> Place

**Networking Concepts**-Clay Mcuth, 3<sup>rd</sup> Place





HENDERSON COUNTY HIGH SCHOOL  
CAREER AND TECHNICAL EDUCATION DEPARTMENT

February 11, 2019

Henderson County Schools  
Board of Education  
1805 2nd Street  
Henderson, KY 42420

Board of Education Members

The HCHS Chapter of DECA requests permission to attend the DECA New York Experience December 2019. The trip will be open to 9th-12th grade DECA Members.

We plan to fund the trip by selling two chicken or pork chop dinners. One of the fundraisers will be held this spring the second will be held in the fall of 2019. If these fundraisers do not cover the cost of the trip, the families of the students will pay the remaining balance.

The activities that will be completed during this trip are aligned to Marketing standards and reinforce the concepts that are presented to students in the Marketing program.

Included in this correspondence you will find the 2017 "DECA New York Experience Registration Kit". This is the most up-to-date registration packet available from DECA at this time. I expect that the accommodations and activities for the coming year will be very similar.

Sincerely

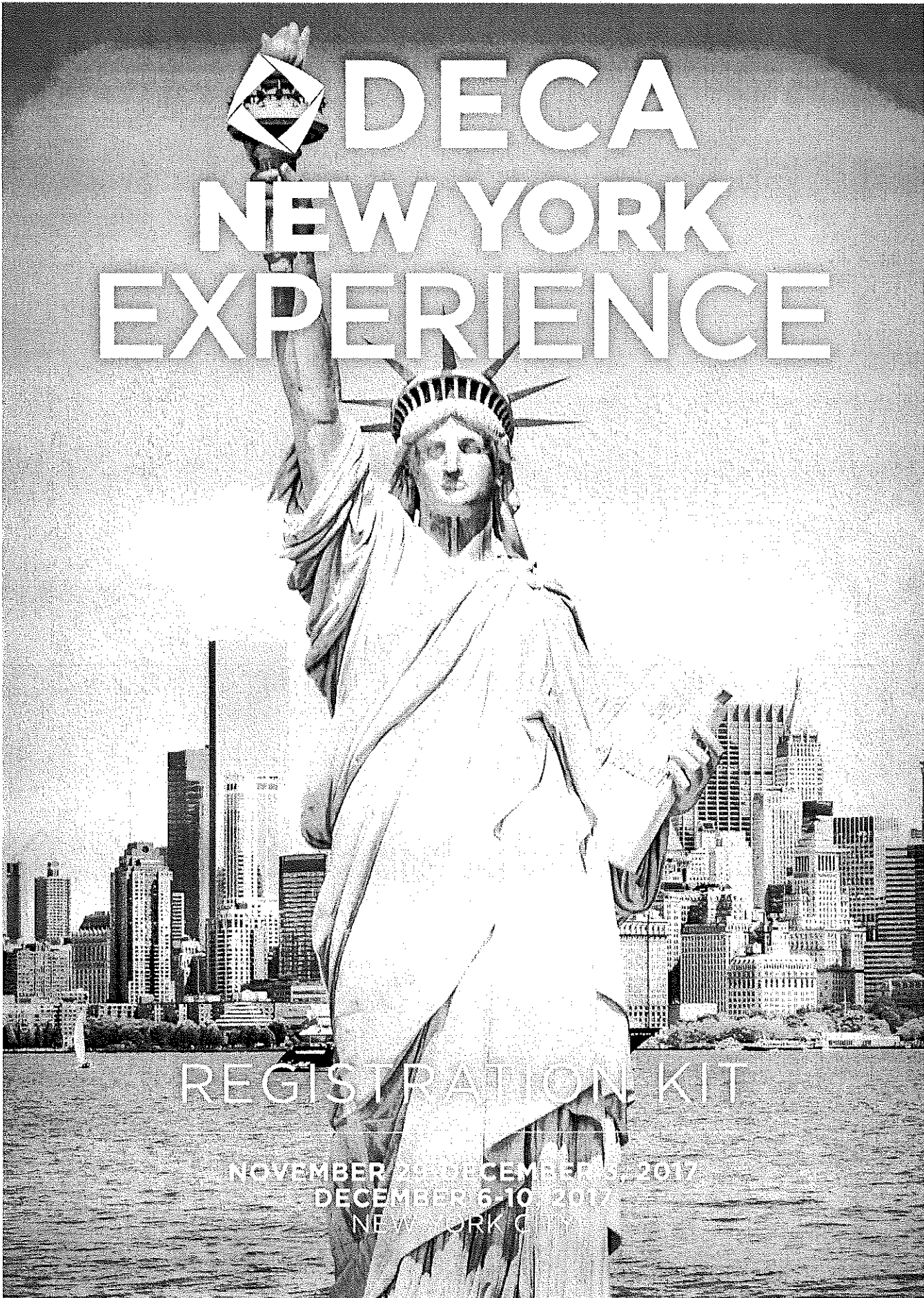
Courtney Givens  
Enclosures

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

[WWW.HCHS.HENDERSON.KY.US/CTE/INDEX.HTM](http://WWW.HCHS.HENDERSON.KY.US/CTE/INDEX.HTM)

EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION





# DECA NEW YORK EXPERIENCE

REGISTRATION KIT

NOVEMBER 29-DECEMBER 3, 2017  
DECEMBER 6-10, 2017  
NEW YORK CITY





It's the concrete jungle where dreams are made, and the city becomes the living classroom for DECA members as they explore marketing, finance, fashion, hospitality and so much more! Experience the hustle and bustle of New York City while learning from those who are making the city one of the most popular destinations.

Take a bus tour that puts you in the pulse of the financial district, and tour Madison Square Garden, the world's most famous arena home to sporting events, concerts and more. Learn retail marketing at Macy's flagship store. Experience one of the nation's most popular entertainment venues as you feel the holiday spirit of the Big Apple at the iconic Radio City Music Hall. See the city from 1,225 feet at the Empire State Building Observation Deck. Walk down Times Square and decipher a frenzy of innovative marketing messages, and more!



#DECANYC



Join the event at  
<http://on.fb.me/1dPpDdP>



Visit [decadirect.org](http://decadirect.org) for  
 previews and highlights.

