

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: Orlando, Florida Purpose: DECA Sports and Entertainment Educational Conferen
Number of Students Participating: 10
Number of students eligible to go on the field trip: 200
Dates of Trip: From: 1/27/27 To: 1/31/27 # of school days missed: 3

Names of Teachers and Chaperones:

1. David Reynolds	5.
2.	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.

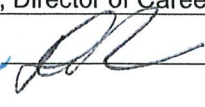
Cost per Student: \$1300 Cost per Teacher and/or Chaperone: \$1300

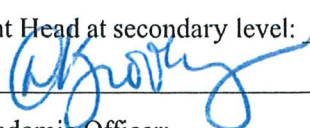
Cost per Nurse: \$1300 Cost per Paraprofessional: \$1300
(if necessary) (if necessary)

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

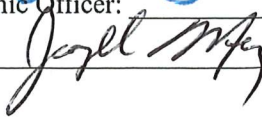
- a. c.
b. d. Other

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: 9/2/26

DECA Sports and Entertainment Conference



The DECA Sports and Entertainment Marketing Conference, held in Orlando, Florida from January 27 to January 31, provides students with a unique opportunity to engage in career exploration and leadership development within one of the nation's most dynamic industries. During the conference, students will network with business professionals and fellow DECA members from across North America, attend educational seminars and workshops focused on college and career readiness, and participate in opening and closing sessions featuring inspirational and industry-leading speakers.

While students participate in conference activities, chaperones will attend professional development sessions at the same venue that focus on enhancing college and career preparation opportunities for students. This conference also serves as an important component of our Early College Experience (ECE) partnership with Southern Connecticut State University, helping students connect classroom learning to real-world career pathways.

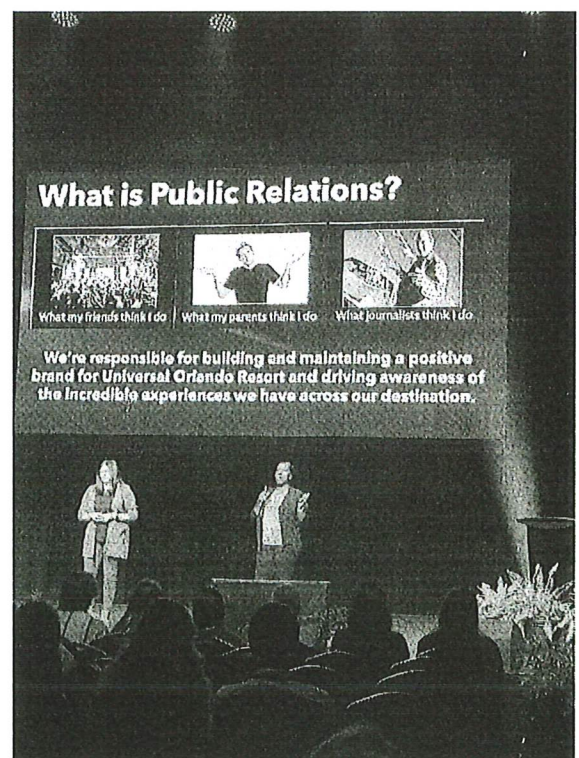
I am requesting approval to bring a small delegation of up to 10 students to this conference via air travel.

