

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: Newport, RI Purpose: DECA Retailing and Marketing Exploration
Number of Students Participating: 70
Number of students eligible to go on the field trip: 200
Dates of Trip: From: 5/16/27 To: 5/16/27 # of school days missed: 0 (this is a Sunday)

Names of Teachers and Chaperones:

1. David Reynolds	5. Vicky Thong
2. Vivlan Sheen	6. MPD Officer Larry Woolard
3. Lee Schwartzman	7.
4. Candice Wade	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: 100% grant funded

Amount of money raised through fundraisers: \$Amount of the bus

Lodging: Hotel/Motel ☐ Camp ☐ Private Home ☐

Insurance Arrangements for Staff and Students: Per District

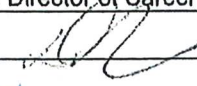
Cost per Student: \$0 Cost per Teacher and/or Chaperone: \$0

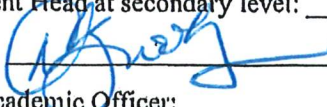
Cost per Nurse: \$0 Cost per Paraprofessional: \$0
(if necessary) (if necessary)

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

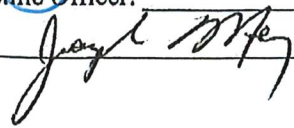
- a. ☐ c. ☐
b. ☐ d. Other ☐

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: 7/2/26

DECA to Newport, RI on Sunday, May 16, 2027

A field experience in Newport, RI provides DECA students with an authentic, real-world learning environment that directly aligns with marketing, retail, hospitality, and tourism curriculum standards. Newport's vibrant tourism economy, historic retail districts, and hospitality venues allow students to analyze diverse business models, observe customer-service practices, and evaluate promotional strategies in action. Students can engage in experiential learning by interacting with local businesses, examining how seasonal demand influences decision-making, and exploring how destination branding drives economic development. This trip supports college and career readiness by exposing students to industry professionals, strengthening workplace skills, and deepening understanding of marketing concepts such as market segmentation, pricing strategies, merchandising, and guest experience design. Through structured observations, guided reflections, and DECA-aligned performance tasks, the trip enhances classroom instruction and fosters higher-order thinking, problem solving, and career exploration.

The trip is at no cost to students and is on a Sunday so they do not miss out on school days.

Thank you in advance.