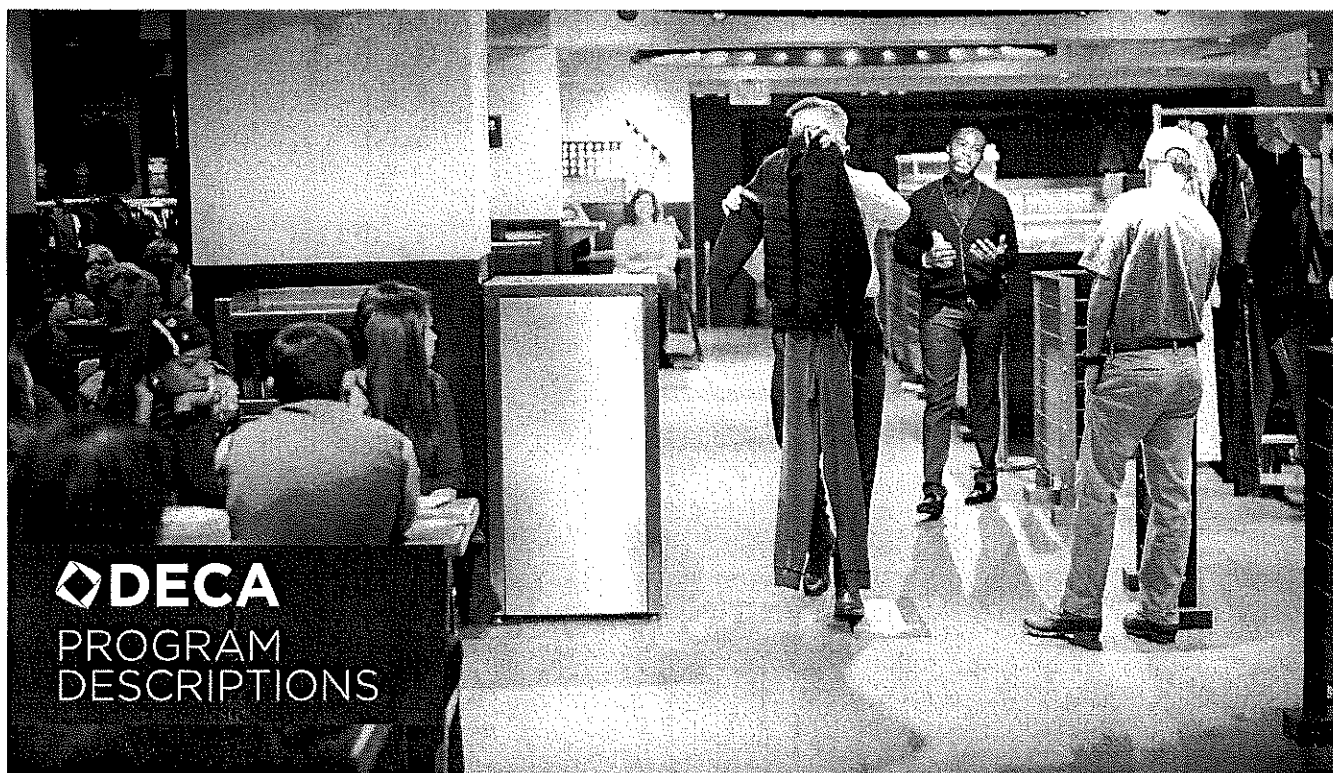
## CLASSROOM CONNECTION

This conference reinforces concepts taught in marketing, finance, hospitality and fashion merchandising classes.

- Describe the role of financial institutions
- Explain types of financial markets
- Discuss the impact of technology on the banking industry
- Explain career opportunities in merchandising
- Explain the relationship between customer service and distribution
- Explain current retail trends driven by global trade
- Explain career opportunities in hospitality
- Describe the role of sales and marketing in hospitality
- Explain the role of promotion as a marketing function
- Identify the impact of product life cycles on marketing decisions

*National Curriculum Standards for Business Administration*





## DECA PROGRAM DESCRIPTIONS

### EMPIRE STATE BUILDING (ON YOUR OWN)

Tour the historic Empire State Building in the morning, afternoon, or at night! Hours of operation are 8 a.m.-2 a.m. allowing your chapter to see breathtaking views of New York City at a time most convenient for you. In addition to the observation decks, your visit includes the newly restored lobby with its stunning art deco murals, the historical Dare To Dream exhibit, the new Sustainability Exhibit and an interactive audio device.

#### PERFORMANCE INDICATORS

- Discuss the global environment in virtual buildings.

### FINANCIAL DISTRICT TOUR

Explore New York's Financial District on a double-decker bus. Throughout the tour, you will learn about the city's financial district history from entertaining and informative commentary. Then, hop off the bus to learn about Battery Park, Alexander Hamilton Custom House and take your picture with the Wall Street Bull and Stock Exchange. This tour concludes close to the 9/11 Memorial.

#### PERFORMANCE INDICATORS

- Describe the role of financial institutions.
- Explain types of financial institutions.

### MARKETING AT MACY'S

Join us as we are greeted at the Macy's door and escorted inside for a sneak preview before the store even opens. Learn how Macy's has grown into America's largest department store and discuss the history, marketing concepts, merchandising, visual techniques and more with Macy's store executives. Hosted in Macy's new One Below, attendees will receive a cup of hot chocolate, bagel, Macy's Visitor Savings Pass and more!

#### PERFORMANCE INDICATORS

- Explain current opportunities in merchandising.
- Explain current retail trends and how they affect marketing.

### NBC STUDIO TOUR

An NBC page will serve as your host and expert guiding you through the historic halls of 30 Rock. You'll learn about the entire television production process, from the writing process and producing the ways television content gets to your home.

#### PERFORMANCE INDICATORS

- Explain factors that influence consumer behavior.
- Explain connections between company actions and results.

### OBSERVING THE STREETS OF NEW YORK

A fashion workshop led by Fashion Merchandising and Management faculty at Berkeley College. Learn what a trend is and how to observe and predict it. Connect the dots to fashion by observing pop-culture (film, music, etc.) and exploring trends seen in New York City. Students will showcase their individual encounters with fashion trends seen in New York City through group presentations.

#### PERFORMANCE INDICATORS

- Explain the nature of marketing planning.
- Identify methods and strategies to generate a product idea.

### SPORTS AND ENTERTAINMENT MARKETING AT MADISON SQUARE GARDEN

Explore exclusive VIP areas of the state-of-the-art arena and commemorate over 130 years of legendary Garden history. Discover the spectacular Chase Bridges, get the inside scoop on all your favorite players when you explore the Knicks and Rangers locker rooms (pending availability) and view the arena like never before.

