

IMPORTANT INFO

In order for the trip to be a success, there are some guidelines that students must follow. Of course, students should be on their best behavior at all times - school rules/conduct code apply to the entire time we are gone. Attendance at all conference activities and appropriate attire is required. You have the responsibility of letting Mr. Clark or Mr. Yerigan know your whereabouts at all times. Remember we are a group and we must act like a group - not individuals. If there are any problems, we will contact your parents immediately to discuss arrangements for your pick up. We will be returning to Northwest High School by 5:00pm on Friday, March 15.

BE ON TIME: Students should report to the Northwest Career Center Lobby at the times indicated on the attached itinerary. Be sure to have your luggage with you. Remember that all bags are subject to search before boarding the bus. Our bus will leave promptly with or without you. **DON'T BE LATE!**

LUGGAGE: Students are allowed one overnight suitcase - medium size only! Any hanging clothes must be in a garment bag or covered with a garbage bag. **Students MUST bring business attire for their competitions and the awards ceremony.** Jeans/casual clothes may only be worn in the hotel rooms, shopping, etc. Business attire must be worn for ALL Competitions and the Awards Ceremony.

MATERIALS: REMEMBER TO BRING ALL MATERIALS NEEDED FOR YOUR COMPETITION! If this includes textbooks, laptops, printers, projectors, etc., remember that YOU are responsible for these items at all times on the trip (**you lose them, you pay for them**). Make sure any files you need to use are saved ON A FLASH DRIVE (then remember to bring your flash drive) ... not on a computer at school or on your network drive.

- Accounting (Fundamental, Payroll) ②: Info Sheet, Textbooks, Calculator (ACT Guidelines), Pencils
- Admin Support Research Proj ①: 1 Laptop, Projector, Paper, Entry Form, Printed Confirmation of Upload
- Advanced Interview Skills ①: Resume and Cover Letter, Portfolio, Printed Confirmation of Upload
- Banking & Finance ①: Info Sheet, Textbooks, Calculator (ACT Guidelines), Pencils
- Basic Office ②: Style Guide and Info Sheet, Pencils
- Business Law & Ethics ①: Info Sheet, Textbooks, Pencils
- Desktop Publishing ①: Info Sheet, Pencils
- Economic Research Individual ①: 1 Laptop, Projector, Paper, Entry Form, Printed Confirmation of Upload
- Economic Research Team ④: 1 Laptop, Projector, Paper, Entry Form, Printed Confirmation of Upload
- Entrepreneurship ①: 1 Laptop, Projector, Business Plan, Entry Form, Printed Confirmation of Upload
- Financial Analyst Team ④: 1 Laptop, Portable Printer, Projector, Info Sheet, Textbooks, Entry Form
- Global Marketing Team ②: 1 Laptop, Projector, Mktg Plan, Entry Form, Printed Confirmation of Upload
- Graphic Design Promotion ①: Printout of Logo/Flyer, Entry Form, Printed Confirmation of Upload
- Interview Skills ①: Resume and Cover Letter, Printed Confirmation of Upload
- Legal Office ①: Style Guide, Info Sheet, Textbooks, Pencils
- Medical Office ①: Style Guide, Info Sheet, Textbooks, Pencils
- Prepared Speech ①: Speech Outline/Works Cited
- Presentation Mgmt Individual ①: 1 Laptop, Projector, Entry Form
- Presentation Mgmt Team ④: 1 Laptop, Projector, Entry Form
- Small Business Management Team ③: 1 Laptop, Projector, Entry Form
- Spreadsheets (Fundamental/Advanced) ②: Info Sheet, Formula Sheet, Textbook (optional), Pencils
- Word Processing (Fundamental/Advanced) ③: Style Guide and Info Sheet, Pencils
- National Officer Candidate Interview ⑦: Resume, National Officer Packet, Portfolio of Accomplishments

Note: All laptops and projectors will be provided by Butler Tech. You are responsible for bringing all other materials!

BPA STATE LEADERSHIP CONFERENCE 2019

Updated 2/10/2019

MEALS: Butler Tech will be paying for your meals on the trip, **but only if you choose to eat with the group** (if you choose to go out for food by yourself or with other students, you will be paying for yourself). You will probably want to bring additional spending money for drinks and snacks.

ROOM RULES: Room assignments will be enforced. You must be in your assigned room at curfew (11:30pm) and stay there without guests. Teachers will be doing periodic room checks throughout the night - we will keep one key to the room. There are to be **NO MEMBERS OF THE OPPOSITE SEX IN YOUR ROOMS FOR ANY REASON AT ANY TIME!** We will immediately drop you from your competition and call your parents to come and pick you up. **ABSOLUTELY NO EXCEPTIONS.** This may also result in the disqualification of our entire school in competitions. Students may socialize in the hallway, in the lobby, or in the food court area.

