



Proposal for OVERNIGHT or EXTENDED Student Trips

Group: DECA

Proposer Position: Advisor

Destination: DECA State Career Development Conference City Detroit State MI

Proposed Departure Date: 3/5/26 Return Date: 3/7/26

Date by which response is needed: Feb. Board Meeting Proposal Date: 1/28/26

A. Purpose of Trip

1. What is the major place to be visited or event to be attended? Taking DECA students that qualified at districts to compete at the State Career Development Conference.
2. How is this trip related to the educational program of the District? Students demonstrate skills in business through reading, writing & speaking with purpose.
3. In what ways will the students benefit? Expand their knowledge of business, develop their presentation skills.

B. Students and Staff

1. How many students will be going? 62
2. What staff members will be in charge? Jennifer Natzel & Jason Coats
3. What previous experience has the staff member had in conducting overnight/extended field trips? Took students to this state competition the last 2 years, took students to Internationals in Florida in 2025, as well as previous experience in another district taking Business Professionals of America students on overnight trips.
4. What other staff members will be going? Andrea Hudson
5. How many chaperones, in addition to staff members, will be going? 5
6. Chaperone names and affiliations with the students? Parent chaperones: Kent McKimmy, Jenny Beausoleil-Yinger, Lindsey McCall, Nicole Plunkett, Kara Hoorn. Three of these parents chaperoned this trip last year as well.
7. How many school days will be missed? 2
8. How will teachers be notified in advance that students will be out of school? Email

C. Itinerary

1. Where will the group be housed and fed? (list phone numbers for housing) We will be assigned to a hotel near the Huntington Place.
2. What will be the mode of transportation? What liability insurance does the carrier have? B&W Charters, Transportation Insurance Brokers, LLC
3. What arrangements have been made for dealing with emergency situations? Parents will provide emergency contact information on permission slip. Advisor cell phone numbers made available as well.
4. If tour guides are involved, what liability insurance do they carry? N/A

D. Finances

1. What is the estimated total cost AND cost per student? Approx. \$24,000, \$385 per student
2. What is the source of funds? Student payment & fundraising
3. How will the funds be collected and safeguarded? DECA activity account, Efunds
4. How will any shortfall be made up or excess funds used? CTE funds through KRESA or student fundraising
5. What provision has been made for students who are financially unable to pay any necessary costs? We have a small amount of funds from last year; money we received from KRESA. Students also had the opportunity to fundraise money towards their trip to the state conference.

E. Communications

1. How will you communicate to parents prior to, during and after the trip? Permission slip, remind app notifications

Jason Cook

1/28/26

Signature of the Requestor

Date _____

_____ Trip approved _____ Trip not approved

Bob Anthony

Principal

1/28/2020

Date _____

Board of Education

Date