

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: **Atlanta, GA** Purpose: **DECA International Career Development Conference**

Number of Students Participating: **30**

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

Dates of Trip: From: **4/24/26 8AM**

To: **4/29/26 4PM**

of school days missed: **4**

Names of Teachers and Chaperones:

1. David Reynolds	3. Lee Schwartzman
2. Vivian Sheen	4.

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

Transportation: Van Train Car Other

Bus 12PM from airport to hotel on 4/24, from hotel to airport 12PM on 4/29

Plane 8AM depart BDL to ATL, 4PM return to BDL from ATL

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

Starling Midtown Atlanta

Camp

Private Home

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

Cost per Student: **\$950.00**

Cost per Teacher and/or Chaperone: **\$950.00**

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.

Name of teacher making request: **David Reynolds**

Approved by Department Head at secondary level:

Approved by Principal:

Authorized by Chief Academic Officer:

Superintendent Approval:

Date:

DECA International Career Development Conference

Middletown DECA has competed at the International Career Development Conference for the past 45 years. This year the conference will be held in Atlanta, GA from April 24 through April 29, 2026. Approximately 26,000 attendees from 24 nations are expected to attend and compete.

The purpose of this conference is to enable students to engage in competitive events and educational academics that will extend their skills for college, curriculum and careers and more specifically marketing, management, finance and hospitality. DECA competitive events are rigorous learning activities designed to evaluate the student's achievement of these skills through performance indicators. Students will take lengthy, comprehensive written tests and perform multiple oral presentations in a marketing-related area. Not only have students spent hundreds of hours preparing for their state competition but will spend hours preparing for the Internationals as well.

Over the past twelve years, Middletown DECA has had over 500 state winners and many international winners. In a typical year, at the Connecticut State Conference, Middletown DECA earns 40-50 awards in the competitive events which is head and shoulders above any other school. Moreover, Middletown DECA has been recognized by DECA as a top chapter internationally for the past 14 years, for achievement by Governor Rell, and many years by the Middletown Common Council. At previous international competitions, our students shine earning dozens of awards for exam excellence, presentation excellence, and other benchmarks.

Middletown DECA has been ranked #1 by the State of Connecticut for Marketing education for four consecutive years and our Career and Technical Education department has been ranked #1 for two consecutive years. These types of conferences have a direct impact on student achievement and post-secondary and career success.

The cost of the conference is approximately \$950.00 per student which includes transportation and lodging. All arrangements will be made in conjunction with Connecticut DECA which is affiliated with the State Department of Education. David Reynolds, Coordinator of Career and Technical Education and DECA advisor will chaperone this trip along with two other certified teachers and DECA Advisors. It is mandated by National and Connecticut DECA that if eight or more students attend the International Conference an additional chaperone will be needed because of liability issues.

DECA students who place in the top three in their specific categories, at our state conference, are invited to compete at the international conference. Scholarship money from prominent business colleges are available and awarded to MHS DECA students who attend the international conference. Students will miss a total of four days of school while attending this trip. A few weeks prior to the conference Mr. Reynolds meets with parents and students to discuss all rules and procedures to assure a safe conference. At this meeting, all students are instructed to make appointments with their teachers for all class and homework missed. This missed work will be due no later than the Monday prior to the trip. Many students have chosen to bring select work with them on the trip to complete during the flight or other times.

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 students that participate in these conferences, closely mirror that of Middletown High School. In fact, there was zero achievement gap on the 2017 state Marketing exam (an exam our students earned #1 on).

With regards to finances, many students have the cost of their conference lowered/defrayed not only by fund-raising but also based on financial need. Middletown DECA works very hard to ensure equitable access and that no student is denied attendance for financial hurdles.

In conclusion, please approve this student conference. The experience is one of the most rewarding yet most rigorous learning experiences a student can get.

