

**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 International Competition - Recurring Trip

I recommend approval of the request of Emily Rosborough to take DECA Student to Anaheim, CA from 4/26/24-5/1/24 to participate in the DECA competition as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

<u>Vote Tabulator</u>	
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 Request for Extended Field Trip

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

- a. Destination – Anaheim, CA (DECA International Competition)
- b. Departure/expected return dates – 4/26/2023 – 5/1/2023
- c. Itinerary – see appendix A
- d. Summary of trip purpose/educational alignment

The activities included in the program include 20-30 page written research reports and an oral 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 for registration, materials, transportation, hotel– Approximately \$1,000/student. Costs will go toward flights, 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 fundraisers are shared with students to defray competition costs. DECA also offers financial assistance for limited income families.
- g. Accessibility for students with disabilities – all events and facilities will be accessible. (see attached)
- h. Number of students needed to support trip – approximately 10-50 – if a student qualifies, he/she is eligible to attend. Students who qualify at the state level will be eligible to compete at the international level.
- i. Number of chaperones in attendance – 1 chaperone for 8 students is required by DECA organization. We will have the required chaperones.
- j. Method of transportation and/or travel agency/organization information – Students will travel via air and tickets will be purchased after state competition in March. This is also when we will know for sure how many students will be attending and what costs will exactly be. Lodging is organized by DECA and will be located at the Embassy Suites Anaheim South.
- k. Documentation that all students, advisors and chaperones will have full trip insurance.
- l. Emergency plan including medical care plan including plan for to administration of medication.
- m. CORI for Chaperones – all chaperones are Massachusetts teachers or parents/guardians with CORI checks.
- n. Extended Field Trip Waiver.



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.

Appendix A:

FRIDAY, APRIL 26

8:00 AM – 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
8:00 AM – 9:00 PM	SHOP DECA + BLAZER SHOP	205
12:00 PM – 6:00 PM	CHARTERED ASSOCIATION ADVISOR CHECK-IN <i>Chapter advisors register with their chartered association advisor at their assigned hotel</i>	Hall B Foyer
6:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>by invitation only</i>	202

SATURDAY, APRIL 27

7:00 AM – 9:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
7:00 AM – 9:30 PM	SHOP DECA + BLAZER SHOP	205
8:00 AM – 5:00 PM	DECA DAY IN THE PARKS <i>Advance ticket purchase required</i>	
9:00 AM	EVENT DIRECTORS' BRIEFING	
10:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	203A
1:00 PM – 5:00 PM	EXHIBIT BOOTH SET-UP	Hall B
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	Hall A
5:30 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION <i>by invitation only</i>	Westin Anaheim
7:00 PM	GRAND OPENING SESSION I <i>Assigned by region</i>	Hall A
9:30 PM	GRAND OPENING SESSION II <i>Assigned by region</i>	Hall A
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

SUNDAY, APRIL 28

7:00 AM – 5:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
7:00 AM – 5:00 PM	SHOP DECA + BLAZER SHOP	205
7:30 AM	JUDGES' CHECK-IN	
8:00 AM – 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY RETAIL OPERATIONS <i>Sponsored by Real Food from the Ground Up and Otis Spunkmeyer</i>	Anaheim Marriott
8:00 AM – 4:00 PM	EMERGING LEADER SERIES	Anaheim Marriott
8:00 AM – 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA <i>Advisors only from 8:00 AM - 9:00 AM</i>	Hall B
8:00 AM – 5:00 PM	COMPETITIVE EVENT TESTING <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events</i>	North 100, Hall E
8:00 AM – 5:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Business Operations Research Events, Project Management Events, Entrepreneurship Written Events, Stock Market Game</i>	North 200
9:00 AM	VIRTUAL BUSINESS CHALLENGE PARTICIPANTS' BRIEFING	
9:00 AM – 4:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	207
9:30 AM – 1:00 PM	EXECUTIVE MENTOR PROGRAM	Anaheim Marriott
10:00 AM – 4:00 PM	VIRTUAL BUSINESS CHALLENGE COMPETITION	Hall B
12:00 PM	MDA LUNCHEON <i>Sponsored by Muscular Dystrophy Association by invitation only</i>	202
12:30 PM – 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY FOOD OPERATIONS <i>Sponsored by Real Food from the Ground Up and Otis Spunkmeyer</i>	Anaheim Marriott
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	Anaheim Marriott
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

MONDAY, APRIL 29

7:00 AM – 5:00 PM	SHOP DECA	205
7:00 AM – 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Foyer
7:30 AM	JUDGES' CHECK-IN	
8:00 AM – 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA	Hall B
8:00 AM – 4:30 PM	EMERGING LEADER SERIES	Anaheim Marriott
8:00 AM – 6:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events, School-based Enterprise</i>	North 200, Hall C
8:30 AM – 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST <i>Sponsored by Johnson & Wales University by invitation only</i>	202
9:00 AM – 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	207
10:00 AM – 4:00 PM	VIRTUAL BUSINESS CHALLENGE COMPETITION	Hall B
12:00 PM – 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>Sponsored by U.S. Army by invitation only</i>	204AB
2:00 PM – 3:30 PM	LEADERSHIP RECOGNITION RECEPTION <i>by invitation only</i>	202
2:30 PM – 4:30 PM	MEET THE CANDIDATES SESSION <i>Open to all members</i>	Anaheim Marriott
3:30 PM – 4:30 PM	COMPETITIVE EVENTS UPDATE <i>Advisors only</i>	207
4:00 PM – 11:00 PM	DECA NIGHT AT UNIVERSAL STUDIOS HOLLYWOOD <i>Advance ticket purchase required Last bus departs Universal Studios Hollywood at 11:00 PM</i>	Universal Studios Hollywood
5:00 PM – 12:00 AM	DECA NIGHT AT DISNEY CALIFORNIA ADVENTURE <i>Advance ticket purchase required</i>	Disney California Adventure
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TUESDAY, APRIL 30