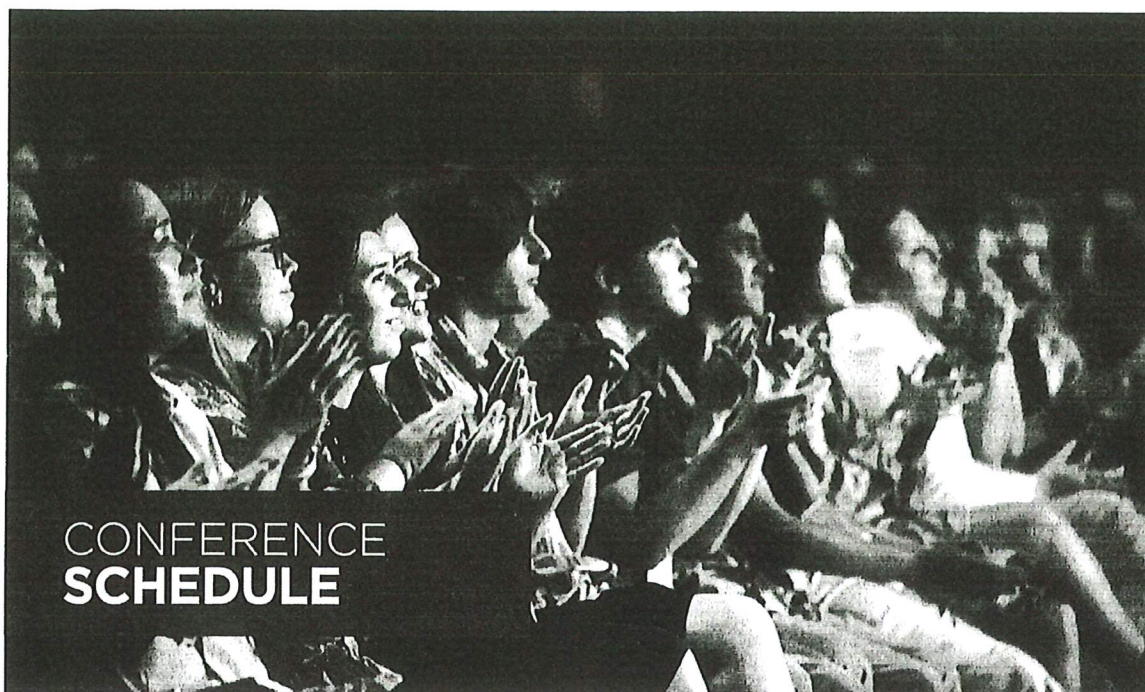
The estimated cost of attendance, excluding personal spending money, is approximately \$1,300 per student. Expenses will be offset through planned fundraising activities and potential grant funding. To help reduce costs, students will room four to a room whenever possible. Additionally, I will work with students and families who require financial assistance and will offer installment payment options to ensure that this educational opportunity remains accessible to all interested students. Our goal is to provide equitable access regardless of a student's financial circumstances.

Middletown DECA has always been as diverse as it has been successful. 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 activities.

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 is an important extension of that mission. For 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 final four years of the ranking.

Thank you for your consideration of this request. I respectfully ask for your approval so that our students may participate in this exceptional educational and career development experience.





CONFERENCE SCHEDULE

WEDNESDAY JANUARY 28

- 8:00 AM Bus to Disney
Transportation Center
Pre-Registration Required
- 5:00 PM - 6:00 PM Registration
9:00 PM - 10:00 PM *Cabana Bay Beach Resort™*
- 6:30 PM - 11:30 PM Shuttle to Universal Cabana
Bay Beach Resort
Pre-Registration Required

THURSDAY JANUARY 29

- 8:30 AM Loews Royal Pacific Resort,
Oceana Ballroom 1-6
Doors open at 8:30 AM
- 9:15 AM Sports & Entertainment
Marketing Presentations
*Including Universal Orlando™ executives
and featured guest speakers*
- 12:30 PM Lunch (On Your Own)
- Marketing GooseChase in the
Park (On Your Own)

FRIDAY JANUARY 30

- 8:30 AM Loews Royal Pacific Resort,
Oceana Ballroom 1-6
Doors open at 8:30 AM
- 9:15 AM Sports & Entertainment
Marketing Presentations
*Including Universal Orlando™ executives
and featured guest speakers*
- 12:30 PM Lunch (On Your Own)
- Marketing GooseChase in the
Park (On Your Own)

SATURDAY JANUARY 31

- 8:00 AM Bus to Disney Transportation
Center
- 6:00 PM - 10:30 PM Shuttle to Universal Cabana
Bay Beach Resort
Pre-Registration Required

SUNDAY FEBRUARY 1

Morning

Departure