#### PERFORMANCE INDICATORS

- Describe the nature of target marketing.
- Identify methods and strategies to generate a product idea.
- Identify ways to segment sports/entertainment markets.

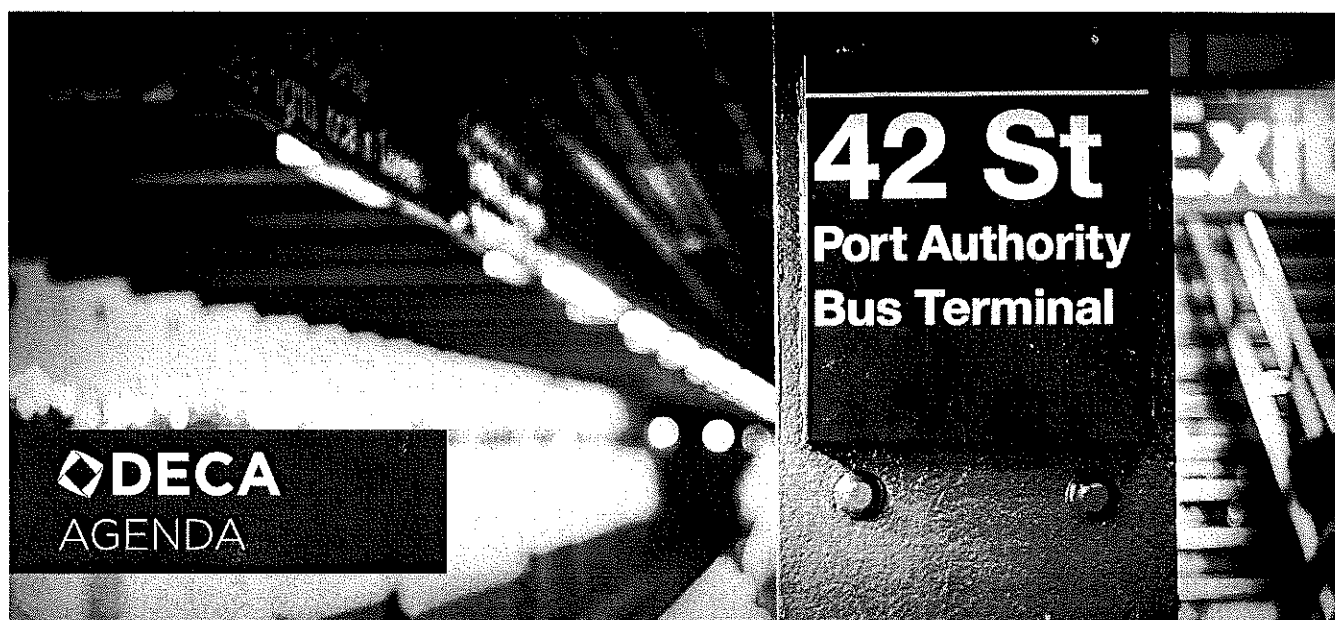
### THE MARKET NYC: ENTREPRENEURSHIP IN FASHION

Enjoy run of the house experience at the NYC Market, a "darling of the magazines" venue, where attendees get have the rare access before it opens to the public. Several designers will meet with you to discuss their career path, entrepreneurship, creation of product, inspiration for founding their company and lines and current trends.

#### PERFORMANCE INDICATORS

- Identify a company's brand promise.
- Identify the measure of consumer spending as an economic indicator.
- Describe the impact of retail business on the growth of the market economy.





Get ready to hit the city running! DECA has the ultimate itinerary so you can make the city your classroom and learn first-hand from some of the city's best professionals in marketing, finance, fashion and hospitality. Each chapter will have an individual itinerary in one of three groups. During registration, you will be asked your group preference. Consideration will be given to your chapter's preferred group, but we may not be able to accommodate your top selection. Chapters will receive their final chapter itinerary mid-October.

