



SY 25-26

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

<b>Date Request Submitted (auto-populated)</b> 12 weeks prior minimum	<b>Date of Request</b> 12/17/2025	<b>Type of Trip:</b> Overnight
<b>Dates of Trip</b>	<b>Leave</b> 03/05/2026	<b>Return</b> 03/07/2026
<b>Number of School Days Missed by Students</b>	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 <sup>7</sup> Non-Staff Chaperones <sup>0</sup>

**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.

Kathryn Keszei has not coordinated, but has chaperoned this trip in the past (March 2025). She is the current club sponsor.

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

<b>Must be contacted for pre-arrangements.</b>  <b>Requirements: 12 weeks prior</b>	Date contacted/prearranged	12/17/2025
	Transportation Provider If charter bus, confirm on <a href="#">MDOT approved list</a>	
	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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Notes:

## 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	
<b>TOTAL HOURS</b>				
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination				
Mileage from field trip destination back to school				
<b>TOTAL ROUND TRIP MILES</b>				

### 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**

<b>Total Estimated Cost Per Student</b>		\$ 200.00
<b>Estimated Total <b>Per Student</b></b>		<b>Expense Description (what is included)</b>
Paid by Students & Families	200.00	competition fees and accommodations
Supplied by Students During the Trip	50.00	extra food and souvenirs
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
Kathry 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.
- 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.
- 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
<b>NCSD Field Trip Permission Form -</b>  AMB	Required for <ul style="list-style-type: none"> <li>All field trips. Completed, unsigned version required to process this request.</li> </ul>	<ol style="list-style-type: none"> <li>Choose a form option                             <ol style="list-style-type: none"> <li><a href="#">Digital Form</a></li> <li><a href="#">Paper Form</a></li> </ol> </li> <li>Update with event details.</li> <li>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.</li> </ol>
<b>Detailed Itinerary</b>  AMB	Required for: <ul style="list-style-type: none"> <li>All overnight, out of state or out of country field trips.</li> </ul>	No required format. Must be attached at the end of this process (scroll all the way to the bottom).
<b>Chaperone &amp; Volunteer Non-Employment Background Request (<a href="#">ICHAT</a>)</b>  AMB	Required for: <ul style="list-style-type: none"> <li>All NON-NCSD chaperones</li> </ul>	Please follow district guidelines found at <a href="#">link</a> including allow 3 business days for your submission to be processed.
<b>NCSD Health Forms</b>  AMB	Required for all students: <ul style="list-style-type: none"> <li><a href="#">Emergency Medical Release Form</a></li> <li><a href="#">Authorization for Administering Over-The-Counter Medication</a></li> </ul> Required for students bringing Medications: <ul style="list-style-type: none"> <li><a href="#">Medication Procedure Letter</a></li> </ul>	<a href="#">Medication Instructions for Overnight Field Trips</a>  All forms must be reviewed by district nurses at least two weeks prior to the trip.  AMB
<b>Student &amp; Chaperone Rules and Responsibilities</b>  AMB	Required for: <ul style="list-style-type: none"> <li>All overnight, out-of-state or out-of-country field trips.</li> </ul>	Attach the <a href="#">NCSD Overnight, Out of State or Out of Country Rules and Responsibilities</a> 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 [NCSD Overnight, Out of State, Out of Country Field Trip Procedure](#)**

## APPROVAL PROCESS

Staff Member	Signature	Date	Action
<b>Requester's Signature</b>	<u>Alaina M. Brown</u> <small>Alaina M. Brown [12/17/2025 1:16pm EST]</small>	12/17/2025	<b>Submitted</b>
<b>Sponsoring Administrator of Trip</b>	<u>Michelle Eathorne</u> <small>Michelle Eathorne [12/19/2025 3:29pm EST]</small>	12/19/2025	Reviewed, okay to proceed.
Notes:			
<b>Building Administrator</b>	<u>Nicole Carter</u> <small>Nicole Carter [12/23/2025 12:56am EST]</small>	12/23/2025	Reviewed, okay to proceed
Notes:			
<b>Building Budget Admin. Asst. Review</b>	<u>Mary Warra</u> <small>Mary Warra [01/05/2026 9:58am EST]</small>	01/05/2026	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes Notes:			
<b>Director of Transportation Only if NCSD Bus used</b>	<u>Carey Russell</u> <small>Carey Russell [01/05/2026 10:18am EST]</small>	01/05/2026	Reviewed, entered in TripFinder
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
<b>Director of Instruction</b>	<u>Michael Giromini</u> <small>Michael Giromini [01/05/2026 10:18am EST]</small>	01/05/2026	Reviewed, okay to proceed
Notes:			
<b>Asst. Superintendent Teaching &amp; Learning</b>	<u>Michael Giromini</u> <small>Michael Giromini [01/05/2026 10:19am EST]</small>	01/05/2026	Reviewed, okay to proceed
Notes:			
<b>Proposed Overnight, Out of State/Country Trip</b> 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
Notes: This will go to the Board for approval at the 1/22/26 Regular Board Meeting.			
<b>Board of Ed Decision</b>			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  
Automotive Services Marketing  
Business Law & Ethics Team Decision Making  
Buying & Merchandising Team Decision Making  
Financial Consulting  
Financial Services Team Decision Making  
Hospitality & Tour Professional Selling  
Leadership & Teamwork  
Marketing Management Team Decision Making

Personal Financial Literacy  
Principles of Business Management  
Principles of Entrepreneurship  
Principles of Finance  
Principles of Hospitality & Tourism  
Principles of Marketing  
Professional Selling Event  
School Based Enterprise

#### **Afternoon Events - 12:00 noon - 6:00 p.m.**

**315 Judges Needed**

Apparel & Accessories Marketing  
Business Finance  
Business Services Marketing  
Entrepreneurship Series  
Entrepreneurship Team Decision Making  
Ethics Team Event  
Food Marketing  
Hospitality Services Team Decision Making  
Hotel & Lodging Management

Human Resources Management  
Marketing Communication  
Quick Serve Restaurant Management  
Restaurant & Food Service Management  
Retail Merchandising  
Sports & Entertainment Series  
Sports & Entertainment Team Decision Making  
Travel & Tourism Team Decision Making

## 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 (EIB) 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)	<b>Thursday</b>  1:00 p.m. to 1:45 p.m.	<b>Thursday</b>  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>	<b>Thursday</b>  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)	<b>Thursday</b>  one hour prior to student orientation	<b>Thursday</b>  4:00 p.m. to 6:45 p.m.  <i>specific times will be posted online in March</i>	<b>Friday Morning</b>  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)	<b>Thursday</b>  one hour prior to student orientation	<b>Thursday</b>  4:00 p.m. to 6:45 p.m.  <i>specific times will be posted online in March</i>	<b>Friday Afternoon</b>  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

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\* Indicates required question

1. Email \*

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### 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 \*

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3. Student First Name \*

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4. Parent/Guardian Name \*

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5. Parent/Guardian Phone # \*

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6. Parent/Guardian Email Address \*

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7. Emergency Contact Name \*

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8. Emergency Contact Phone # \*

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9. Student Cell # (if applicable)

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