

# Memorandum

**To:** Bridgman School Board

**From:** Sarah Douglass, DECA Advisor

**Date:** February 3, 2026

**Re:** DECA State Competition

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This is a request for permission to allow 36 students to attend the 3-day, 2-night DECA State Conference. The students were invited to attend by winning/earning, their spot at district competition, or completing an intense research project for competition. This conference is held in Detroit, Michigan at Huntington Place on March 5 – 7, 2026.

I, Sarah Douglass, along with three other chaperones, will accompany the students as their chaperone and advisor. Our plan is to leave the high school at 7:30 AM on Thursday morning and arrive in Detroit at approximately 11:30. We will be staying at the Fort Pontchartrain Wyndham Hotel, Hotel Indigo, or the Detroit Marriott Hotel. We have not been notified about our hotel assignment yet. We will be staying for 2 nights, leave around 12:45 PM on Saturday, and arrive back at BHS at approximately 5:00 PM.

With 36 students and 4 chaperones we have already requested a school bus for transportation to and from the conference. We will also have all of the appropriate permission forms required for both Bridgman and DECA filled out and signed well in advance of our trip.

I have attached a list of students attending, our conference registration, and competition schedule. I would be happy to address any questions or concerns you may have. Thank you.