

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: April 22, 2004

SUBJECT: Staff and Student Travel

CATEGORY: Operations

INITIATED BY: Aldo Jackson

DESCRIPTION: At the request of the Pennsylvania Travel Council, the Erie County Technical School's Hospitality Management program was invited to represent Pennsylvania at the American Hotel & Lodging Association's Annual Hospitality Competition. Four students and two faculty members will be travel to Orlando, FL on April 21-24, 2004. The PA Travel Council has agreed to cover all expenses for one faculty member and all four students. Contributions totaling \$395 have been collected to cover part of the expenses for the female chaperone. Expenses for the trip are estimated at \$800 for airline travel, lodging, meals and incidentals. The remaining balance of expenses can be covered from the General Fund or through the ECTS Foundation.

RECOMMENDATION: Motion to approve the travel to American Hotel & Lodging Association's Annual Hospitality Competition at Orlando, FL on April 21-24, 2004 of Robert Craft, Hospitality Management Instructor; Elaine Shaffer, Student Services Coordinator; and the following students, as listed:

Dawn Anselment
General McLane High School
Parent – Denise Anselment

Katie Caldwell
Ft. LeBoeuf High School
Parent – Ronald and Linda Caldwell

Krystal Nolan
McDowell High School
Parent – Tammie Nolan

Lindsey Stevenson
Harbor Creek High School
Parent – Lisa Barone



TO: Joint Operating Committee Members

FROM: Aldo R. Jackson, Director

DATE: April 1, 2004

SUBJ: Travel Request

The Educational Institute of the American Hotel and Lodging Association is sponsoring a national skills competition for high school students in Orlando, Florida on April 21 – 23, 2004. The Pennsylvania Travel Council has asked our Hospitality Management program to represent Pennsylvania in this competition. Unfortunately, the request from the PA Travel Council came too late for us to include a motion on the March agenda. Additionally, the competition occurs before our next board meeting.

With this memorandum, we are asking if any board member has an objection to two faculty members and four students attending the competition. If there are no objections, then we will allow the group to travel to Orlando and then ratify the travel request at our April meeting. If there is an objection, then we will deny the request. The JOC usually approves out-of-state travel before the travel occurs. We have talked with Atty. Sennett about this procedure. This memorandum is his suggestion to handle the situation.

The PA Travel Council has offered to cover the travel and lodging costs for four students and one faculty member (Mr. Craft). We have scheduled a second faculty member (female) to attend because the students are all females. The school would be responsible for all expenses for the second faculty member and some meals for everyone attending.

This is a unique opportunity for our students. Contest winners will receive scholarships. I have included information about the competition for your review. If you have questions about any aspect of this request, then please contact Neil Donovan or myself.

A response from each board member would be helpful. Please contact me via email or telephone. A response by Tuesday, April 6, 2004 would be appreciated.



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March 31, 2004

Robert N. Craft
Hospitality Management Instructor
Erie County Technical School
8500 Oliver Road
Erie, PA 16509-4699

Dear Bob:

The purpose of this letter is to invite a team (2-4 participants) from Erie County Technical School to participate in the Lodging Management Program National Competition.

The Competition, which will be held in Orlando, Florida, on April 21-23, 2004, will include teams from approximately (10) states. Each state that participates in the Lodging Management Program is asked to forward a team to the National Competition. Due to Erie County Technical School's tremendous track record with this Program, we are asking your school to represent Pennsylvania in the Competition.

The Pennsylvania Tourism & Lodging Association will pay for the team and instructor expenses including airfare, transportation and hotel accommodations.

We appreciate your consideration of this offer. This is an opportunity to showcase not only the Lodging Management Program in Pennsylvania, but also Erie County Technical School and its students to a national audience.

I look forward to hearing from you in the very near future.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris D. Weidenhammer". The signature is fluid and cursive.

Chris D. Weidenhammer
Vice President



2004 LMP National Competition
Updated Agenda
(subject to change)

Wednesday April 21, 2004

- 5:00 Arrive at the Best Western Resort Lake Buena Vista
- 5:00 -6:00 Registration & Pizza
-Fun Event Information
- 6:00-7:00 Welcome: Joseph A. McInerney, AH&LEF CEO
- Competition Orientation
-Team Number Selection
-Hospitality Project Packets
- 7:00-8:30 Hospitality Project Competition (Prep Time)
- 8:30-10:30 Social Event

Thursday April 22, 2004

- 7:00-8:00 Breakfast
- 8:00-12:00 Hotel Operations Event
- 12:00 Hospitality Project Event Turn-In (All Projects Due)
- 12:00-1:00 Lunch
- 1:00-4:00 Hospitality Project Presentations
- 4:00-? Theme Park/Dinner (on your own)

Friday April 23, 2003

- 7:00-8:00 Breakfast
- 8:00-12:00 Knowledge Bowl
- 12:00-2:00 Awards Luncheon & Fun Event

NATIONAL COMPETITION
2004



Official Guidelines and Rules



2004 LMP National Competition
April 21-23, 2004

Introduction

The American Hotel and Lodging Association Educational Institute (EI) is inviting you to the 1st Annual **LMP National Competition**, scheduled for April 21-23, 2004 in Orlando, Florida at the Best Western, Lake Buena Vista Resort Hotel an *Official Hotel of Walt Disney World*.

The mission of the Program is to develop an industry experiential competition that recognizes and honors outstanding Lodging Management Program (LMP) State Champions.

