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**NCSD OVERNIGHT,
OUT-OF-STATE OR COUNTRY FIELD TRIP REQUEST FORM**

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 12/17/2025	Type of Trip: Overnight
Dates of Trip	Leave 03/05/2026	Return 03/07/2026
Number of School Days Missed by Students	1.5	

TRIP INFORMATION

Requester's Name	Kathryn Keszei	
Requester's Building	Novi High School	
Group/Class Traveling	DECA	
Title of Field Trip	DECA State Leadership Development Conference	
Primary Destination	Huntington Place Detroit	
Expected Chaperone Numbers	NCSD Staff Chaperones 7	Non-Staff Chaperones 0

Summary of Trip:

The State Career Development Conference (SCDC) is expected to host over 4,500 Michigan DECA members and advisors. This conference promises to be the most exhilarating Michigan DECA conference of the year because of the competitive edge, location, entertainment, and activities offered. Members are focused on improving their leadership and professional skills, in hopes of making their way to the finalist stage. In addition, members will elect the new Michigan DECA Executive Council who will lead us into another exciting DECA year.

CURRICULUM (Required for Curricular Trips)

- 1.) What are the state standards and/or learning targets that tie into the proposed trip?

DECA is a competitive club, in order to be a member of DECA students must be enrolled in marketing or IB Business Management courses. This competition is the direct application of their learning to real world experiences. Additionally DECA is committed to developing students leadership skills, understanding our free enterprise system, developing positive human relations skills.

- 2.) Describe the class activities prior to the field trip that will integrate the field trip with the curriculum

Students who qualified at the regional conference in January will compete here
Students must be enrolled in marketing or IB Business in order to participate.

3.) Why is the field trip the best way to achieve/reinforce the class learning targets?

This is a state competition to demonstrate learning and skills related to real-world business scenarios.

4.) What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge gained on this trip?

The club will continue to learn from this event and prepare for the international competition in April.

OVERNIGHT, OUT OF STATE, OR OUT OF COUNTRY FIELD TRIPS

Have you coordinated this trip in the past?	No	If yes, when:	
If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.			
If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.	Which chaperone has this experience?	Sarah Lepahrt	

HOTEL ACCOMMODATIONS

Hotel Name If applicable		Address
Contact Name		Phone #

Link to Hotel: We will be assigned to one of the hotels in or around Huntington Place Convention Center

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. Requirements: 12 weeks prior	Date contacted/prearranged		12/17/2025
	Transportation Provider If charter bus, confirm on MDOT approved list		
	Contact Person		Ashley Bootz
	Contact Phone Number		248-449-5504
	Email Address		ashley.bootz@novik12.org
Does the bus need to stay?	No		
Lift Bus Required?	No		
Special Equipment Required:			
Number of Students Attending			

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Athletic Entrance Novi High School 24062 Taft Road Novi, MI 48375	Departure Date & Time	03/05/2026 11:00 AM
Destination Location Building Name & Address	Huntington Place Convention Center 1 Washington Blvd Detroit, MI 48226	Arrival Time	12:00 PM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Huntington Place Convention Center 1 Washington Blvd Detroit, MI 48226	Departure Date & Time	03/07/2026 1:00 PM
Destination Location Building Name & Address	Taft Entrance (Bus Turnaround) Novi High School 24062 Taft Road, nO==	Arrival Time	2:00 PM

Notes:

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CHAPERONE INFORMATION

NCSD STAFF CHAPERONES - NUMBER EXPECTED: 6 **COMPLETE INFO. BELOW**

	Last Name	First Name	Cell Phone Number	Home Building	Sub Required? IF YES, CHAPERONE MUST REQUEST SUB IN RED ROVER
1	Keszei	Kathryn	248-310-3193	Novi High School	No sub required
2	Brown	Alaina	248-231-4625	Novi High School	No sub required
3	Armstrong	Rob	734-320-2436	Novi High School	Yes, chaperone to request sub
4	Lephart	Sarah	651-398-6159	Novi High School	No sub required
5	Farmer	Doug	248-318-5604	Novi High School	No sub required
6	Kilgore	Kevin	734-812-8958	Novi High School	No sub required
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FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination	Start	End	Hours	
Bus remaining at location between traveling	Start	End	Hours	
Bus trip returning to school	Start	End	Hours	
TOTAL HOURS				
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination				
Mileage from field trip destination back to school				
TOTAL ROUND TRIP MILES				