## WEDNESDAY

3:00 PM - 5:00 PM  
Registration, *Advisors only*

8:00 PM - 10:00 PM  
Registration, *Advisors only*

## THURSDAY

7:00 AM - 3:00 PM  
Educational Workshops and Tours  
based on your chapter's itinerary

**Group 1:** Marketing at Macy's and NBC Studio Tour

**Group 2:** Sports and Entertainment Marketing at Madison Square Garden + Financial District Tour

**Group 3:** Observing Streets of NYC Workshop + The Market NYC: Entrepreneurship in Fashion

### Late Afternoon

Use your registration package or optional tickets or enjoy New York City

8:00 PM

Radio City Christmas Spectacular

## FRIDAY

7:00 AM - 3:00 PM  
Educational Workshops and Tours  
based on your chapter's itinerary

**Group 1:** Observing Streets of NYC Workshop + The Market NYC: Entrepreneurship in Fashion

**Group 2:** Marketing at Macy's and NBC Studio Tour

**Group 3:** Sports and Entertainment Marketing at Madison Square Garden + Financial District Tour

### Late Afternoon + Evening

Use your registration package or optional tickets or enjoy New York City

## SATURDAY

7:00 AM - 3:00 PM  
Educational Workshops and Tours  
based on your chapter's itinerary

