

Instruction REGULATION 6153(f) Field Trips and Community Service FORM 1

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: **7/28/25**

Name of Club or Activity: **Middletown DECA**

Trip To: **Orlando, FL**

Purpose: **DECA Sports and Entertainment Conference**

Number of Students Participating: **10**

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

Dates of Trip: From: **1/28/26**

To: **2/1/26**

of school days missed: **3**

Names of Teachers and Chaperones:

1. David Reynolds	3.
2.	4.

Number of Non-Chaperone Adults going on trip: **0**

Transportation: Bus Van Train Plane Car Other
+ to & from hotel

Are fund-raising activities planned: If so, describe: **Yes. Fundraising via school retail space,**

Butter Braids, grants, and account funds.

Amount of money raised through fundraisers: **\$1000**

Lodging: Hotel/Motel *Cabana Bay* Camp Private Home

Insurance Arrangements for Staff and Students: **Per BOE policy and travel insurance where applicable**

Cost per Student: **\$ 1150**

Cost per Teacher and/or Chaperone: **\$ 1150**

Cost per Nurse: **\$0**
(if necessary)

Cost per Paraprofessional: **\$0**
(if necessary)

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

a. NA

c.

b.

d. Other

Name of teacher making request: David Reynolds

Approved by Department Head at secondary level: [Signature]

Approved by Principal: A. Vazzy Mch

Authorized by Chief Academic Officer: [Signature]

Superintendent Approval: Robert Vazzy Mch Date: 9/4/25

DECA Sports and Entertainment Conference



Description

The DECA Sports and Entertainment Conference is a conference in Orlando, F.L., in which students will network with professionals and other DECA students from around North America, attend educational seminars and activities related to college and career preparation and attend an opening and closing session with inspirational speakers. When the students are at their seminars and activities, the chaperones will be at professional development, at the same venue, related to preparing students for college and careers. This is an important component of our ECE partnership with SCSU.

I am requesting to take a small group, up to 10 students, via air travel.

The cost of the conference, without spending cash included, is approximately \$1150. This will be defrayed by our planned fund-raising activities and possible grant funds. Students will room four to a room where possible to reduce costs. I will aid students financially that need assistance and will also allow students to pay in installments in order to make this educational opportunity as available as possible to all students in an equitable fashion.

With regards to equity, Middletown DECA has always been as diverse as it has been successful. The demographics of the overall DECA membership, its student leadership, and those that participate in these conferences mirror that of Middletown High School.

Middletown DECA is one of the City of Middletown's largest and most successful student organizations that prepares our young people for college and careers, with a long-standing tradition of student excellence and this educational conference is a critical piece of the program. For ten consecutive years our program has been recognized by DECA Inc. and the US Army as a top International chapter and it is the reigning #1 ranked Marketing program by the State of Connecticut Department of Education (four years running). Please approve this request.

Thank you in advance!



Taking bus to and from hotel
DECA mandated hotel: Cabana Bay