HOURLY FLAT RATE FEE

Day of the Week	Number of Hours	Fee Per Hour	Per Bus Total	Number of Buses	Total Flat Rate
Mon-Fri		\$30.00			
Saturday		\$45.00			
Sunday		\$60.00			

MILEAGE FEE

	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	\$3.00			

TOTAL NCSD BUS COST \$

Are drivers' meals, tickets, or fees included? Please specify details.

Parking facilities on-site? Is there a cost?

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY PER STUDENT

Total Estimated Cost Per Student		\$ 200.00
Estimated Total <u>Per Student</u>		Expense Description (what is included)
Paid by Students & Families	200.00	competition fees and accommodations
Supplied by Students During the Trip	50.00	extra food and souveniors
Covered By Other Funding Sources*	800.00	team dinner
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	Team Dinner	DECA/CTE account	61-296-7920-022-625-0000	800

Notes: Historically, DECA has covered a team dinner

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
80	200	\$ 16,000.00
Account Name Where Funds will be Deposited		Account Number
DECA/CTE account		60-179-0000-022-625-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Kathy Keszei		January 27-February 6, 2026

By submitting this field trip form you agree to collect these funds in compliance with district policies and acknowledge all District policies and procedures will be followed for cash handling and cash procedures.

- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will provide all money received along with the name and amount turned in by the student [parent] to the financial secretary daily for deposits.
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- I am responsible for completing the [Event Balance Sheet](#) and will turn in all records to the financial secretary within 5 school days of the money collection date.
- Collected monies to be deposited a minimum of 5 business days prior to expenditures being paid out.

LINKS / ITEMS NEEDED TO PROCESS

Links / Documents	When Needed	Process
NCSD Field Trip Permission Form - AMB	Required for <ul style="list-style-type: none"> • <u>All</u> field trips. Completed, unsigned version required to process this request. 	<ol style="list-style-type: none"> 1. Choose a form option <ul style="list-style-type: none"> a. <u>Digital Form</u> b. <u>Paper Form</u> 2. Update with event details. 3. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
Detailed Itinerary AMB	Required for: <ul style="list-style-type: none"> • All overnight, out of state or out of country field trips. 	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
Chaperone & Volunteer Non-Employment Background Request (<u>ICCHAT</u>) AMB	Required for: <ul style="list-style-type: none"> • <u>All</u> NON-NCSD chaperones 	Please follow district guidelines found at <u>link</u> including allow 3 business days for your submission to be processed.
NCSD Health Forms AMB	Required for all students: <ul style="list-style-type: none"> • <u>Emergency Medical Release Form</u> • <u>Authorization for Administering Over-The-Counter Medication</u> Required for students bringing Medications: <ul style="list-style-type: none"> • <u>Medication Procedure Letter</u> 	<u>Medication Instructions for Overnight Field Trips</u> All forms must be reviewed by district nurses at least two weeks prior to the trip. AMB
Student & Chaperone Rules and Responsibilities AMB	Required for: <ul style="list-style-type: none"> • All overnight, out-of-state or out-of-country field trips. 	Attach the <u>NCSD Overnight, Out of State or Out of Country Rules and Responsibilities</u> to the permission slip when distributing. (already linked in the digital form). Ensure that all chaperones have reviewed the chaperone responsibilities.
RETAINING RECORDS AFTER THE TRIP: Health forms, itineraries, proof of insurance, driver information, permission slips, transportation request forms, and trip mileage or any other information documenting the student trips must be retained (by the trip sponsor) for the remainder of the school year PLUS one additional year and then may be shredded.		
For More Details Please Review the <u>NCSD Overnight, Out of State, Out of Country Field Trip Procedure</u>		

