

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. **This form must be typewritten and ALL items filled in or marked N/A.**

Name of School: Middletown High School

Date of Request: July 13, 2026

Name of Club or Activity: Middletown DECA

Trip To: Anaheim, California

Purpose: International Career Development Conference

Number of Students Participating: 40

Number of students eligible to go on the field trip: 200

Dates of Trip: From: 4/15/27 To: 4/21/27

of school days missed: 3 (it begins during vaca)

Names of Teachers and Chaperones:

1. David Reynolds	5.
2. Lee Schwartzman	6.
3. Vivian Sheen	7.
4.	8.

Number of Non-Chaperone Adults going on trip: 0

Transportation: Bus ☒ Van ☐ Train ☐ Plane ☒ Car ☐ Other ☐

Are fund-raising activities planned: Yes ☐ If so, describe: School retail space, fundraising, grants.

Amount of money raised through fundraisers: \$1000

Lodging: Hotel/Motel ☒ Camp ☐ Private Home ☐

Insurance Arrangements for Staff and Students: Per District and DECA Inc.

Cost per Student: \$ 1,444 Cost per Teacher and/or Chaperone: \$ 1400

Cost per Nurse: \$ 1400 Cost per Paraprofessional: \$ 1400
(if necessary) (if necessary)

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

a.

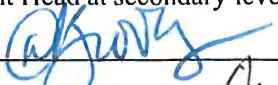
c.

b.

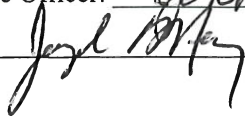
d. Other

Name of teacher making request: David Reynolds, Director of Career and Technical Education, DECA Advisor

Approved by Department Head at secondary level: 

Approved by Principal: 

Authorized by Chief Academic Officer: 

Superintendent Approval: 

Date: 9/9/26

DECA International Career Development Conference



Middletown DECA has proudly competed at the International Career Development Conference (ICDC) for the past 46 years. In 2027, the conference will be held in Anaheim, California, from April 15–21. Approximately 26,000 students, advisors, and business professionals from 24 nations are expected to attend and compete.

The purpose of this conference is to provide students with the opportunity to participate in rigorous competitive events and educational academies that further develop the skills essential for success in college, careers, and life. These experiences are directly aligned with the fields of marketing, management, finance, entrepreneurship, and hospitality. DECA's competitive events are designed to evaluate students' mastery of industry-based performance indicators through comprehensive written examinations and challenging oral presentations. Students who qualify for ICDC have already dedicated hundreds of hours preparing for local and state competitions and will continue intensive preparation leading up to the international conference.

Over the past twelve years, Middletown DECA students have earned more than 500 state championships and numerous international recognitions. At the annual Connecticut DECA State Career Development Conference, Middletown DECA routinely earns 40–50 competitive event awards—more than any other school in the state. In addition, Middletown DECA has been recognized as one of the top DECA chapters in the world for the past 15 years and has received recognition from the Governor of Connecticut and the Middletown Common Council for its outstanding achievements. At previous international conferences, Middletown students have consistently distinguished themselves through exceptional performances on examinations, presentations, and leadership initiatives. Middletown students also earn Industry-Recognized Credentials, or IRCs, such as the American Marketing Association credential.

Middletown High School's Marketing Education program has been ranked #1 in Connecticut for four consecutive years, and the Career and Technical Education Department has been ranked #1 in the state for the final two years of the ranking. Participation in high-quality experiential learning opportunities such as ICDC directly supports student achievement, workforce readiness, post-secondary success, and the development of critical employability skills.

