

**REVISED****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 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 ⑤: 1 Laptop, Projector, Entry Form
- Spreadsheets (Fundamental/Advanced) ②: Info Sheet, Formula Sheet, Textbook (optional), Pencils
- Word Processing (Fundamental/Advanced) ⑤: 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 BT. You are responsible for bringing all other materials!**

# BPA STATE LEADERSHIP CONFERENCE 2019

Updated 3/3/2019

**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

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

Drury Inn & Suites, 88 E Nationwide Blvd, Columbus, OH

#### Room 1: Advisor

Mr. Clark

#### Room 2: Boys

1. Isaiah Shields
2. Jon Romero
3. David Russell

#### 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

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

#### 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
21. David Russell

#### Room 10: Girls

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

#### Room 11: Girls

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

#### Room 12: Girls

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

#### Room 13: Girls

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

#### State Officer Rooms

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

## TENTATIVE SLC 2019 SCHEDULE

### STATE OFFICERS, NATIONAL OFFICER CANDIDATES

*Only for state officers and national officer candidates: 9 FS students + 1 chaperone*

#### Wednesday, March 13, 2019

- |               |  |
|---------------|--|
| 8:30am        | Meet in room 317 (with luggage) [CLARK, Justin, Kaleb, Anna, Trinity, Isaiah, Jon, Gabby, Milli, Ana Lu]                                     |
| 9:00am        | 🚌 NWHS school bus departure [CLARK, Justin, Kaleb, Anna, Trinity, Isaiah, Jon, Gabby, Milli, Ana Lu]<br>Stop for lunch ... Drive to Columbus |
| 12:00pm       | Check In Hyatt Regency Columbus Hotel [All]  |
| TBD           | ★ State Officer: Meetings, Rehearsals [Justin, Kaleb, Anna, Trinity]   |
| 6:00pm-8:00pm | ★ National Officer Candidate Interviews (Fairfield) [Justin, Kaleb, Trinity, Isaiah, Jon, Gabby, Milli, Ana Lu]                              |
| TBD           | 🍷 Dinner   |
| 11:30pm       | Curfew   |

#### Thursday, March 14, 2019

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

## MAIN GROUP FROM NW BPA

Main group: 31 FS students + chaperones

### Thursday, March 14, 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 14, 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 ... double check when you arrive at SLC)
- |                 |   |
|-----------------|---|
| 10:00am-11:50am | ★ Fundamental Accounting (Delaware C) [Joe]                                 |
| 10:18am-10:36am | ★ Presentation Mgmt Team (Taft C) [Kaleb, Milli, Justin, Jon]               |
| 10:18am-10:36am | ★ Global Marketing Team (Morrow) [Serenity, Kaylee]                         |
| 10:18am-10:36am | ★ Interview Skills (Union B) [Trinity]                                      |
| 10:20am-10:40am | ★ Advanced Interview Skills (Union E) [Gabby]                               |
| 10:23am-11:21am | ★ Small Business Mgmt Team (Fairfield/Champaign) [Carleigh, Lauryn, Isaiah] |
| 10:46am-11:44am | ★ Financial Analyst Team (Fairfield/Knox) [Anna, Andrew, Conner, Nick]      |
| 11:10am-12:30pm | ★ Payroll Accounting (Delaware B) [Katelyn]                                 |
| 11:30am-11:45am | ★ Economic Research Team (Nationwide B) [Quinton, Khaled, Austin, Jose]     |
| 11:30am-11:45am | ★ Economic Research Individual (Nationwide A) [Diego]                       |
| 11:40am-1:30pm  | ★ Fundamental Word Processing (Franklin A) [Jenna]                          |
| 11:40am-1:30pm  | ★ Advanced Word Processing Skills (Franklin B) [Miranda, Tu]                |
| 12:00pm-1:20pm  | ★ Legal Office Procedures (Franklin D) [Keith]                              |
| 12:08pm-12:22pm | ★ Graphic Design Promotion (Taft B) [Ben]                                   |
| 12:55pm-1:05pm  | ★ Prepared Speech (Regency Ballroom C) [Gabrielle]                          |
| 1:10pm-2:10pm   | ★ Banking & Finance (Delaware C) [Da'Quann]                                 |
| 1:15pm-1:30pm   | ★ Admin Support Research (Madison) [Jack]                                   |
| 1:30pm-3:20pm   | ★ Fundamental Spreadsheet Applications (Franklin C) [Haley]                 |
| 1:30pm-2:50pm   | ★ Business Law & Ethics (Delaware A) [Robbie]                               |
| 1:40pm-3:30pm   | ★ Basic Office Systems & Procedures (Franklin A) [Jackson, Jaiden]          |
| 1:40pm-3:30pm   | ★ Advanced Spreadsheet Applications (Franklin D) [Melanie]                  |
| 2:00pm-2:15pm   | ★ Entrepreneurship (Fayette) [Peyton]                                       |
| 3:00pm-4:20pm   | ★ Medical Office Procedures (Delaware A) [Hannah]                           |
| 3:40pm-5:30pm   | ★ Fundamental Desktop Publishing (Franklin D) [Non]                         |
| 4:36pm-4:54pm   | ★ Presentation Mgmt Individual (Taft B) [Daija]                             |
- 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!]
- 6:15pm 🍴 Dinner at BD's Mongolian Grill [All]
- 8:00pm-10:00pm Opening General Session [All]
- 11:00pm Back on Floor in Hotel [All]
- 11:30pm Curfew [All]

