

MARKETING MANAGEMENT/ ENTREPRENEURSHIP

1st, 2nd, 4th, 5th, and 6th PERIODS- Fall/ Spring 2021- 2022- ROOM 400/ 401

**Please sign & return by Monday, !! 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- 1st 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. Check the Dawg House website—www.ngdawghouse.com—for updates about summer training and schedules.

*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 are assigned:

- 1st Period **THURSDAY, July 29, at 8:00 am until 11:00 am**
- 4th period **TUESDAY, July 27, at 9:00 am until 12:00 pm**
- 5th Period **WEDNESDAY, July 28, at 9:00 am until 12:00 pm**
- 6th Period **WEDNESDAY, July 28 at 9:00 am until 12:00 pm**
- See www.ngdawghouse.com for your period (go to STAFF INFORMATION PAGE)
- 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 1st training day for your assigned class, contact Dr. Huffman at jacqueline_huffman@gwinnett.k12.ga.us.** You may come to one of the two other training days.
- If you cannot attend any of the 3 days available for the 1st training session, you can assist attend the second session (July 30) from 10 AM- 4 PM. THIS SHOULD ONLY BE A "last resort." Please bring lunch with you.

2--The second session everyone must attend will be on either Thursday, July 29 or July 30th for a three hour period.

- Students will sign-up for their time slots during their 1st July training session.
- You will be running the school store during This is NORTH! Or Orientation Day—two really important days 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 6:30 am). **Morning duty comprises a major portion of your class grade and is very important!** Parents—please be sure your student chooses a day that transportation is reliable to have your student at school before 6:30 AM.

Each semester, there will be one evening activity (like PTSA Open House, football game or 9th Grade Registration) that you will be required to attend. Also, the final exam is inventory so exemptions are not possible.

I am looking forward to a great Dawg House staff 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 (email is best contact in the summer).

Sincerely,

Dr. Huffman

Also, be sure to keep the first sheet from this packet and WRITE DOWN the days you need to be here in July so you will know when to be at training☺! See you in July!

I have read the enclosed letter from Dr. Huffman and I understand the policies of the Dawg House for the 2021-22 school year. I understand that working in the Dawg House is an important position and I agree to act accordingly. I also understand that I am responsible for “assignments and responsibilities” that are outside of the normal school day and schedule. In addition, I will attend the **two** training days before school begins.

X _____ T-shirt size: (circle) S M L XL
Student Last Name (Print) Student First Name (print)

X _____
Student Name (**Sign**) Student Cell Phone Number

Student E-mail Address

Student Home Phone Number

Student Home Street Address

City Zip Code

X _____
Parent or Guardian (Print)

X _____
Parent or Guardian (**Sign**)

Parent Cell Phone Number

Parent Email Address

- **Please sign and return to Dr. Huffman by Monday, May 24.**
- **When you turn this form back in, be sure to confirm the periods you wish to work by adding your info to the Dawg House spreadsheet in the laptop to the left of Dr. Huffman’s computer (1st, 2nd, 4th, 5th or 6th)—VERY IMPORTANT**