**Group 1:** Sports and Entertainment Marketing at Madison Square Garden + Financial District Tour

**Group 2:** Observing Streets of NYC Workshop + The Market NYC: Entrepreneurship in Fashion

**Group 3:** Marketing at Macy's and NBC Studio Tour

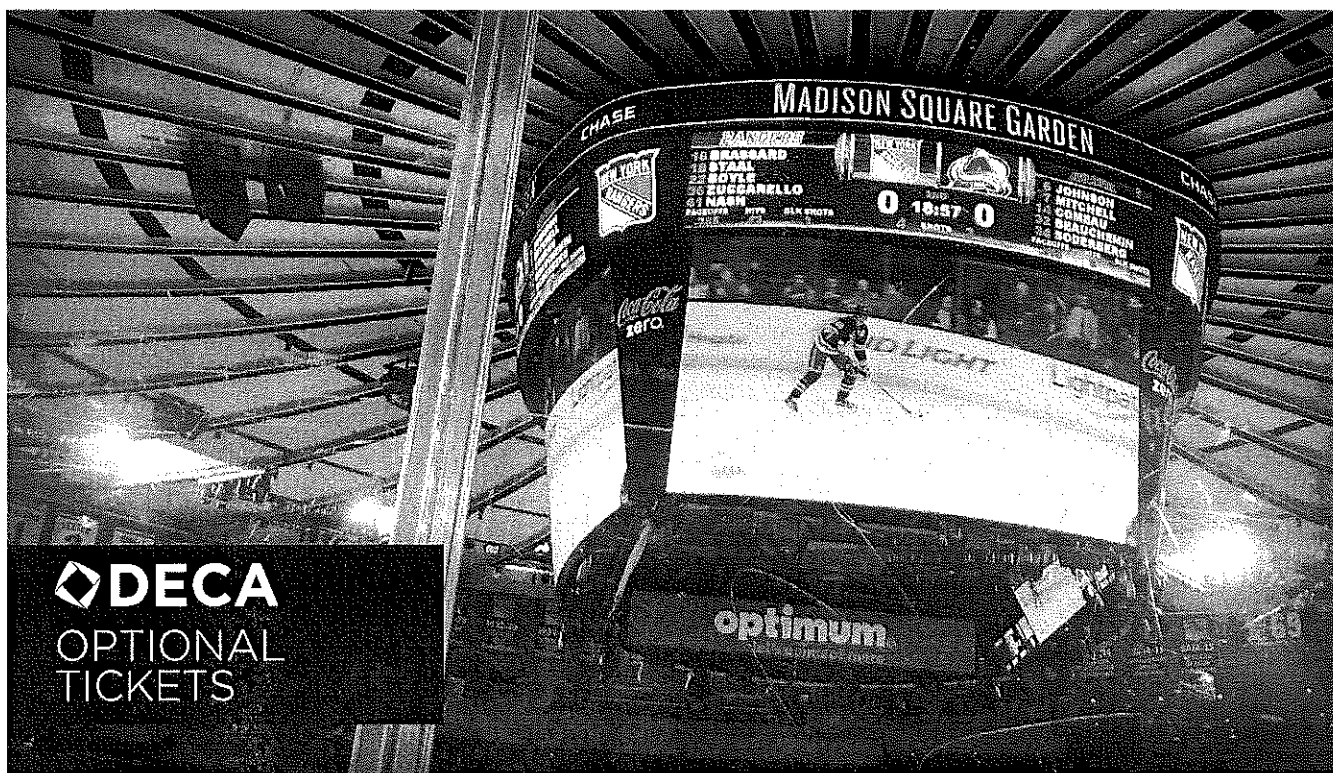
### Late Afternoon + Evening

Use your registration package or optional tickets or enjoy New York City

## SUNDAY

Depart





#### RADIO CITY "STAGE DOOR TOUR"

This one-hour, walking tour of the interior of Radio City Music Hall gives you an inside look at a day in the life of the ever-popular, high-kicking Rockettes and discover the history of one of New York's finest attractions. This tour will be on Thursday afternoon/evening prior to the Christmas Spectacular. The ticket price for conference participants is \$13.50 each. If you wish to purchase these tickets, indicate your order in the on-line registration. The additional tickets cannot be purchased without full payment; no refunds will be given. Deadline to order is **October 2**.

#### MADAME TUSSAUD'S WAX MUSEUM

With over 200 figures, Madame Tussauds New York provides visitors with an entertaining and educational opportunity to experience the world's most fascinating celebrities, influential world leaders, historical figures and sports icons. The ticket price for conference participants is \$18 each. If you wish to purchase these tickets, indicate your order in the on-line registration. The additional tickets cannot be purchased without full payment; no refunds will be given. Deadline to order is **October 2**.

#### NEW YORK KNICKS BASKETBALL

With new players on-board, the Knicks have a seasoned group of talented players that should bring new excitement and fierce competition to the court. As the team celebrates 70 memorable years as a franchise, they are definitely gearing up to write their own chapter.

If you are interested in attending a game, and your group size is 9 or more, contact Jim Celiberti (James.Celiberti@msg.com or (212) 465-6089) for game schedules, ticket prices and ordering information.

#### NEW YORK RANGERS HOCKEY

Join the New York Rangers as they celebrate the team's 90th anniversary this year. Don't miss your chance to come together and kick off this historic year at the Garden.

If you are interested in attending a game, and your group size is 9 or more, contact Jim Celiberti (James.Celiberti@msg.com or (212) 465-6089) for game schedules, ticket prices and ordering information.





