

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State/Overnight Travel

Date:

January 23, 2024

Dept:

FHS

Reason:

Past practice of the Committee
requires a vote to allow
students/staff to travel outside
of the State/Country

Enclosure

Yes

Background**Recommendation:**DECA State Competition - Recurring Trip

I recommend approval of the request of Emily Rosborough to take DECA Students to Boston, MA from 3/7/24-3/9/24 to participate in the DECA competition as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

Vote Tabulator

E. Gallagher: Y / N D. McNeill: Y / N

D. Callaghan: Y / N R O'Sullivan: Y / N

Al Charles: Y / N KP Sompally: Y / N

P. Griffith: Y / N Action: _____

Trip Approval Process for Extended Field Trip

The trip advisor(s) shall submit a proposal to the School Committee providing the following information:

- a. Destination – Boston, Massachusetts (Massachusetts DECA State Competition)
- b. Tentative Departure/expected return dates – 3/7/2024 – 3/9/2024
- c. Itinerary –

Thursday, March 7th:

- Students arrive at school and are reminded of field trip expectations while their bags are checked. Bags can be dropped off in the main office upon arrival to school.
- Head into Boston
- Check into hotel and put on Business Attire
- Dinner & Opening Session

Friday, March 8th:

- Students participate in quiz bowl or their two role plays at the assigned times
- Additional networking opportunities, college/career exhibits, and workshops are available
- Achievement Awards Session followed by DECA hosted activities (Hypnotists, Cornhole, Trivia, DJ for a dance, etc).

Saturday, March 9th:

- Check out of hotel rooms
- Grand Awards & Closing Session
- Depart from Boston and arrive back at Franklin in the early afternoon

- d. Summary of trip purpose/educational alignment

The activities included in the program include a 10-20 page written research report and a presentation before a judge. The activities are designed to complement curriculum standards in the classroom and to incorporate realistic experiences through business research.

Skills Developed - Students will demonstrate skills described by the performance indicators for general marketing as well as learn/understand the importance of:

- communications skills—the ability to exchange information and ideas with others through writing, speaking, reading or listening
- analytical skills—the ability to derive facts from data, findings from facts, conclusions from findings, and recommendations from conclusions
- critical thinking/problem-solving skills
- production skills—the ability to take a concept from an idea and make it real
- teamwork—the ability to plan, organize and conduct a group project
- the ability to evaluate group presentations

- priorities/time management—the ability to determine priorities and manage time commitments and deadlines
- economic skills

The marketing research events involve the preparation of a plan based on the results of a customer profile study. The participants must:

- select an actual local business operation
- design a marketing research study of the business's customer profile
- conduct a marketing research study
- identify potential strategies based on an analysis of the research, that could be used to improve the business's employee training program.
- prepare a plan to improve the business's employee training program based on the market research
- prepare a budget for the proposed plan
- present in a role-play situation
 - the design of the research study
 - the findings and conclusions of the research study
 - the plan to promote the strategies to improve the business and/or maintain/increase sales
- e. Trip expense, inclusive of all costs – Estimated costs:
 - Trip expense, inclusive of all costs – Estimated costs for registration, materials, transportation, hotel– Approximately \$500/student. Costs will go toward lodging, transportation, and conference registration. DECA will continue to raise funds through fundraisers however, students will be responsible for a portion of the costs.
- f. Description on how the trip will be accessible to students from limited income families - All DECA store profits are shared with students to defray competition costs.
- g. Accessibility for students with disabilities – See Attached
- h. Number of students needed to support trip – approximately 100-200 – if a student qualifies, he/she is eligible to attend. Students who qualify at the regional level will be eligible to compete at the state level.
- i. Number of chaperones in attendance – 1 chaperone for 10 students is required by DECA organization. We will have the required chaperones.
- j. Method of transportation and/or travel agency/organization information – Coach bus company used by FPS.
- k. Documentation that all students, advisors and chaperones will have full trip insurance – Insurance is only available for out of state trips.

