

Waunakee Community High School  
**Request for Out-of-State Overnight Travel**

February 21, 2025

TO: Dr. Monica Kelsey-Brown  
Board of Education

FROM: Mr. Brian Borowski

RE: DECA International Career Development Conference  
Orlando, FL

High School DECA Advisors, Ms. Maggie Heck and Ms. Sandra Meinholz, are asking permission to plan an overnight out-of-state trip for 5-10 DECA students to attend the [International Career Development Conference](#) in Orlando, FL. The conference begins April 25 and wraps up on April 30, 2025. Lodging for the group is still being determined.

The estimated cost is \$1,200 per student. However, to help offset the cost, DECA will provide fundraising opportunities as well as rely on funds from past DECA fundraisers. Trip and food expenses are the responsibility of the participant. Bus transportation will be shared with Middleton, DeForest, Madison West, and Madison LaFollette for travel to and from Chicago O'Hare Airport.

In previous years, the students represented themselves, Waunakee Community High School, and the Waunakee School District in a positive manner. I do support Ms. Heck and Ms. Meinholz in their request and ask that you do so as well. This request needs your approval as it would involve overnight out-of-state accommodations.

Thank you for considering this request for our Waunakee High School DECA qualifiers!

Please feel free to contact me or Ms. Heck with any questions about this trip.

# DECA International Career Development Conference Request

To Whom It May Concern:

Please accept this formal request for a CTSO field trip approval. Thank you for your consideration, and when approved, please forward to the District Superintendent and School Board for final approval with your approval recommendation.

Name of Organization	DECA
Advisors Attending	Maggie Biermeier, Sandra Meinholz
Event or Field Trip Purpose (detailed and concise)	DECA students will be attending the International Career Development Conference in Orlando, FL.
Date(s) of Trip	4/25-4/30 (aprx)
Departure/Return Time	TBD
Transportation Information (mode of transport, miles)	We will be taking a bus with Middleton, DeForest, Madison West & Madison LaFollette to and from O'Hare Airport. We will be flying to and from Orlando, FL by way of O'Hare International Airport.
Parent Permission Slips	Not Yet Prepared
Link to Detailed Trip Itinerary	Not Yet Prepared
Financial/Payment Information including support for students with financial need	Approximately \$1200
Lodging Information & Address	TBD - Orlando, FL
Other student expenses not included in Field Trip Payment (food, etc.)	\$\$ for food, activities, etc.
Online Link to Event (if available)	<a href="https://www.deca.org/conferences/icdc">https://www.deca.org/conferences/icdc</a>

If you need any further information, please let us know.

Sincerely,  
Maggie Biermeier and Sandra Meinholz