



Brenda Lee Saunders, ABE ACC Day Coordinator
Greenwich High School
10 Gray Avenue
Greenwich, NY 12834 bsaunders@greenwichcsd.org



March 6, 2017

Dear Business Colleague:

Our local Adirondack Business Educators (ABE) group is in the process of planning the 23rd Annual High School Business Day at SUNY Adirondack on **Monday, May 8, 2017**. The theme this year is **"518-Tourism x 365."** This event has been highly successful over the years, and our business students love it. The day promises to be an educational as well as "fun" day for you and your students. SUNY Adirondack/ABE High School Business Day will include individual business contests, a team competition, an awards presentation, campus tours, financial aid and admissions information, and an outside luncheon (weather permitting) for only **\$5 per person (checks payable to FSA of ACC)**. As usual all student participants will receive a shirt. **This year we are asking for sizes. Sizes are small, medium, large and extra-large. If you do not provide the sizes on the enclosed *Teacher Registration form by the March 31* deadline, your school will receive all extra-large shirts.**

In order to register for SUNY Adirondack /ABE High School Business Day, use the forms provided with this letter or visit the Adirondack Business Educators website at <http://www.adirondackbe.org> where you will find registration form and additional information regarding the event. Please download, complete, and then **email the Registration Form to Brenda Lee Saunders at bsaunders@greenwichcsd.org. I have consolidated the Teacher Registration and Test Selection forms into one document, an Excel spreadsheet. Drop down menus have been included for lunch count, t-shirt size, and test selection.**

REGISTRATION DEADLINE IS March 31, 2017 – (registrations will not be accepted after this date).

Every student is asked to select at least two contests, but may select as many as three contests to compete in. All individual contests (except for Keyboard Timing) consist of 50 multiple-choice questions.

Each school is encouraged to enter a five-member team to compete in the **Team Competition**. The "Team" contest will consist of 100 multiple choice questions from all business curriculum areas. It will be scheduled for a 30-minute time period. Each team will be given one answer sheet to complete (however, all five members will receive a copy of the test to read). One team per school can be entered.

We also encourage your school to participate in the **"Pitch It" contest (similar to the Shark Tank program) competition**. A competition rubric with required criteria can be found with this letter or on the ABE website. **There will also be an Impromptu Speaking competition this year. Only ONE "Pitch It" team (up to 3 students) and ONE Impromptu speaker per school.**

All Contest winners will be announced during the closing session and awards will be given.

Payment Procedure Reminder:

- **** PAYMENT PROCEDURE: Payment is to be submitted PRIOR to the day of the event. The due date for payment is Monday, May 1, 2017. Please note: No payments will be accepted the day of the event. If extenuating circumstances arise, please contact me as soon as possible via email.**

- **An invoice will be sent via email once registration information is received.**
- **There will be no refunds for students who are not present that are previously registered.**
- **All checks should be made out to FSA of ACC and mailed to:**

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We would like to keep the **credibility** of the day in tact but also enjoyable, please bring only those students who would take the day seriously and get the most out of it. **Student Dress Code is business casual.** We recommend each school to bring **one chaperone per fifteen students.**

With the future of our local programs "in transition," we need to promote our programs, our business students, and our place in the business community whenever possible. We hope that all area schools will participate in the High School Business Day. Please make every effort to attend this special day with your business students.

Should you need any other information, please do not hesitate to contact me at bsaunders@greenwichcsd.org or (518) 779-4522. We look forward to seeing you at SUNY Adirondack/ABE High School Business Day. Please visit the official Adirondack Business Educators (www.adirondackbe.org) website for additional forms and more information.

Sincerely,

Brenda Lee Saunders

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