- l. Emergency plan including medical care plan including plan for to administration of medication – see attached
- m. CORI for Chaperones – All chaperones will be FHS teachers.
- n. Extended Field Trip Waiver

Proposal should be submitted to principal for initial approval then forwarded to Superintendent of Schools

The Superintendent will review and present to the School Committee as an Action Item without requirement of presentation by the trip advisor.



SERVICE FOR SPECIAL NEED STUDENTS

Please fill in the information as completely as possible to help us provide a positive learning experience for all of our conference participants.

Name of Student

Chartered Association

Competitive Event/Conference Activity _____

Special Needs Condition _____

Services Requested _____

Contact Person for ICDC _____

Telephone Number _____

Email Address _____

Local DECA Advisor (if different than contact person for ICDC) _____

Telephone Number _____

Email Address _____

Please email by March 26 to Shirlee Kyle at shirlee_kyle@deca.org.

MA DECA

State Career Development Conference



March 7-9th, 2024

Marriott Copley
Hynes Convention Center
Sheraton Boston
Hilton Boston Hotel
Boston, MA

The 65th Annual State Career Development Conference (SCDC) will be conducted March 7-9th in Boston. The Marriott Copley will house most of our delegation; the Sheraton Boston will house about 1/4 of our delegation. All sessions will take place at the Hynes Convention Center. Competitive events will take place at the Marriott Copley, except for written projects, which will take place at the Hynes Convention Center.

Massachusetts DECA does not discriminate based on race, color, religion, sex, national origin, age, disability, religion, sex, sexual orientation, gender identity or expression, or socio-economic status. All of our members are treated equally and respectfully. Any behavior in the form of discrimination, harassment, or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.

2024 MA DECA CAREER DEVELOPMENT CONFERENCE

Introduction:

You have qualified to participate in our 65th annual State Career Development Conference, March 7-9, 2024 in Boston. This 2024 State Career Development Conference Information Packet has been designed to provide you with the necessary registration information and forms.

Hotel: Boston Marriott Hotel Copley Place
Phone: (617) 236-5800

110 Huntington Avenue
Boston, MA 02116

Advisor/Chaperone Information: Emily Rosborough and Frank Wood plus others. We will have a 1-10 ratio of chaperone to students.

Students will understand that they are to have their phones on them at all times, charged. Students will know that to communicate with chaperones, they should use Google Chat. The chaperones will get an instant notification and will be able to respond ASAP.

Parents who wish to communicate with Mrs. Rosborough or Mr. Wood are encouraged to email at either rosboroughe@franklinps.net or woodf@franklinps.net. Push notifications on for email will be on so we will be able to respond quickly.

Chaperones will meet the approval of the school and have been CORI checked by the school.

Attendance & Eligibility:

To be eligible to attend the MA DECA Career Development Conference, each student must meet the following criteria (no other student is eligible to attend):

1. Be a registered & paid member of the High School Division
2. Have the written approval of every teacher whose class the student will be missing
3. Have the approval of the DECA Chapter Advisor, and
4. Have the approval of the School Administration, and
5. Have the written approval of a parent or guardian, and
6. Have qualified through district competition (the number eligible per district based on membership), or
7. Be involved in a competitive activity approved to go directly to the SCDC, or
8. Be a nominated MA DECA High School State Officer Candidate, or
9. Be a current MA DECA High School State Officer
10. Have the approval of the State DECA Advisor.

Delegate Conduct Code:

As a professional business organization, our image is of extreme importance to the reputation of DECA, your chapter's program and the outside support received. A professional appearance and attitude of every member is essential. All conference attendees have signed a Comprehensive Consent Form and a Liability & Release Form/Emergency Form.

Conference Access:

Students will go through indoor walkways only. Students are not allowed to go outside the hotel without the attendance of a chaperone. Students are allowed to go to Marriott Copley, Prudential Center and Copley Plaza, Hynes Convention Center for events. Keep using stairwells to a minimum unless you are with an Advisor/Chaperone.

