

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: **Arlington, VA (DC)**

Purpose: **DECA Power Trip**

Number of Students Participating: **30**

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

Dates of Trip: From: **11/20/25** To: **11/23/25**

# of school days missed: **2**

Names of Teachers and Chaperones:

1. <b>David Reynolds</b>	<b>3-4</b>
2. <b>Vivian Sheen</b>	<b>4.</b>

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

Transportation: **Bus** Van Train Plane Car Other - **See attached**

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** Camp Private Home

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

Cost per Student: **\$ 600**

Cost per Teacher and/or Chaperone: **\$ 600**

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: **[Signature]**

Authorized by Chief Academic Officer: **[Signature]**

Superintendent Approval: **[Signature]** Date: **8/3/25**

8/28/25

**Re: DECA Power Trip Transportation**

As of this correspondence, the transportation is to be determined based on a variety of factors which include the # of students attending, costs of the various modes of transportation, and arrangements by other Connecticut DECA chapters.

- Option one is to take a charter bus with a few other local DECA chapters in order to share costs. If we take this mode of transportation, the other chapters will arrange the bus for us. We have done this in the past and it works out well and the students get to network with other DECA students from nearby chapters.
- Option two is to take Amtrak. In this option, parents will drop their students off at the train station at the appropriate time and pick them up at the conclusion of the trip. We have used this option in the past through the Old Saybrook train station.

Either way, we will not need a bus arranged by Middletown nor do we plan to fly on an airplane to keep costs as minimal as possible for the students.

Thank you for your support of Middletown DECA.

Dave Reynolds