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Alaina M. Brown</u>	12/17/2025	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Alaina M. Brown [12/17/2025 1:16pm EST]</small> <small>Michelle Eathorne [12/19/2025 3:29pm EST]</small>	12/19/2025	Reviewed, okay to proceed.
<p>Notes:</p>			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [12/23/2025 12:56am EST]</small>	12/23/2025	Reviewed, okay to proceed
<p>Notes:</p>			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [01/05/2026 9:58am EST]</small>	01/05/2026	Reviewed, okay to proceed.
<p>Account number(s) provided have been reviewed and are accurate. Yes</p> <p>Notes:</p>			
Director of Transportation Only if NCSD Bus used	<u>Carey Russell</u> <small>Carey Russell [01/05/2026 10:18am EST]</small>	01/05/2026	Reviewed, entered in TripFinder
<p>Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.</p>			
Director of Instruction	<u>Michael Giromini</u> <small>Michael Giromini [01/05/2026 10:18am EST]</small>	01/05/2026	Reviewed, okay to proceed
<p>Notes:</p>			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [01/05/2026 10:19am EST]</small>	01/05/2026	Reviewed, okay to proceed
<p>Notes:</p>			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	<u>Jennifer Bueter</u> <small>Jennifer Bueter [01/13/2026 1:24pm EST]</small>	01/13/2026	Expected Board Review Date 01/22/2026
<p>Notes: This will go to the Board for approval at the 1/22/26 Regular Board Meeting.</p>			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

TENTATIVE AGENDA

Registration starts at 11:00am on Thursday with the first student activity at 2pm.

THIS document says that a tentative program will be included in the February issue of Spotlight on DECA and will be posted on <http://mideca.org>.



State Conference Judge Needs

February 24 - March 7, 2026

Prepared Event Project Evaluations **30 Judges Needed**

Evaluations of the written portion of the projects will be conducted online.

Thursday, March 5, 2026 at Huntington Place

Prepared Event Presentation Evaluations

1:00 p.m. - 7:00 p.m. **70 Judges Needed**

Business Operations Research Events
Chapter Award Program
Entrepreneurship Prepared Events
Integrated Marketing Campaign Events
Merit Award Program
Project Management Events

Friday, March 6, 2026 at Huntington Place

Morning Events - 8:30 a.m. - 2:00 p.m. **280 Judges Needed**

Accounting Applications	Personal Financial Literacy
Automotive Services Marketing	Principles of Business Management
Business Law & Ethics Team Decision Making	Principles of Entrepreneurship
Buying & Merchandising Team Decision Making	Principles of Finance
Financial Consulting	Principles of Hospitality & Tourism
Financial Services Team Decision Making	Principles of Marketing
Hospitality & Tour Professional Selling	Professional Selling Event
Leadership & Teamwork	School Based Enterprise
Marketing Management Team Decision Making	

Afternoon Events - 12:00 noon - 6:00 p.m. **315 Judges Needed**

Apparel & Accessories Marketing	Human Resources Management
Business Finance	Marketing Communication
Business Services Marketing	Quick Serve Restaurant Management
Entrepreneurship Series	Restaurant & Food Service Management
Entrepreneurship Team Decision Making	Retail Merchandising
Ethics Team Event	Sports & Entertainment Series
Food Marketing	Sports & Entertainment Team Decision Making
Hospitality Services Team Decision Making	Travel & Tourism Team Decision Making
Hotel & Lodging Management	