Name Badges and Wristbands:

For security purposes, MA DECA will provide students with a name badge and wristband. All conference participants must wear their name badge & wristband at all times. These will correspond to hotel location allowing

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for monitoring of students on the correct floor and uninvited guests. Lost name tags must be replaced and \$5.00 will be charged in the TAB Center. Members without a wristband will pay a \$50 fine.

Cost:

Registration fee is \$300 per attendee (paid directly to MASS DECA)

- All meals (2 dinners, 2 breakfasts, 1 lunch), MASS DECA Shirt, awards, judge expenses, convention fees, security, entertainment, etc. are included in this fee.

Chaperone cost is

- This cost goes towards the cost for chaperones registration and lodging.

Room rates per night: \$267 per night

- \$534 per room for the duration of the conference

Transportation: \$21.70 per student

Additional spending money— dependent on student wants and needs

- Students only need their own extra money if they would like to buy something special, such as a Starbucks drink or going with friends to a restaurant rather than eating the DECA provided meals

DECAid- Application for scholarship through MASS DECA is available; Due February 2nd

Late fee \$5 per student	Student- Quad	Student- Triple
Registration	300	300
Chaperone Cost		
Room Rates	133.50	178
Transportation	21.70	21.70
Total	515.50	560

Dress Code:

At all times during the conferences/events while on-site, you must be in business attire except for Friday dinner and dance. See more information on page 6.

Suggested Packing Information- See the itinerary for further details regarding what to wear on each day and night

- Franklin shirt (Wear Thursday, March 7th for departure with khakis or nice jeans)
- 2-3 pairs suit pants or skirts
- 1 pair of khakis or nice jeans
- 1-2 suit jackets
- 3-4 dress shirts or 3 blouses (for 3-4 events)
- 1-2 pair dress shoes (avoid open toed shoes **NO sandals, sneakers, uggs, cowboy boots, boat shoes or flip flops**)
- 1 pair of casual shoes (**sandals, sneakers, uggs, cowboy boots, boat shoes or flip flops**)
- Dress socks, undergarments, nylons
- Bathing suit, cover-ups (Cover-ups and footwear must be worn over swimsuits when going to and from the pool)
- Workout clothes
- Pajamas
- Personal hygiene products
- Cell phone and charger
- chromebook and charger (**if you are presenting slides**)
- Calculator, 3-4 pencils (#2)

Snacks- Not allowed

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No Food or Drinks allowed in suitcase or bus. Students will be provided water bottles onsite. No water bottles on the bus. Students may go to a grocery store across the street for snacks with a chaperone.

*****NO REUSABLE WATER BOTTLES ARE ALLOWED*****

Hotel Rooms: 3-4 students per room

All doors must be open when you are visiting other rooms with trash can or door stop. A designated meeting place will be determined upon arrival outside the building in case of an emergency.

Housekeeping:

Please send your students with a few dollar bills, advisors will remind your students to tip housekeeping with at least \$1 per student per day.

Curfew:

The curfew at SCDC will be 11:00 PM on Thursday night and 11:30 PM on Friday night. This is set by Massachusetts DECA and not Franklin. All students must be in their assigned rooms at curfew. Student doors must remain closed until 6am (that means no food deliveries after curfew, no trips to get ice or to hit the vending machine). Food will not be delivered directly to the rooms for safety reasons and any food deliveries must be received by curfew and an advisor must handle the pick-up. All scheduled events will end 20 minutes prior to curfew, thus allowing delegates sufficient time to get to their assigned rooms. No chapter meetings are to take place after curfew and curfew will be strictly enforced.

Chaperones will tape each door shut with painters tape to ensure students are remaining in their rooms after curfew. DECA also provides hired security on each floor, present each night of the conference.

Emergency Procedure:

If an emergency within the hotel or conference area arises, please exit the building if necessary and contact Advisors of your location.

Medical:

If you need any medical assistance contact advisors or the nearest adult for assistance. In addition, there will be an EMT on site.

