

Instruction REGULATION 6153(f) Field Trips and Community Service FORM 1

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: **7/28/25 3/3/26 update**

Name of Club or Activity: **Middletown DECA**

Trip To: **Atlanta, GA**

Purpose: **DECA ICDC**

Number of Students Participating: **30**

Number of students eligible to go on the field trip: **200**

Dates of Trip: From: **4/24/26** To: **4/29/26** # of school days missed: **4**

Names of Teachers and Chaperones:

1. David Reynolds	3. Kate Bysiewicz
2. Lee Schwartzman	4. Vicky Thong

Number of Non-Chaperone Adults going on trip: **0**

Transportation: **Bus** Van Train **Plane** Car Other

*Plane: 8 am depart BDL to ATL (4/24)
4 pm return to BDL from ATL (4/29)*

Bus 12 pm from Airport to hotel on 4/24, from hotel to airport 12pm on 4/29

Are fund-raising activities planned: If so, describe: **Yes. Fundraising via school retail space,**

Butter Braids, grants, and account funds.

Amount of money raised through fundraisers: **\$1000**

Lodging: **Hotel/Motel** Camp Private Home

STARLING MIDTOWN ATLANTA

Insurance Arrangements for Staff and Students: **Per BOE policy and travel insurance where applicable**

Cost per Student: **\$1100**

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

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

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

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

- a. NA
- b.
- c.
- d. Other

Name of teacher making request: **David Reynolds**

Approved by Department Head at secondary level: **David Reynolds**

Approved by Principal: _____

Authorized by Chief Academic Officer: *Colleen Shuckpatrick*

Superintendent Approval: *Allen Oddy* Date: **3/11/26**

3/6/26

Please allow this to serve, in conjunction with the narrative, as updated explanations for the DECA co-curricular conference.

Each year, to begin the year, Middletown DECA requests its overnight trips and they are approved by the relevant Administrators, Superintendent, and the Board of Education. On 10/14/25 this trip was approved by the Board of Education.

All DECA members are encouraged to join our competition team. From there, students must earn top marks at the state competition to earn their right to compete internationally on this trip, the International Career Development Conference, or ICDC.

- I originally estimated 30 students would attend and 30 students are attending
- I originally estimated three chaperones (Reynolds, Schwartzman, Sheen) would attend
- The actual chaperones are Reynolds, Schwartzman, Bysiewicz, and Thong. This chaperone change was approved by our building principal
- DECA Inc. mandates a 1 per 8 chaperone to student ratio

With regards to transportation, there will be airline flights from BDL to ATL and back to BDL and also bus rides to the airport to the hotel and back to the ATL airport. Students will also take buses to and from the Georgia World Congress Center.

The airline tickets are already purchased, hotels arranged, and parents communicated with.

The hotel is the Starling Midtown Atlanta. This is the hotel assigned to us by DECA Inc. and all of CT DECA is staying there.

The flight details are:

- We depart from Bradley airport on Friday, April 24 using Delta flight #DL1082 approximately 2PM-5PM
- We return to Bradley airport on Wednesday, April 29 using Delta flight #DL2504 approximately 6PM-830PM

The original projected cost was \$950. The actual cost is \$1100. Airline tickets, hotel prices, # of students traveling, registration fees, ground transportation fees, chaperones, are all subject to change from quote to actual expense.

Please do not hesitate to call me (860) 874-8067 on my personal cell phone should you need further clarification. This is a tremendous opportunity for our students.

Thank you
Dave Reynolds
Director of Career and Technical Education
DECA Advisor
Middletown Public Schools

DECA International Career Development Conference

Middletown DECA has competed at the International Career Development Conference for the past 45 years. This year the conference will be held in Atlanta, GA from April 24 through April 29, 2026. Approximately 26,000 attendees from 24 nations are expected to attend and compete.

The purpose of this conference is to enable students to engage in competitive events and educational academies that will extend their skills for college, curriculum and careers and more specifically marketing, management, finance and hospitality. DECA competitive events are rigorous learning activities designed to evaluate the student's achievement of these skills through performance indicators. Students will take lengthy, comprehensive written tests and perform multiple oral presentations in a marketing-related area. Not only have students spent hundreds of hours preparing for their state competition but will spend hours preparing for the Internationals as well.