Purpose

This exciting, three-day competition will allow competitors to demonstrate their hospitality knowledge by competing in a question-and answer knowledge bowl, complete room inspections, night audit tasks, analyze two case studies, one in Food and Beverage and the other in Sales and Marketing, as well as, demonstrate their knowledge, skills and abilities in planning an event, to include, the invitation, BEO (Banquet Event Order), menu and floor plan (scenarios will be given in Orlando).

In addition... Participating teams (students) will also have an opportunity to win prizes by demonstrating their creativity in a fun activity (will not count toward final score).

Winning teams from each of the three (3) events as well as the overall winners will be awarded medals. Each student will be recognized for his or her excellence and participation in the competition. First, Second and Third place **overall** winners will receive scholarships, and the overall winner will receive a trophy to display in their school.



Eligibility Requirements

State high school LMP Winning Teams. Teams must consist of **secondary** students from the same school and should have two (2) to four (4) students on the team. Only schools teaching a full LMP Program are eligible. A "Full" LMP Program is a school using both Year 1 and Year 2 Curriculum and all of its components.

Participating teams, teachers and mentors are responsible for understanding and following all of the procedures and guidelines contained in this document. Please read carefully the Official Rules and Guidelines outlined in this document to avoid receiving any penalties during the competition. Anyone caught violating local drug and alcohol laws will be immediately disqualified.

Acknowledgement

The success of the LMP National competition began with the vision and hard work from numerous people. I would like to thank all the individuals who participated in the competition's development

Dee Carroll – Arkansas

Carol Parker – Florida (Host State)

Neely Carlson – Kansas

Mark Miller – Washington

Beth Vass-Lutz – West Virginia

Educational Institute Staff:

Amanda Smith, Lee Ann Lonsdale and Jennifer Calhoun, CHE

We look forward to seeing you in the Sunshine State... Orlando, Florida. Good luck!!!

Faye Gayes, CRDE, CHT
Director, State Education & Training Programs
Educational Institute of AH&LA



Competition Overview

Students will compete in three main events during the competition to include:

- Part 1. Knowledge Bowl Competition** ...Participating teams will demonstrate their skills and knowledge by competing in a question-and answer “Quiz Bowl Format,” event
- Part 2. Hotel Operations Competition**...Students (teams) will demonstrate their knowledge, skills and abilities in Housekeeping and Front Desk operations. This competition will allow students to do the following:
- ❑ Complete room inspections... Students will receive a brief overview of executive housekeeping operations. Each student will have 10 minutes to evaluate a room utilizing an executive housekeeping checklist.
 - ❑ Night audit Postings...Teams will demonstrate their skills in accurately posting front desk accounting information. Time allocated for this activity is 30 minutes. This is a paper posting competition and not a computer-based program.
 - ❑ Analyze case studies in Food and Beverage and Sales and Marketing... Students will have 15 minutes to prepare solutions to the case studies and additional 5 minutes to present case analyses to a team of judges.
- Part 3. The Hospitality Project** ...Students (teams) will demonstrate their knowledge, skills and abilities in planning an event, to include, the invitation, BEO (Banquet Event Order), menu and floor plan. Students will be judged on accuracy, presentation and organization of ideas. *Scenario, specific guidelines and rules will be given at orientation.*



Procedures

1. Each team will designate one student to serve as “team captain” throughout the competition.
2. Each team will be required to dress in business casual attire. This will include sports jacket, LMP polo shirts or dress shirts/blouse, dress pants/skirts and dress shoes. No jeans, other t-shirts or gym shoes will be allowed during competition or awards luncheon. **All students are expected to conduct themselves in a professional manner at all times.**
3. Every State can submit one state championship team for this competition. Only Full LMP School qualifies to compete.
4. Teams must compete in all three sections to qualify for overall Lodging Management Cup champion.
5. Teams are required to attend Team Registration and Orientation, on time, during the first day of the competition. The event organizers will answer any questions about the competition during that time.
6. Teams must report to the pre-determined station for these events, which will be given during Team Registration and Orientation.
7. One coach/Advisor who will act as the team’s administrative liaison. The Coach/Advisor shall not participate in the competition and shall not be allowed in the “Green Room.” The Coach/Advisor shall not communicate with team members during the actual competition.

Disqualification

1. All participating team members must attend Team Registration and Orientation meetings **on time**, and arrive for competition matches **on time**, or they will be disqualified. **
2. Under no circumstances will drug or alcohol use be permitted. The entire team will immediately be disqualified. Other inappropriate behavior will be reported to the school principal.



3. Any team receiving any coaching and /or assistance during actual competition, including the audience will be disqualified.
- **** The Host Committee reserves the right to waive disqualification based on justification, i.e. late flight.

Criteria for Overall Lodging Management Cup Winner

Students will compete in three main events during the competition. Each event is worth a maximum of 25 points towards determining the overall winner.

Rules

First, Second and Third place overall winners will receive a medal for his/her achievement, as well as, scholarships to post-secondary institutions.

Team ranking rubric per each competition is as follows:

First Place	25 Points
Second Place	20 Points
Third Place	15 points
Fourth Place	10 Points
Fifth or Higher	9 Points

The Highest combined events winners will determine the Overall lodging Management Cup Winner.

Prizes

First, second and third place winners will receive medals. All contestants will receive a certificate of recognition. The overall winning team will receive a school trophy and scholarships will be awarded to each team member.

Disclaimer

American Hotel & Lodging Educational Institute (HOST) reserves the right to change or alter competition events, as deemed necessary, but will notify competitors in advance.