Safety

- Students are allowed to explore the hotel and convention center. Students may not leave the hotel without a chaperone
- Chaperones will be using Google Chat to keep track of students
- No drinking, drugs, vaping, tobacco, or any illicit substances are allowed
- *****NO REUSABLE WATER BOTTLES ARE ALLOWED*****

Meals & Money:

DECA provides meals and students should tell their advisor ahead of time about any allergies or food restrictions. Students can bring money for snacks or spending money for shopping.

Workshops:

Open to all members on Friday. All workshops are on floor 3.

Official Conference Hashtags (Publicity):

Facebook, Instagram, Twitter and Snapchat are all great ways to **share positive messages about the DECA program**. Students should only share posts that strengthen the local public perception and create strong, optimistic community awareness and support. For any questions about appropriate social media usage, students

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can ask any officer or the advisor. Use the **official conference hashtags: #ShootfortheStars #MADECA24** and tag **@franklin.deca on Instagram and @FranklinMA_DECA on Twitter**

Grand Awards Session: Chapters have assigned seating on Saturday 10:30 am. Any member not in proper business or formal attire will be prohibited from going onstage.

Dismissal:

Chapters will be dismissed by bus arrival as notified by the hotel. This is in accordance with a request from the Boston Police department.

Students are allowed to be dismissed early/arrive late to SCDC due to prior events engagements. Mrs. Rosborough and Mr. Wood need to know this, in writing, PRIOR TO THE CONFERENCE. Any arrangements for late arrivals/early dismissals need to be emailed to Mrs. Rosborough and Mr. Wood by March 4, 2024. FHS does not permit students to leave early without prior notice (exceptions made in case of emergency).

DECA Preparation Schedule for State Competition

Notify your teachers in advance you will be absent on part of Thursday, March 7th and all day Friday, March 8th. Prepare to take any homework and assignments with you so you do not fall behind in your classes.

You also need to have all your teachers sign your permission slip. Permission slips are due back to Mr. Wood by **February 9th.**

Participants partaking in a roleplay will take one exam & two oral role-plays. The career cluster exam will be taken online Feb 5th-7th. Each participant needs to complete their own exam. Participants will receive their schedule for the two role-plays prior to the conference. Any student arriving late for an event will be disqualified. Students may use a simple processing calculator with the approval of the Event Director of that event. Students may use notes made only on the paper supplied during the prep time using black/blue ink, and/or pencil.

Written events will continue to present to a judge. Students should assume they will be presenting off of their Chromebooks again, so make sure your Chromebook is CHARGED and your presentation is SAVED FOR OFFLINE VIEWING!

In order for you to be ready for round two of competition, you need to prepare and the time to better equip yourself for the competition. You will have more competition from schools around the state. Approximately 3000 students will be in attendance. The International Competition in Anaheim, California is an exciting experience so "Shoot for the Stars" and prepare for the state competition!

Overview Agenda:

Thursday, March 7th:

- Students arrive at school and are reminded of field trip expectations while their bags are checked. Bags can be dropped off in the main office upon arrival to school.
- Head into Boston
- Check into hotel and put on Business Attire
- Dinner & Opening Session

Friday, March 8th:

- Students participate in quiz bowl, their two role plays, or present their projects at the assigned times
 - Additional networking opportunities, college/career exhibits, and workshops are available
 - Achievement Awards Session followed by DECA hosted activities (Hypnotists, Cornhole, Trivia, DJ for a dance, etc).
-

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Saturday, March 9th:

- Check out of hotel rooms
- Grand Awards & Closing Session
- Depart from Boston and arrive back at Franklin in the early afternoon

Important Dates & Detailed Itinerary

January 25th: Parent/ Student Meeting- To be held at the Franklin High School 6:00 PM in the Cafeteria

January 31th: Students submit Google Form and Trip Dues paid on Unibank due (we also accept checks made out to the Town of Franklin) ← late charges may apply

February 1st: Written Event PDF due

February 9th: Permission slips due to Mr. Wood (room 147)

February 5-7th: Online Testing after-school at Franklin HS.