SCHOOL RULES: This is a school conference and school rules apply. Smoking is not allowed in your rooms or at the conference - whether you are 18 or not. Alcohol and drug possession/use will not be tolerated by the school or by BPA - and it may result in the disqualification of our entire school in competitions.

MEDICATION: All required prescription and over-the-counter medications MUST be arranged for in advance through the school nurse. **ALL MEDICATION WILL BE HELD AND ADMINISTERED BY A TEACHER.**

PHOTOS: Look for the photographer during the day on Thursday and ask him to take your picture. There is a really nice slide show at the Awards Assembly on Friday and we want you to be seen!

PHONES: DO NOT use the telephone in your room for anything except calls to other rooms in the hotel. All local and long distance calls should be made from cell phones.

BE SAFE: Most importantly, remember that Columbus is a big city ... BE SAFE. Do not go outside of the complex alone. Travel in groups! Use the buddy system. When you are not at the official functions, remove your name tag!

GETTING HOME: We plan on returning to Northwest around 5:00pm on Friday. Please be sure you have a way home from the Career Center! If you will be picked up at school, plan on calling your ride from the bus to let them know when we will arrive. Remember that Mr. Clark and Mr. Yerigan will need to wait for you to be picked up. Please be courteous and do not make us wait for too long!

If you are planning to ride home with your parents, you must submit a signed note from your parents by Tuesday, March 12. Students may only ride home with a parent or guardian - not friends or a classmate's parents. A follow-up phone call will be made to verify this travel request.

BE THINKING ABOUT NATIONALS: The National Leadership Conference is in Anaheim from April 30-May 5. Check your calendars! If you win at State, you must decide **BEFORE YOU LEAVE** Columbus whether or not you will be attending Nationals. Talk to your parents and decide in advance.

HOTEL INFORMATION

Hyatt Regency Columbus, 350 North High Street, Columbus, OH

HOTEL ROOMS: Night of March 13 (State Officers, National Officer Candidates)

Room 1: Advisor

Mr. Clark

Room 2: Boys

1. Isaiah Shields
2. Jon Romero
3. Dustin Graham (FHS)

Room 3: Girls

4. Gabby Mahar
5. Milli Boni
6. Ana Lu Gehner (CHS)

State Officer Rooms: 7. Justin Hauser, 8. Kaleb Amofa / 9. Trinity Robinson, 10. Anna Lemon

HOTEL ROOMS: Night of March 14

Room 1: Advisor

Mr. Clark

Room 2: Administrator

Ms. AbuDakar

Room 3: Chaperone

Ms. Kariofiles

Room 4: Chaperone

Ms. Roelofs

Room 5: Boys

1. Isaiah Shields
2. Nick Yun
3. Conner Puccini
4. Peyton Kinman

Room 6: Boys

5. Joe Delaney
6. Jose Martinez
7. Ben Walden
8. Jonathan Romero

Room 7: Boys

9. Austin Sellers
10. Khaled El Qasem
11. Quinton Baird
12. Jackson Gehring

Room 8: Boys

13. Non Sy
14. Tu Cao
15. Andrew Smith
16. Jack Obermeyer

Room 9: Boys

17. Da'Quann Price
18. Keith Love
19. Diego Neri
20. Robert Brockert

Room 10: Girls

21. Kaylee Hill
22. Serenity Robertson
23. Milli Boni
24. Lauryn Russell

Room 11: Girls

25. Gabby Mahar
26. Melanie Wilzbach
27. Carleigh Boyd
28. Daija Brown

Room 12: Girls

29. Miranda Barton
30. Jaiden Wesley
31. Katelyn Gerde
32. Gabrielle Harper

Room 13: Girls

33. Jenna Hoelmer
34. Haley Meece
35. Hannah Tran

State Officer Rooms

36. Justin Hauser
37. Kaleb Amofa
38. Trinity Robinson
39. Anna Lemon

TENTATIVE SLC 2019 SCHEDULE

STATE OFFICERS, NATIONAL OFFICER CANDIDATES

Only for state officers and national officer candidates: 8 FS students + 1 chaperone

