

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: July 13, 2026
Name of Club or Activity: Middletown DECA
Trip To: Louisville, Kentucky Purpose: DECA Power Trip Educational Conference
Number of Students Participating: 20
Number of students eligible to go on the field trip: 200
Dates of Trip: From: 11/19/26 To: 11/22/26 # of school days missed: 2

Names of Teachers and Chaperones:

1. David Reynolds	5.
2. Vivian Sheen	6.
3.	7.
4.	8.

Number of Non-Chaperone Adults going on trip: 0

Transportation: Bus ☒ Van ☐ Train ☐ Plane ☒ Car ☐ Other ☐

Are fund-raising activities planned: Yes If so, describe: School retail space, fundraising, grants.

Amount of money raised through fundraisers: \$1000

Lodging: Hotel/Motel ☒ Camp ☐ Private Home ☐

Insurance Arrangements for Staff and Students: Per District and DECA Inc.

Cost per Student: \$ 1100 Cost per Teacher and/or Chaperone: \$ 1100

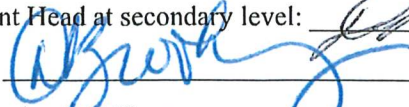
Cost per Nurse: \$ 1100 Cost per Paraprofessional: \$ 1100
(if necessary) (if necessary)

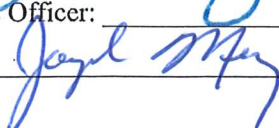
If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

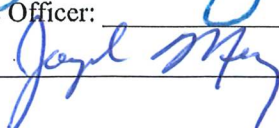
- a. c.
b. d. Other

Name of teacher making request: David Reynolds, Director of Career and Technical Education, DECA Advisor

Approved by Department Head at secondary level: 

Approved by Principal: 

Authorized by Chief Academic Officer: 

Superintendent Approval:  Date: 7/13/26

The Ultimate DECA Power Trip



The Ultimate DECA Power Trip is a leadership and career development conference held in Louisville, Kentucky from November 19-November 22. Students will miss two school days (Thursday and Friday) to participate in this educational opportunity. During the conference, students will network with business professionals and fellow DECA members from across North America, attend workshops and seminars focused on college and career readiness, and participate in opening and closing sessions featuring nationally recognized motivational and business leaders.

On Saturday, while students attend educational sessions and leadership activities, chaperones will participate in professional development programs at the same venue that focus on preparing students for success in college, careers, and the workforce.

I am requesting approval to bring a group of up to 20 students, consisting of approximately 10 seniors and 10 juniors. Students will return home on Sunday evening and will be in attendance for school on Monday. This will mark our 13th year participating in this conference.

The estimated cost of attendance, excluding personal spending money, is approximately \$1100 per student. Costs will be offset through planned fundraising activities and potential grant funding. To help reduce expenses, students will room four per room whenever possible. Additionally, I will work with students and families who may require financial assistance and will offer installment payment options to ensure this opportunity remains accessible to all interested students. Our goal is to provide equitable access to this valuable educational experience regardless of financial circumstances.

Mr. David Reynolds, Coordinator of Career and Technical Education and DECA Advisor, will serve as lead chaperone, accompanied by additional certified teachers, school staff members, and DECA advisors. International DECA and Connecticut DECA policies require an additional chaperone whenever eight or more students attend due to student supervision and liability requirements.

Middletown DECA has always reflected the diversity of our school community. The demographics of our membership, student leadership team, and conference participants closely mirror those of Middletown High School, ensuring broad and equitable participation in our programs and opportunities.

Middletown DECA is one of the City of Middletown's largest and most successful student organizations, dedicated to preparing students for college, careers, and leadership. This conference serves as an important component of that mission. For the past 15 consecutive years, our chapter has been recognized by DECA Inc. as an Internationally Award-Winning Chapter, and it is currently the Connecticut State Department of Education's #1 ranked Marketing Education program for the four final years of its ranking.

Thank you for your consideration of this request. I respectfully ask for your approval so that our students may continue to benefit from this outstanding educational and leadership development opportunity.

