

# MARKETING MANAGEMENT/ ENTREPRENEURSHIP

1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> PERIODS- Fall/ Spring 2018- 2019- ROOM 400/ 401

*\*Please sign and Friday, May 5th! When you return this form, you will be able to sign-up for the period of school store you would like (1, 4, 5, or 6).*



*2017 International DECA Career Development Conference- 1<sup>st</sup> Place School-based Enterprise for Retail Operations  
Nationally Gold Certified*

**Dear Future Dawg House Sales Associates and Managers:**

**Congratulations!** You have been accepted to participate in one of the advanced Marketing classes next school year and will be responsible for operating the school store at North Gwinnett High School--the Dawg House. Parents, administrators, and school guests visit the Dawg House regularly so your best behavior is expected daily\*. You will represent North Gwinnett and the Marketing Department so be ready to do an outstanding job!

1. You will also be asked to buy a Dawg House Staff Shirt to wear during selected events (available on mypaymentsplus July 1st - \$15.00).
2. Also, as an advanced marketing student, you will be expected to join DECA (also sign-up on NGHS mypaymentsplus starting July 1st).
3. **Every** student is asked to join our Remind Group: Text the message @dh2018-19 (be sure to use the @ symbol) to the number 81010. This is VERY important in case there are any changes in the summer schedule! Also, the summer schedule will be posted on the NGHS website: [www.northgwinnett.com](http://www.northgwinnett.com).

\*Students who do not meet this requirement will lose the privilege of participating in the lab and will be placed in a different class immediately. The class may or not be for course credit depending on the circumstances.

**During the summer, there will be 2 required "Training Sessions" that you must attend.**

**1--The first training session will depend on the period that you signed up for:**

- 4<sup>th</sup> period **TUESDAY, July 24, at 8:00 am until 12:00 pm**
- 5<sup>th</sup> Period **WEDNESDAY, July 25, at 8:00 am until 12:00 pm**
- 6<sup>th</sup> Period **SATURDAY, July 28, at 8:00 am until 12:00 pm**
- During this training day, you will be instructed in using the computerized cash register (Point of Sale System), assist in receiving new merchandise, restock the store, and create visual merchandising displays.
- **If you CAN NOT attend the 1<sup>st</sup> training day for your assigned class, contact Dr. Huffman at [jacqueline\\_huffman@gwinnett.k12.ga.us](mailto:jacqueline_huffman@gwinnett.k12.ga.us). You may come to one of the two other training days but must get approval from Dr. Huffman in advance.**
- If you cannot attend any of the 3 days available for the 1<sup>st</sup> training session, you can assist attend the second session (August 2<sup>nd</sup>) from 7 AM- 2 PM. THIS SHOULD ONLY BE A "last resort."

**2--The second session everyone must attend will be on Thursday, August 2<sup>nd</sup>, for a three hour period.**

- Students will sign-up for their time slots during their July training session.
- You will be running the school store on Orientation Day—a really important day for the Dawg House!

**You must attend both days (or the one make-up day) to be eligible to participate in the lab course in the fall. If you know you have a conflict please see Dr. Huffman NOW☺ !**

You are expected to work in the lab one morning per week (one if second year for just the first few weeks) without exception. If you are unable to attend morning duty you MUST call a classmate to fill-in for you and Dr. Huffman (by 6:35 am). **Morning duty comprises a major portion of your class grade and is very important!**

Also, you will be required to stay after school once per semester on an assigned day to complete a visual merchandising display (usually until 5:00pm). This is a MAJOR PROJECT GRADE and you are required to attend. Make-up dates are not available. Each semester, there will be one evening activity (like PTSA Open House, football game or 9<sup>th</sup> Grade Registration) that you will be asked to attend. Also, the final exam is inventory so exemptions are not possible.

I am looking forward to a great Dawg House crew next year and I know you will have a valuable learning experience operating the school store (and hopefully an enjoyable time too). Please contact me at North Gwinnett if you have any questions 678.482.1025 or [jacqueline\\_huffman@gwinnett.k12.ga.us](mailto:jacqueline_huffman@gwinnett.k12.ga.us) (email is best contact in the summer).

Sincerely,

*Dr. Huffman*