



Proposal for OVERNIGHT or EXTENDED Student Trips

Group: DECA

Proposer Position: Advisor

Destination: DECA International Career Development Conference **City** Atlanta **State** GA

Proposed Departure Date: 4/25/26 **Return Date:** 4/29/26

Date by which response is needed: April Board Meeting **Proposal Date:** 3/24/26

A. Purpose of Trip

1. **What is the major place to be visited or event to be attended?** Taking DECA students that qualified at states & incoming state officer to compete at the International 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?** 6
2. **What staff members will be in charge?** Jennifer Natzel
3. **What previous experience has the staff member had in conducting overnight/extended field trips?** Took students to DECA state competition the last 3 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?** N/A
5. **How many chaperones, in addition to staff members, will be going?** N/A
6. **Chaperone names and affiliations with the students?** N/A
7. **How many school days will be missed?** 3
8. **How will teachers be notified in advance that students will be out of school?** Email

C. Itinerary

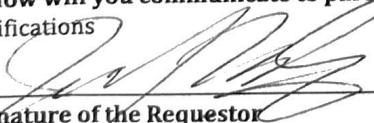
- 1. **Where will the group be housed and fed? (list phone numbers for housing)** Atlanta Marriott suites, 877-504-0260
- 2. **What will be the mode of transportation? What liability insurance does the carrier have?** Flights: American Airlines, AIG Use in Atlanta: MARTA - self insured up to \$10 million, excess coverage to \$150 million, Uber - Farmers Insurance Exchange Shuttle to/from airport - ATL Airports Limo 8 passenger van - Tivly Business Liability Insurance
- 3. **What arrangements have been made for dealing with emergency situations?** Parents will provide emergency contact information on permission slip. Advisor cell phone number 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. \$9,500 for total trip, use of CTE funds & support from school budget brings it to approx. \$4,800, \$800 per student
- 2. **What is the source of funds?** Student payment, CTE budget funds, high school budget funds
- 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.

E. Communications

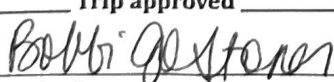
1. **How will you communicate to parents prior to, during and after the trip?** Permission slip, text, remind app notifications



 Signature of the Requestor

 Date

_____ Trip approved _____ Trip not approved



 Principal

 Date

 Board of Education

 Date