2026 State Conference Competitive Event Schedule

All times are subject to change EVENT	ADVISOR AND EVENT ASSISTANT ORIENTATION	STUDENT ORIENTATION AND TESTING	COMPETITION
Business Growth Plan (EBG) Business Services Operations Research (BOR) Business Solutions Project (PMBS) Buying & Merchandising Operations Research (BMOR) Career Development Project (PMCD) Chapter Award Program (MICAP) Community Awareness Project (PMCA) Community Giving Project (PMCG) Financial Literacy Project (PMFL) Financial Operations Research (FOR) Franchise Business Plan (EFB) Gold Merit Awards Program (MIGMAP) Hospitality & Tourism Operations Research (HTOR) Independent Business Plan (EB) Innovation Plan (EIP) Integrated Marketing Campaign - Event (IMCE) Integrated Marketing Campaign - Product (IMCP) Integrated Marketing Campaign - Service (IMCS) International Business Plan (IBP) Sales Project (PMSP) Sports & Entertainment Operations Research (SEOR) Start-Up Business Plan (ESB)	Thursday Thursday 1:00 p.m. to 1:45 p.m.	Thursday 2:00 p.m. to 2:45 p.m. <i>Integrated Marketing Campaigns (Event, Product, and Service) will take their comprehensive exam on Friday; time to be announced</i>	Thursday 3:00 p.m. to 7:00 p.m.
Automotive Services Marketing (ASM) Business Finance (BFS) Business Law & Ethics Team Decision Making (BLTDM) Buying & Merchandising Team Decision Making (BTDM) Financial Consulting (FCE) Financial Services Team Decision Making (FTDM) Hospitality & Tour Professional Selling (HTPS) Leadership & Teamwork (MILTW) Marketing Management Team Decision Making (MTDM) Personal Financial Literacy (PFL) Principles of Business Management (PBM) Principles of Entrepreneurship (PEN) Principles of Finance (PFN) Principles of Hospitality & Tourism (PHT) Principles of Marketing (PMK) Professional Selling Event (PSE) Quick Serve Restaurant Management (QSRM) Retail Merchandising (RMS) School Based Enterprise (MISBE)	Thursday one hour prior to student orientation	Thursday 4:00 p.m. to 6:45 p.m. <i>specific times will be posted online in March</i>	Friday Morning 8:30 a.m. to 1:00 p.m.
Accounting Applications (ACT) Apparel & Accessories Marketing (ASM) Business Services Marketing (BSM) Entrepreneurship Series (ENT) Entrepreneurship Team Decision Making (ETDM) Ethics Team Event (MIETH) Food Marketing (FMS) Hospitality Services Team Decision Making (HTDM) Hotel & Lodging Management (HLM) Human Resources Management (HRM) Marketing Communications (MCS) Restaurant & Food Service Management (RFSM) Sports & Entertainment Series (SEM) Sports & Entertainment Team Decision Making (STDM)	Thursday one hour prior to student orientation	Thursday 4:00 p.m. to 6:45 p.m. <i>specific times will be posted online in March</i>	Friday Afternoon 12:30 p.m. to 5:30 p.m.

Novi Community District Field Trip Permission Form

Teacher/Sponsor: Katie Keszei

Destination: DECA State Leadership Conference - Huntington Place Convention Center

Field Trip Date: March 5-7, 2026

Departure Time: 11:00 AM

Return Time: 2:00 PM

Transportation By (bus, walking, etc) ****Students should not drive other students:**

Form Returned By: February 6, 2026

Trip Sponsor to provide anticipated attendance list to attendance office before your trip and completed forms upon your return.

Overnight Field Trip Rules and Responsibilities

* Indicates required question

1. Email *

Parent/Guardian Approval

I have reviewed the above teacher comments and by filling out my student's information I am granting permission for my student to participate in this field trip. I understand that students are to follow Novi Community School District policies, procedures, and expectations (including appropriate dress), when participating in school-sponsored trips.

2. Student Last Name *

3. Student First Name *

4. Parent/Guardian Name *

5. Parent/Guardian Phone # *

6. Parent/Guardian Email Address *

7. Emergency Contact Name *

8. Emergency Contact Phone # *

9. Student Cell # (if applicable)

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