- o Monday or Tuesday: Students will have 90 minutes
- o Wednesday, Feb 7th: **ONLY** make-up exams

Thursday, March 7th

Attire: DECA Shirt and khakis or nice pants- no ripped jeans!

- 7:35 AM- Drop off bags to the Main Office.
- 1:00 PM- Depart from FHS
- 2:30 PM- Hotel Check in & Room Inspections
- 4:45 PM- Advisor Meeting

Change Attire: Professional Business Attire (Chapter Spirit Night- *When in doubt, wear full business attire*)

- 5:30 PM- Dinner @ Hynes
- 7:30 PM- Opening Sessions @ Hynes
- 9:30 PM- After opening session Participants' Briefings - locations by event @Marriott
- 11 PM- Curfew

Friday, March 8th

Attire: Business Attire

All @Marriott unless listed

- 6 AM to 8 AM- Breakfast (Business attire required- no pajamas!) **Judges arrive 7-8am*
- 8:30 AM- Quiz Bowl Begins
- 9 AM to 5 PM- Role Plays and Written Events (Mrs. Rosborough and Mr. Wood will share schedule)
- 9 AM to 4 PM- Leadership Academy & Workshops; Officer candidate campaign tables & exhibitor tables
- 11:30 AM to 2pm- Lunch
- 5 to 6 PM- *Officers* Business & Election Session @Hynes
- 6 to 7:45 PM- Dinner @Hynes
- 8 to 9:30 PM- Achievement Awards (Mini) Session @Hynes

Attire: Professional dress or DECA Conference t-shirt (will receive upon arrival) with khakis or business pants

- 9:45 PM to 11:15 PM- DECA Entertainment
- 11:30 PM- Curfew

Saturday, March 9th

Attire: Business Attire

- 7:30-9:30 AM- Breakfast
 - 9:30 AM- Vacate rooms, Check-out inspection, Luggage Storage (Mrs. Rosborough or Mr. Wood will let you know)
-

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- 10:00 AM to 12:00 PM- Grand Awards Session @Hynes
- 12:30 PM- Depart from Hynes
- 1:30 PM- Arrive at FHS

Business Attire Dress Code:

DECA is first and foremost a business organization for students enrolled in Marketing Education. As in business where company policies related to dress and grooming are maintained, DECA has developed its own policies. Essentially, proper dress is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor or refer to this form, prior to making a decision. Help us to build and maintain a positive image of DECA!

ACCEPTABLE BUSINESS ATTIRE:

Competitive events, including tests, general and special sessions, all meals and banquets, state officer testing & interviews, and all workshops.

Option 1: Dress slacks, dress collared shirt, tie, dress shoes and socks, suit jacket/blazer. Shirts must be tucked in. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC.

Option 2: Professional business dress (including knit dress), dress slacks, skirt, blazer, dress blouse, collared shirt, coordinating shirt/blouse, dress shoes (pumps, heels or flats). Dresses or skirts must be fingertip length. **Nylons are required!** when dresses or skirts are being worn. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC.

UNACCEPTABLE BUSINESS ATTIRE:

Low cut fronts, skirts shorter than fingertip length, open sides, see through blouses, open back, sleeveless tops, midriffs, hats, sneakers, boat shoes, hiking, work, army, "Uggs" type or cowboy boots, spandex, sandals and denim material.

Dress code violations at the final session will result in disqualification from any previous awards received.

ACCEPTABLE CASUAL ATTIRE:

Travel to/from conferences, dances, and non-conference activities.

Option 1: Slacks, cords, khakis, golf shirts, tasteful denim (no rips, holes, bagginess), walking shorts, Franklin or DECA T-shirts and Franklin or DECA sweatshirts. Clothing must be in good shape and proper size.

Option 2: Slacks, khakis, cords, skirts, blouses, golf shirts, walking shorts, Franklin or DECA T-shirts and Franklin or DECA sweatshirts. Tasteful denim is acceptable (no hole, stains, rips) All clothing must be in good shape and proper size.