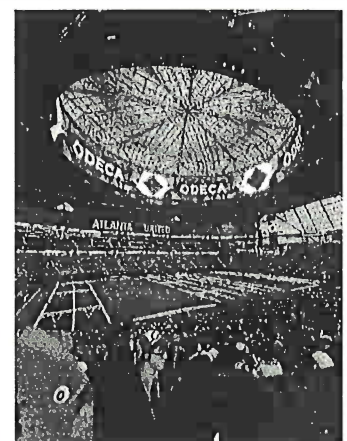
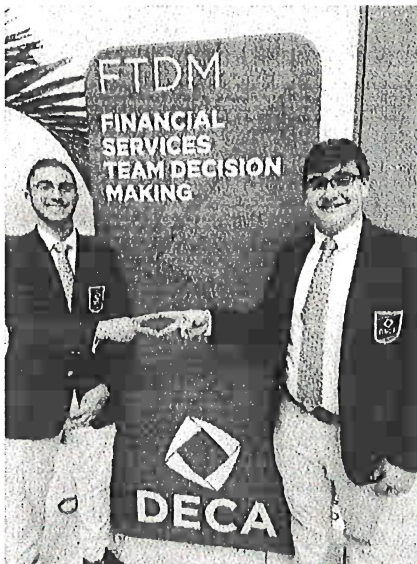
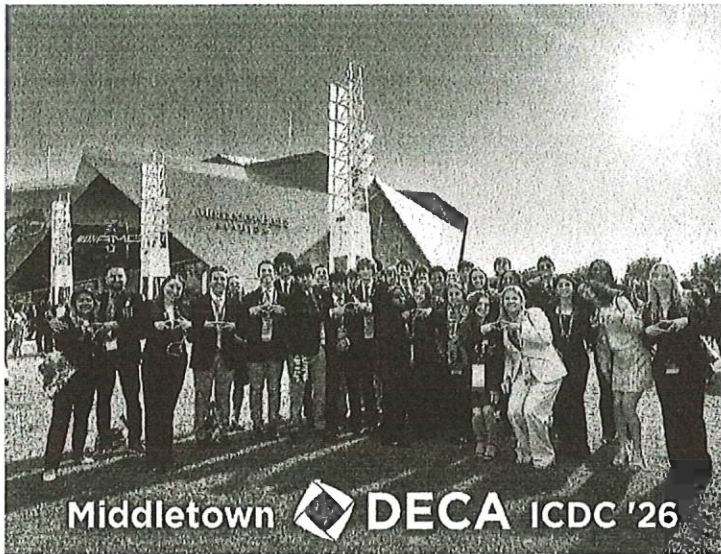
The estimated cost of attendance is approximately \$1,400 per student, which includes transportation and lodging. All travel arrangements will be coordinated through Connecticut DECA, an organization affiliated with the Connecticut State Department of Education. Mr. David Reynolds, Coordinator of Career and Technical Education and DECA Advisor, will serve as lead chaperone, accompanied by additional certified teachers, school staff members, and DECA advisors. International DECA and Connecticut DECA policies require an additional chaperone whenever eight or more students attend due to student supervision and liability requirements.

Students who place in the top four of their respective competitive event categories at the Connecticut State Career Development Conference qualify to represent Connecticut and Middletown High School at the International Career Development Conference. In addition, students attending ICDC gain access to scholarship opportunities offered by leading colleges, universities, and business organizations.

Students attending the conference will miss only three school days, as the event begins during the district's spring recess. Prior to departure, Mr. Reynolds conducts a mandatory meeting with students and parents to review conference expectations, safety procedures, and academic responsibilities. Students are required to communicate with their teachers regarding any missed assignments and assessments, and all make-up work must be completed before departure whenever possible. Many students also choose to utilize travel time and other available periods during the conference to complete coursework.

Middletown DECA is committed to ensuring equitable access to all students. The diversity of our membership, student leadership, and conference participants closely reflects the demographics of Middletown High School. Furthermore, no student is denied the opportunity to participate due to financial hardship. Through fundraising efforts, scholarships, and need-based financial assistance, Middletown DECA works diligently to reduce financial barriers and ensure access for all qualified students.

We respectfully request the Board of Education's approval of this conference. The International Career Development Conference represents one of the most challenging, meaningful, and rewarding educational experiences available to our students. It provides an unparalleled opportunity for them to apply classroom learning in a real-world setting, compete at the highest level, develop professional skills, and represent Middletown High School with distinction on the international stage.





INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

ATLANTA | 2026

FRIDAY, APRIL 24

12:00 PM – 1:30 PM	Chartered Association Advisor Check-in + Luncheon <i>By invitation only</i> <i>Chapter advisors register with their chartered association advisor at their assigned hotel</i>	B404
--------------------	---	------

SATURDAY, APRIL 25

9:00 AM	Event Directors' Briefing <i>Sponsored by College Board</i>	B213-B214
10:00 AM – 8:00 PM	Headquarters + Attraction Ticket Booth	B403
10:00 AM – 8:00 PM	Shop DECA + Blazer Shop	B Registration Hall
10:00 AM – 5:00 PM	Explore Atlanta or Competition Preparation <i>On your own</i>	
10:00 AM	Executive Officer Candidate Orientation + Interviews	B319
1:00 PM – 5:00 PM	Exhibit Booth Set-up	Hall B3
5:00 PM	Parade of Chartered Associations Rehearsal	Mercedes-Benz Stadium
6:30 PM	National Advisory Board + Executive Mentor Reception <i>By invitation only</i>	Mercedes-Benz Stadium
8:00 PM	Grand Opening Session	Mercedes-Benz Stadium
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