## DECA REGISTRATION INFORMATION

New York, New York is calling your name! Just get here. You'll never run out of choices in NYC, which is home to 24,000 restaurants, offers one of the most progressive arts and cultural scenes in the world and has attractions that can't be matched. Registration will open August 21, 2017.

### REGISTRATION

#### \$255 per attendee

The conference registration fee applies to DECA members, advisors, chaperones and guests and includes the following:

- Educational sessions
- Financial District bus tour
- Madison Square Garden tour
- NBC Studio Tour
- Empire State Building Observation Deck ticket
- Radio City Music Hall Christmas Spectacular ticket
- Conference gift
- Subway pass
- Mandatory portage fee for carrying one bag to the room
- Conference insurance



#### REGISTRATION QUESTIONS

**TALIA COBBINS**  
DECA INC.

Talia\_Cobbins@deca.org  
(703) 860-5000 ext. 249

### ACCOMMODATIONS

#### \$289 per room night

A fee of \$3 per bag will be charged by the hotel to hold bag at check-out.

**Wyndham New Yorker**  
481 8th Avenue  
New York, NY 10001  
Phone: (212) 971-0101



#### CONFERENCE QUESTIONS

**SARAH WILLIAMS**  
DECA INC.

Sarah\_Williams@deca.org  
(703) 860-5000 ext. 254

### AIR TRAVEL

**John F. Kennedy (JFK)**  
New York, NY  
16 miles from hotel

**Newark (EWR)**  
Newark, NJ  
17 miles from hotel  
*accessible via AirTrain and NJ Transit trains*

**LaGuardia (LGA)**  
Queens, NY  
9 miles from hotel

### TRAIN TRAVEL

**Penn Station**  
New York, NY  
Across the street from hotel



## REGISTRATION PROCEDURES

Attendance to this conference is limited, and due to its popularity, registration will likely close before the **October 2** deadline.

Registration for this conference will take place online at [www.deca.org/nye](http://www.deca.org/nye). All student attendees must be on a submitted DECA roster to register.

For the online registration process, collect the following information from each attendee:

- name
- t-shirt size
- beneficiary information
- hotel arrival/departure date/time
- hotel rooming list
- additional tour tickets

### CONFIRMATION:

If you have not received a registration confirmation email from DECA within two days after submitting your online registration, please call Talia Cobbins at (703) 860-5000 x 249.

