

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:**

Overnight Travel

**Date:**

November 27, 2018

**Dept:**

FHS

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**Reason:**

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

**Enclosure**

Yes

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**Background**

**Recommendation:**

DECA Trip

I recommend approval of the request of Miguel Carmo to take the FHS DECA Club to Boston from March 7, 2019 to March 9, 2019 for the DECA State Competition as detailed.

**Action Requested of the School Committee:**

Majority vote of the Committee is required.

<u><b>Vote Tabulator</b></u>	
A. Bergen: Y / N	D. Schultz: Y / N
C. Douglas: Y / N	MJ Scofield: Y / N
D. Feeley: Y / N	G. Zub: Y / N
M. Linden: Y / N	Action: _____

# FRANKLIN HIGH SCHOOL FIELD TRIP REQUEST FORM

## Important Reminders:

- This form should be **completed by the supervising staff member** of the field trip.
- Please submit this request at least **four weeks prior** to the requested date.
- Please submit a **hard copy of this form with the list of students** attending attached to Maria Weber.
- There should be **no cost** to students for field trips scheduled during the school day.
- **Take attendance** and inform Jen Petrillo prior to leaving for the field trip.
- No field trips may be taken before September 15 and after June 1 or during the last 2 weeks of a term.

Please refer the FHS Faculty Handbook for more information about field trips including the Extended Field Trip policy and its approval process.

Once the field trip is approved, the list of students will be forwarded to the nurse who will assess any medical needs. The supervising staff member will be notified via email about the approval of the field trip and any medical concerns. Please read this Situational Responsibilities document from the nurse's office.

## Field Trip Information:

Supervising staff member: Miguel Corno Cell #: 508-344-0071

Other teachers/staff attending: TRD

Date of field trip: 3/7/19 - 3/9/19 Destination: Boston - Marriott Copley

Departure time: After School Return time: Sat Afternoon Mode of transportation: Bus

Course name and section # of class(es) attending:

DECA  
Please provide a brief explanation of the purpose of this field trip.

DECA - state competition

## Request Class Coverage/Substitute Coverage:

If **two or more periods** need to be covered, a professional day request must be filled out and approved prior to submitting field trip request. [CLICK HERE](#)

If just **one period** coverage is needed, [CLICK HERE](#)

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Principal: [Signature] Date: 11/13/18

Principal (Extended FT): [Signature] Date: 11/14/18

Reviewed by Nurse: \_\_\_\_\_ Nurse recommended? (Y) (N) Date: \_\_\_\_\_

## **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. Departure/expected return dates – 3/7/2019 – 3/9/2019
- c. Itinerary – not yet available
- d. Summary of trip purpose/educational alignment

The activities included in the program include a 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:
  - Registration and materials – \$215/person
  - Transportation - \$10/person
  - Hotel and meals – \$230/room, typically 3 to 4 students per room.  
DECA will continue to raise funds through the operation of the school store 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 – N/A – if a student qualifies, he/she is eligible to attend. All students are eligible to compete at the district level (Jan 2018). Students who qualify at the district level will be eligible to compete at the state level. On average 50% of FHS students qualify 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 – W.T. Holmes (or coach bus company depending on number of students)
- 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 and/or Administration.
- 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.