

January 29, 2014

Dear Business Instructor:

Preparation for the Annual Crowder College High School Business Contest is in high gear and we are looking forward to seeing all of you on **Wednesday, March 26, 2014**.

**This year's events will include:** Advanced Keyboarding (Grades 11-12), Beginning Accounting, Beginning Keyboarding (Grades 9-10), Business Communications, Business Computer Applications, Business Math, General Business (Grades 9-10), **Impromptu, Management Decision Making (team)**, Marketing, Office Procedures, and Personal Finance. Individual students may compete in three events. You may enter two students in Advanced Keyboarding, Impromptu Speaking, Beginning Keyboarding; two-three students in the Management Decision Making team event, and five students in each of the remaining written competitions.

Registration will open at 8:00 a.m., and the contest will begin with a General Session at 8:30 a.m. in the Elsie Plaster Auditorium for those who can make it. General instructions for the contest and a packet containing room assignments will be given at that time.

The entry form, contest schedule, your luncheon invitation, and general contest guidelines are included with this mailing. Please note that we will not be awarding points as we had done last year. Due to limited time and resources, we are going back to awarding based on event scores. I have also included our degree sheets and a copy of our scholarship form and encourage your seniors to apply! **You are also able to view, complete, and print each of these forms on our web page at: <http://www.crowder.edu/business>**

**The Entry Form Deadline is due in my office by Wednesday, March 5, 2014.** Students entering the contest should be pre-registered. You may e-mail the form to [kalibard@crowder.edu](mailto:kalibard@crowder.edu) (preferred), print the form and fax it to (417) 455-5511, or send it through regular mail, Attention Kali Bard. If you need an extension, please just email me!

Crowder College's Business Faculty invites you to attend a luncheon from 12:00-1:00 p.m. An RSVP Invitation is included as an attachment. Students will need their own money for lunch. Our cafeteria serves an all-you-can-eat lunch for about \$6, which includes a salad bar, hot meal, dessert, and drink. A snack bar and snack machines are also available in the Student Center.

We hope you and your students will find our business contest competitive and rewarding. Any modifications and updates will be sent via email, so please make sure to include your current email address. The webpage will also be updated regularly with current information. Although we certainly hope this doesn't happen, if your plans have changed and you are unable to attend, please let me know.

Again, please return your Entry Form, a school purchase order or a school check for the \$2 per student entry fee, and the luncheon RSVP invitation by **Wednesday, March 5, 2014**. Please address all mail and checks to my attention. Also, visit our webpage for updates and for complete contest guidelines. I look forward to seeing you at the contest and the luncheon.

Sincerely,

Kali Bard  
Business Division Chair  
Crowder College

Enclosures