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7:30 AM – 6:00 PM	HEADQUARTERS	Hall B Foyer
8:00 AM	ACHIEVEMENT AWARDS SESSION	Hall A
8:30 AM – 6:00 PM	SHOP DECA + FINALIST T-SHIRTS + RECOGNITION ITEMS	205
8:30 AM – 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	Hall C
12:00 PM	BUSINESS + ELECTION SESSION	207
6:00 PM – 7:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board Partners by invitation only</i>	204B
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FHS DECA

International Career Development Conference Packet



April 27-May 1, 2024

**EMBASSY SUITES ANAHEIM SOUTH
11767 Harbor Boulevard
Garden Grove, CA 92840**

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.

Introduction:

You have qualified to participate in our International Career Development Conference, April 27- May 1, 2024 in Anaheim, CA. This 2024 International Career Development Conference Information Packet has been designed to provide you with the necessary registration information and forms.

Hotel:

EMBASSY SUITES ANAHEIM SOUTH
11767 Harbor Boulevard
Garden Grove, CA 92840

Flight Info:**Departing:****Return:**

We will meet at Logan at _____ AM on 4/27. We will plan to meet in front of the Delta check in area in Terminal A. Find the signs for departures-Delta and we will meet inside those doors.

We will return at _____ PM on 5/1. Please plan to meet us at the baggage claim in Terminal A. We need to see parents/guardians to dismiss students, so please plan on coming into the baggage claim to pick up your student.

Conference Access:

The DECA ICDC will use the Anaheim Convention Center and Anaheim Marriott for all conference activities. Transportation will be provided from outlying hotel properties. Students are not allowed to go outside the hotel without the attendance of a chaperone. Keep using stairwells to a minimum unless you are with an Advisor/Chaperone.

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 ICDC will be 12:30 AM. This is set by Massachusetts DECA and not Franklin. All students should 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 or 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.

Conference Program

Please view the conference program [here](#) for all provided information and activities from DECA.

Important Dates & Itinerary: *Subject to change

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Costs Included with your Payment

Registration: includes DECA Inc registration, trading pins, hat, spirit glow item, ice cream social. and State Officers & Director(s) registration & housing.	\$150
Hotel Stay (EMBASSY SUITES ANAHEIM SOUTH)	Housing per person based on 5 nights* Massachusetts DECA will be staying at the Embassy Suites Hotel. All rooms are suites and include hot daily breakfast and afternoon snack. Student rate - \$332.25 (4 per room)
Flights	
Universal Studios Pass Disney Pass	\$140 \$185
Chaperone Costs (covers expenses for having chaperones, including flights, conference registration and hotels)	Registration: Hotel: Flights:

	Universal: Disney: Total:
Total:	

NOT INCLUDED: Food, any extra spending money for non-listed activities or shopping

Recommended Spending Money to Bring

Food	\$250 (assuming \$50/day for food over 5 days)
Spending Money for Shopping/Other Activities	\$200

Recommended Packing List

Packing toiletries using carry on- ([TSA Website](#))

- Needs to be 3.4 OZ or less
- Fit in a large (quart sized) sized ziplock bag
- [TSA What can I/can't I bring?](#)

2 professional dress outfits (including dress shoes, NO boat shoes/Sneakers)

DECA Blazer

6 casual outfits (including sneakers)

Flip flops and bathing suit

Dress Code

Dress code for all DECA competitive events and leadership conferences is BUSINESS FORMAL. This is the same outfits you've been wearing to districts and states. The only difference is students must be wearing DECA Blazers. We have DECA Blazers we can loan out to students for no cost. If you would like to buy your own, the cost is \$80 and they can either be purchased at the conference or at [shopdeca.com](#)

Other

- Down time will be used to complete school work, relax, network with other DECA members and connect with family
- Please download [DECA ICDC app](#) (students can build out their itinerary through the app)

Chaperones

Emily Rosborough and Frank Wood plus others. We will have a 1-8 ratio of chaperone to students.

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****

Communication

- We will be using Google Chat to communicate with students. Be sure to download the app
- Parents who wish to communicate with Mr. Wood or Mrs. Rosborough should use email. We will have push notifications enabled to respond ASAP. If it is an emergency, please call the hotel.

Transportation

- Students will be responsible for securing their own transportation to and from the airport.
- Transportation will be provided from outlying hotel properties to the conference.
- We will be using shuttles to and from the airport

Behavior

- Students are expected to be professional at all times and communicate with chaperones about their whereabouts
- Students who fail to meet behavior expectations will face consequences, including (but not limited to) detention, suspension, not being allowed to walk at graduation, and having your parents/guardians fly to California to pick you up from the trip early.