SUNDAY, APRIL 26

7:00 AM – 5:00 PM	Headquarters + Attraction Ticket Booth	B403
7:00 AM – 5:00 PM	Shop DECA + Blazer Shop	B Registration Hall
7:30 AM	Judge Check-in	B209 Foyer
8:00 AM – 11:30 AM	School-based Enterprise Academy Food Operations <i>Sponsored by Nestlé See page 35</i>	Omni Hotel
8:00 AM – 3:30 PM	Emerging Leader Series <i>See page 37</i>	GWCC
8:00 AM – 4:00 PM	College + Career Exhibits <i>Advisors only from 8:00 AM – 9:00 AM See pages 50-51</i>	Hall B3
8:00 AM – 5:00 PM	Competitive Event Testing <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events See pages 15, 17, 19, 29, 31</i>	GWCC
8:00 AM – 5:00 PM	Competitive Event Preliminary Competition <i>Business Operations Research Events, Project Management Events, Entrepreneurship Prepared Events, Stock Market Game See pages 21, 23, 25, 27</i>	Hall B1-B2
9:00 AM	Virtual Business Challenge Participants' Briefing	B206
9:00 AM – 4:00 PM	Advisor Professional Learning Series	B401-B402
9:30 AM	Executive Mentor Check-In	B404
10:00 AM – 4:00 PM	Virtual Business Challenge Competition	Hall B3
12:00 PM	MDA Fundraising Recognition Luncheon <i>Sponsored by the Muscular Dystrophy Association By invitation only</i>	B404
12:00 PM – 3:30 PM	School-based Enterprise Academy Retail Operations <i>Sponsored by National Association of State Procurement Officials (NASPO) See page 35</i>	Omni Hotel
4:00 PM	Voting Delegates' Briefing + Candidate Campaign Sessions	B405-B406
5:00 PM – 11:00 PM	Choose Your Own ATL Adventure <i>Advance ticket purchase required</i>	
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel



**CREATE YOUR
PERSONAL SCHEDULE**
deca.org/app

MONDAY, APRIL 27

7:00 AM – 5:00 PM	Headquarters + Attraction Ticket Booth	B403
7:00 AM – 5:00 PM	Shop DECA	B Registration Hall
7:30 AM	Judge Check-In	B209 Foyer
8:00 AM – 4:00 PM	College + Career Exhibits <i>See pages 50-51</i>	Hall B3
8:00 AM – 3:30 PM	Emerging Leader Series <i>See page 52</i>	GWCC
8:00 AM – 6:00 PM	Competitive Event Preliminary Competition <i>Principles of Business, Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Event See pages 15, 17, 19, 29, 31</i>	Hall B1-B2 + B4
8:00 AM – 6:00 PM	School-based Enterprise Preliminary Competition <i>Sponsored by the United States Air Force + DoDSTC See page 55</i>	Hall B1
9:00 AM – 3:00 PM	Advisor Professional Learning Series	B401-B402
10:00 AM – 4:00 PM	Virtual Business Challenge Competition	Hall B3
12:00 PM – 1:30 PM	Chartered Association Officer + Advisor Luncheon <i>Sponsored by the United States Army By invitation only</i>	B312-B314
2:00 PM – 3:30 PM	Leadership Recognition Reception <i>By invitation only</i>	B404
2:00 PM – 4:00 PM	Meet the Candidates Session <i>Open to all members</i>	B301 Foyer
3:00 PM – 4:00 PM	DECA Program Update Including Competitive Events <i>Advisors only</i>	B401-B402
5:00 PM – 11:00 PM	Choose Your Own ATL Adventure <i>Advance ticket purchase required</i>	
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

TUESDAY, APRIL 28

7:30 AM – 6:00 PM	Headquarters	B403
8:00 AM	Achievement Awards Session	Mercedes-Benz Stadium
8:30 AM – 11:00 AM	Judge Check-In	B209 Foyer
8:30 AM – 5:00 PM	Shop DECA + Finalist T-Shirts + Recognition Items	B Registration Hall
8:30 AM – 6:00 PM	Competitive Event Final Competition <i>See pages 15-31</i>	Hall B2
12:00 PM	Business + Election Session	B405-B407
6:00 PM – 7:00 PM	Scholarship + National Advisory Board Reception <i>Sponsored by National Advisory Board Partners By invitation only</i>	Mercedes-Benz Stadium
7:30 PM	Grand Awards Session	Mercedes-Benz Stadium
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

WEDNESDAY, APRIL 29

9:00 AM – 11:00 AM	New Executive Officer Orientation	Signia by Hilton, Peace 1
--------------------	-----------------------------------	---------------------------