Wednesday, March 13, 2019

- 9:30am Meet in room 317 (with luggage) [CLARK, Justin, Kaleb, Anna, Trinity, Isaiah, Jon, Gabby, Milli, Ana Lu]
- 10:00am 🚌 NWHS school bus departure [CLARK, Justin, Kaleb, Anna, Trinity, Isaiah, Jon, Gabby, Milli, Ana Lu]
Stop off at Fairfield [Dustin] ... Stop for lunch ... Drive to Columbus
- 1:00pm Check In Hyatt Regency Columbus Hotel [All]
- TBD ★ State Officer: Meetings, Rehearsals [Justin, Kaleb, Anna, Trinity]
- TBD ★ National Officer Candidate Interviews [Justin, Kaleb, Trinity, Isaiah, Jon, Gabby, Milli, Ana Lu, Dustin]
- TBD 🍷 Dinner
- 11:30pm Curfew

Thursday, March 14, 2019

- 7:00am 🍷 Breakfast (Food Court) [CLARK, Isaiah, Jon, Gabby, Milli, Ana Lu, Dustin]
- All Day ★ State Officer: Various Responsibilities [Justin, Kaleb, Anna, Trinity]

MAIN GROUP FROM NW BPA

Main group: 31 FS students + ???

Thursday, March 13, 2019

- 6:00am Students arrive at Northwest Career Center [All]
Note: Be mostly dressed in professional attire (you can wait to put on jackets, ties, etc.)
- 6:00am-6:30am Load bus / get breakfast
- 6:30am 🚌 Charter bus departs for Columbus, OH (eat breakfast on the way) [All]

DO NOT BE LATE ... YOU WILL BE LEFT BEHIND!

EVERYONE TOGETHER

All students + chaperones

Thursday, March 13, 2019

- 9:00am Arrive in Columbus / Meet in Hyatt Regency Columbus Hotel Lobby [All]
Note: Hotel rooms will not be ready yet, so we'll put your bags in the lobby for now.
- 9:00am-10:00am Get organized and ready for a VERY busy day! [All]
- 10:00am-6:00pm Competitions (All times are TENTATIVE ... Appointment times will be provided in advance)
- | | |
|-----------------|--|
| Appointment | ★ Admin Support Research (Fayette) [Jack] |
| Appointment | ★ Advanced Interview Skills (Regency Grand) [Gabby] |
| 1:40pm-3:30pm | ★ Advanced Spreadsheet Applications (Franklin D) [Melanie] |
| 11:40am-1:30pm | ★ Advanced Word Processing Skills (Franklin D) [Miranda, Tu] |
| 2:00pm-3:00pm | ★ Banking & Finance (Delaware C) [Da'Quann] |
| 1:40pm-3:30pm | ★ Basic Office Systems & Procedures (Franklin A) [??? |
| 12:40pm-2:00pm | ★ Business Law & Ethics (Delaware A) [??? |
| Appointment | ★ Economic Research Individual (Nationwide A) [??? |
| Appointment | ★ Economic Research Team (Nationwide B) [??? |
| Appointment | ★ Entrepreneurship (Regency Grand) [??? |
| Appointment | ★ Financial Analyst Team (Madison/Knox) [??? |
| 10:00am-11:50am | ★ Fundamental Accounting (Delaware C) [??? |
| 3:40pm-5:30pm | ★ Fundamental Desktop Publishing (Franklin D) [??? |
| 1:10pm-3:00pm | ★ Fundamental Spreadsheet Applications (Franklin C) [??? |
| 11:40am-1:30pm | ★ Fundamental Word Processing (Franklin A) [??? |
| Appointment | ★ Global Marketing Team (Morrow) [??? |
| Appointment | ★ Graphic Design Promotion (Taft B) [??? |
| Appointment | ★ Interview Skills (Regency Grand) [??? |
| 12:00pm-1:20pm | ★ Legal Office Procedures (Franklin D) [Keith] |
| 2:10pm-3:30pm | ★ Medical Office Procedures (Delaware A) [Hannah] |
| 11:10am-12:30pm | ★ Payroll Accounting (Delaware B) [Katelyn] |
| Appointment | ★ Prepared Speech (Regency Grand) [??? |
| Appointment | ★ Presentation Management Individual (Taft A) [??? |
| Appointment | ★ Presentation Management Team (Taft C) [??? |
| Appointment | ★ Small Business Management Team (Madison/Champaign) [??? |
- 11:00am-4:00pm Exhibitor Fair [All, at various times]
- 11:50am-2:00pm ★ GRADING: Admin Support Team [CLARK]
- TBD 🍷 LUNCH: Food Court
- 5:00pm-6:00pm Middle Level Awards (Battelle Grand Ballroom) [Optional, but it's nice to support them!]
- TBD 🍷 Dinner at Buca di Beppo [All]
- 8:00pm-10:00pm Opening General Session [All]
- 11:00pm Back on Floor in Hotel [All]
- 11:30pm Curfew [All]