UNACCEPTABLE CASUAL ATTIRE:

Sweatpants, pajamas, low cut shirts/blouses, open sides, see through blouses, tube tops, strapless tops, midriffs, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, shorts, sweatshirts, halter tops, one strap shirts, straps less than 1" wide, hats, sneakers and all spandex, flip-flop sandals, sunglasses. Activities such as swimming or exercising warrant appropriate recreational attire for that activity. Cover-ups and footwear must be worn over swimsuits when en-route to and from the pool. At any time during the conference while on-site, you must be in casual or business attire. It is strongly advised that facial piercings be removed when in a judge's presence.

INTERNATIONAL CAREER DEVELOPMENT INFORMATION- April 27th-May 1st

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Who is eligible for the 2024 International Career Development Conference (ICDC) in Anaheim, CA?

- Top 6 qualifiers all individual, team decision making, principle and personal finance competitive winners
- DECA Quiz Bowl-First place winner only; one team of up to four to go into Ignite, Elevate, Aspire Academies

IMPORTANT DATES: Opening Session is April 27, Grand Awards session is April 30.

March 12th- Notify Mrs. Rosborough and Mr. Wood if you cannot attend; pay deposit

March 19th: ICDC fees Due

March 25th: DECA Blazer order due

April 27th - May 1st: ICDC in Anaheim, CA

If any (eligible) place winner is unable to attend, the next place participant will be notified as a bump-up, as time allows, to fill the slot(s). Students should know prior to SCDC if they will be attending ICDC should they earn a qualifying spot. Students who qualify for ICDC during Boston it is assumed that the students will attend in Anaheim, CA. Students should notify Mrs. Rosborough and Mr. Wood if they cannot attend as soon as possible, or by March 12th to allowed DECA to notify the next qualifier in a timely manner.

ICDC packets will be e-mailed out prior to the SCDC. All ICDC registration must be received by the established due date since there is a quick turnaround to get the material summarized and turned over to DECA Inc.

Estimated Registration Costs: All per person.

Tours are not included (Allow \$30-40 per day for meals.)

\$150.00 registration: includes DECA Inc registration, trading pins, hat, spirit glow item, state meal function, and State Officer & Director(s) registration & housing.

Estimated Housing costs: Housing per person based on 5 nights*

Massachusetts DECA: EMBASSY SUITES ANAHEIM SOUTH

Single - \$1,329 Double - \$664 Student rate - \$332.25 (4 per room)

Transportation: Each chapter is responsible for finding their own air and ground transportation to the ICDC. No transportation will be provided by MASS-DECA.

Hotel Arrival/Departure Dates: Massachusetts chapters will arrive on April 26 and will leave on May 1st. All chapters are expected to be at the Opening and Closing sessions according to DECA Inc rules.

NOTE: DECA blazers are required for all students when in front of a judge and/or on stage at the International Career Development Conference. You will have an opportunity to pre-order DECA blazers from Shop DECA or If you would rather borrow a blazer, please post on the Facebook Mass DECA Chapter Advisors' page.

DECAid is a financial assistance program designed to offset the cost of the State Conference to students in need. Students must be competitors who have qualified to attend the SCDC. Quiz Bowl does not qualify. Students may apply using the form that can be found on www.massdeca.org Students must provide a record of their fundraising efforts and why they need assistance. A guidance counselor or other administrator must provide a statement

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verifying the student's need request. Students must state the amount needed and may request partial or full amount of the chapter's SCDC assigned cost depending on financial situation.

Only the State Advisor reviews need requests in order to protect student privacy. If need requests exceed DECAid state funds, a percentage will be allocated to all accepted requests. DECAid amounts will be sent to the Chapter after the State Conference once the student has completed their state participation. Note: If a DECAid recipient receives any Conduct Code Infraction violations while at the SCDC, they relinquish their DECAid allotment.