Over the past twelve years, Middletown DECA has had over 500 state winners and many international winners. In a typical year, at the Connecticut State Conference, Middletown DECA earns 40-50 awards in the competitive events which is head and shoulders above any other school. Moreover, Middletown DECA has been recognized by DECA as a top chapter internationally for the past 14 years, for achievement by Governor Rell, and many years by the Middletown Common Council. At previous international competitions, our students shine earning dozens of awards for exam excellence, presentation excellence, and other benchmarks.

Middletown DECA has been ranked #1 by the State of Connecticut for Marketing education for four consecutive years and our Career and Technical Education department has been ranked #1 for two consecutive years. These types of conferences have a direct impact on student achievement and post-secondary and career success.

The cost of the conference is \$1100.00 per student which includes transportation and lodging. All arrangements will be made in conjunction with Connecticut DECA which is affiliated with the State Department of Education. David Reynolds, Coordinator of Career and Technical Education and DECA advisor will chaperone this trip along with two other certified teachers and DECA Advisors. It is mandated by National and Connecticut DECA that if eight or more students attend the International Conference an additional chaperone will be needed because of liability issues.

DECA students who place in the top four in their specific categories, at our state conference, are invited to compete at the international conference. Scholarship money from prominent business colleges are available and awarded to MHS DECA students who attend the international conference. Students will miss a total of four days of school while attending this trip. A few weeks prior to the conference Mr. Reynolds meets with parents and students to discuss all rules and procedures to assure a safe conference. At this meeting, all students are instructed to make appointments with their teachers for all class and homework missed. This missed work will be due no later than the Monday prior to the trip. Many students have chosen to bring select work with them on the trip to complete during the flight or other times.

With regards to equity, Middletown DECA has always been as diverse as it has been successful. The demographics of the overall DECA membership, its student leadership, and those students that participate in these conferences, closely mirror that of Middletown High School. In fact, there was zero achievement gap on the 2017 state Marketing exam (an exam our students earned #1 on).

With regards to finances, many students have the cost of their conference lowered/defrayed not only by fund-raising but also based on financial need. Middletown DECA works very hard to ensure equitable access and that no student is denied attendance for financial hurdles.

In conclusion, please approve this student conference. The experience is one of the most rewarding yet most rigorous learning experiences a student can get.



Instruction REGULATION 6153(f) Field Trips and Community Service FORM 1

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: **7/28/25**
 Name of Club or Activity: **Middletown DECA**
 Trip To: **Atlanta, GA** Purpose: **DECA International Career Development Conference**
 Number of Students Participating: **30**
 Number of students eligible to go on the field trip: **200**

Dates of Trip: From: **4/24/26 8AM** To: **4/29/26 4PM** # of school days missed: **4**

Names of Teachers and Chaperones:

1. David Reynolds	3. Lee Schwartzman
2. Vivian Sheen	4.

Number of Non-Chaperone Adults going on trip: **0** Transportation: Van Train Car Other
 Bus 12PM from airport to hotel on 4/24, from hotel to airport 12PM on 4/29

Plane 8AM depart BDL to ATL, 4PM return to BDL from ATL

Are fund-raising activities planned: If so, describe: **Yes. Fundraising via school retail space, Butter Braids, grants, and account funds.**

Amount of money raised through fundraisers: **\$1000**

Lodging: Hotel/Motel Starling Midtown Atlanta Camp Private Home

Insurance Arrangements for Staff and Students: **Per BOE policy and travel insurance where applicable**

Cost per Student: **\$950.00** Cost per Teacher and/or Chaperone: **\$950.00**

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. NA

c.

Name of teacher making request: David Reynolds

Approved by Department Head at secondary level: [Signature]

Approved by Principal: A. Vazzy Mike

Authorized by Chief Academic Officer: [Signature]

Superintendent Approval: A. Vazzy Mike Date: 10/1/25