



LOWELL PUBLIC SCHOOLS

Lowell High School
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Marianne E. Busted
Head of School

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December 12, 2017

Dr. Salah Khelfaoui, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Re: Business Professionals of America State Leadership Conference March 2018

Dear Dr. Khelfaoui:

I would like to request permission for Lowell High School Business Professional Advisor, Jill McNamara with co-advisor Wayne Taylor along with 15 members of the Lowell Chapter of the Business Professional of America to participate in the State Leadership Conference sponsored by the MA Business Professionals of America in Framingham, MA from Saturday, March 3, 2018 through Monday, March 5, 2018 at the Sheraton Tara Hotel & Conference Center. Students will be absent from school on Monday, March 5th only and will return for dismissal on Monday at 2:30 p.m. The only cost will be \$200 for two substitute teachers for 1 day and will be paid by the Lowell High School Individual School account. Transportation will be covered by the LHS Student Activities budget.

The Advisors cost of the conference will be paid for through fundraising efforts of approximately \$300. Students have been raising funds to defray the cost of the trip which is \$275 per student. This will include all meals and 2 nights at the Sheraton Tara. There will be no additional cost to the Lowell School Department budget for students.

Students will compete in a variety of events: including but not limited to:

- Fundamental Accounting, Extemporaneous Speech, Fundamental Spreadsheet Applications, Insurance Concepts, Project Meeting Management, Presentation Management, Prepared Speech, Digital Media Production, Entrepreneurship Exploration, Human Resources Management, and Management Marketing & Human Resources Concepts. Members will demonstrate their competency in three areas of their choice. Additionally, members will attend professional development workshops when not in competitive events. Member will elect State Officers and participate in community service projects as well.

I would like to thank you in advance for your consideration and support.

Sincerely,

Marianne E. Busted
Lowell High School
Head of School

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