### CHANGES AND SUBSTITUTIONS:

All changes must be submitted in writing to DECA Inc. by e-mailing [talia\\_cobbins@deca.org](mailto:talia_cobbins@deca.org).

## HOTEL RESERVATION PROCEDURES

Conference participants must stay at the conference hotel. Due to the limited number of rooms, students will be housed in triples and quads when possible.

Make your hotel reservations in the online registration system with DECA Inc. As DECA Inc. holds tax-exempt status, DECA Inc. will manage hotel reservations. As a service, there will be a \$5 fee per room reservation. For example, if you were registering ten rooms, you would pay an additional \$50 while saving 15% tax.

Once the hotel block has been filled, registration for the week will close. The hotel rooming list must be received at DECA by **October 2**.

## REGISTRATION AND HOTEL PAYMENT

To ensure your chapter's attendance, send to DECA Inc. as soon as possible before the deadline date of **October 2**:

- online registration and housing materials
- \$255 non-refundable registration fee for each person
- hotel deposit equal to one night's stay per room

DECA Inc.  
New York Experience  
1908 Association Drive  
Reston, VA 20191

Acceptance of your conference registration and rooming list will be done on a first-come, first-served basis. Registration commits those to attend and obligates them to costs incurred by DECA. Do not book your airfare without notification from DECA that you are registered for the conference.

Upon acceptance of the registration, DECA will invoice you for the balance of your chapter's hotel cost. The balance must be received at DECA by **October 23** for Week 1 or **October 30** for Week 2. Please do not send registration forms or money to the hotel.

### METHODS OF PAYMENT:

Check, purchase order, or credit card (MasterCard, VISA or American Express) are accepted. A 3% convenience fee will be assessed for the charged amount.

### REFUND POLICY:

The entire registration fee is non-refundable, but substitutions are permitted. To provide an excellent conference at the best rate and to the most members, DECA makes all arrangements for meeting space, program components and tickets. These costs are non-refundable. Registration commits those to attend and obligates them to costs incurred by DECA.

## CHAPERONES/SPOUSES

A minimum of one advisor for every 10 student-delegates or portion of 10 student-delegates is required for registration. It is the chapter advisor's responsibility to see that your chapter adheres to this ratio. This ratio will be strictly enforced by DECA Inc. Chaperones and spouses must pay the registration fee and be listed on the registration form.

## CONDUCT AND DRESS CODE

Advisors should bring signed copies of the Conference Delegate Practices and Procedures and Dress Code for each participant. These do not have to be turned in to conference coordinators but should be kept available by the advisor for reference. You can find these forms at [www.deca.org/nye](http://www.deca.org/nye).

### NON-DISCRIMINATION POLICY:

DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status are treated equally and respectfully. Any behavior in the form of discrimination, harassment, or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.



## Code of Conduct for Students – New York Trip

Knowing that any organization is judged largely by the behavior of its individual participants, I subscribe to the following Code of Conduct for DECA members who attend the DECA New York Trip.

1. **Alcohol, Drugs, and Tobacco:** A student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties. All local and state laws concerning personal behavior will be honored.
2. **Curfew violations:** Failing to be in your assigned hotel room from the curfew time of 12:00p.m. until 6:00a.m. and/or as designated by your advisor; causing any noise or other disturbance audible by anyone in the hallway during designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals); other serious violations of personal conduct regulations. Failing to keep adult advisors informed of activities and whereabouts at all times; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., a garbage can may be used to adequately prop open a door); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open; or for behavior unbecoming of a delegate.
5. **Serious violations of the student conduct code of the school district or school that the student represents.**
6. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual or obscene act or expression. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
7. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view-movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; and not demonstrating respect for hotel guests not participating with the DECA activity.
8. **Student Dress:** Students are expected to be dressed respectfully and appropriately (school conduct code rules will apply).



9. Activities: Students are expected to stay with their chaperones at all times outside of the hotel unless given prior permission.

**10. We agree that, upon any violation of the Code of Conduct, that we may be sent home at our own expense. Serious misconduct on our part shall be reported to our principal and our parents, who shall be advised that we are barred from participating DECA Conferences and activities.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's signature: Amanda Lacer Date: \_\_\_\_\_