

Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.

School: Ryle H.S. Grade(s): 9-12 Class/Activity Group/Team: DECA
Teacher/Sponsor/Coach: Schnelle Cell Phone Number: 859 814 4509
Person trained with current medication administration training CPR/FA/AED credential: Schnelle

Destination Venue, Location and State: Charlotte, NC.
Trip Location Contact Person: Schnelle Phone Number: 859-814-4509

Teachers: 1 # Students: 21 # Chaperones: 2 Adult/Student Ratio: 1:10 *Required by DECA*

Date(s) & Times	Cost	Transportation
Departure Date: <u>11/14/24</u> Time: <u>TBD</u> AM/PM	Total Cost: \$ <u>10,142.40</u> Funding Source: <u>STUDENT</u>	<input type="checkbox"/> District Bus/Van <input checked="" type="checkbox"/> <u>Mike Albert Leasing</u> Approved Driver - Company Name: <u>Albert</u>
Return Date: <u>11/17/24</u> Time: <u>7:00</u> AM/PM	Fee to be assessed to students: \$ <u>450.</u> <i>Attach Student Activity Cost Form 09.15 AP.23</i>	<input type="checkbox"/> Other: _____ <i>Attach a copy of Charter Bus Contract.</i>

Meals	At school prior to departure <input type="checkbox"/>	Student Packed <input type="checkbox"/>	Location where packed lunches will be consumed: _____
	Student Purchase Restaurant <input checked="" type="checkbox"/> (Name and location of each stop)	Name & Location: _____ Name & Location: _____	
Over Night	Date: <u>11/14 - 11/17</u>	Lodging: <u>Charlotte Marriott</u>	
	Date: _____	Lodging: _____	

Trip Purpose and Core Content/learning targets: DECA Leadership Conference

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: _____

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: Elizabeth Schnelle

School Nurse Initials: SLW for verification that medications administrator listed above received training.

Due Date: 8-20-24 to turn in Roster and completed Parent Permission Slips for nurse's final review.

The following items have been completed or are in process. (Teacher/Sponsor/Coach must initial below)

- N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website
- GS I have attached an anticipated Trip Itinerary
- GS I have evaluated the trip site for potential hazards/special requirements
- GS I have an event-specific emergency action plan for the trip site and will distribute to all personnel attending the event in an official capacity.
- GS Funds have been secured for indigent students
- GS If needed, background checks for chaperone approval have been initiated
- GS Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending)

Teacher/Sponsor/Coach Signature: GSchnelle Date: 8/15/24

School-Related Student Trip Request Form

EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)

FOR

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Charlotte Marriott City Center

Venue Address 100 W Trade St. Charlotte, NC. 28202

* Person or email contacted at venue to discuss EAP Desonia

* Position/Title of person contacted Assistant Manager

Date (s) of contact 8/16/2024

* Is there an Automatic External Defibrillator (AED) on site yes no? Is it regularly maintained? yes no? If yes, where is it located? _____

* Does venue have an emergency response team (ERT) yes no?

Process to request AED and/or ERT if needed at the scene _____

Will a portable AED be taken from school on this trip yes no? If yes, who will be responsible for oversight and location of AED? _____

Is any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs.
- If possible, how to gain access.
- Steps that must be taken quickly to initiate the chain of survival.
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing).
 - Call 911 using cell phone or other means of communication.
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute).
 - Retrieve and use the nearest AED.
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

○ APPROVAL SIGNATURES REQUIRED

○ CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

○ Principal: [Signature] Date: _____

○ Required for all trips

○ Superintendent/Designee: _____ Date: _____

○ Overnight Trips

○ Board of Education: _____ Meeting Date: _____

○ Submit forms to Superintendent/Designee for review and submission to the Board for approval.

○ Travel outside the Tri-State area of KY, OH, IN

○ Common Carrier contract including cost

○ Common Carrier Transportation Reason for using a Charter Bus/Plane: _____

○ All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.

MIKE ALBERT LEASING Reservation Summary

LESSOR:

MIKE ALBERT RENTAL - MITCHELL
AVE
268 WEST MITCHELL AVE.
CINCINNATI, OH 45232
513-554-2900

RENTER:

SCHNELLE, ELIZABETH
OH
8598144509
ELIZABETH.SCHNELLE@BOONE.KY
SCHOOLS.US

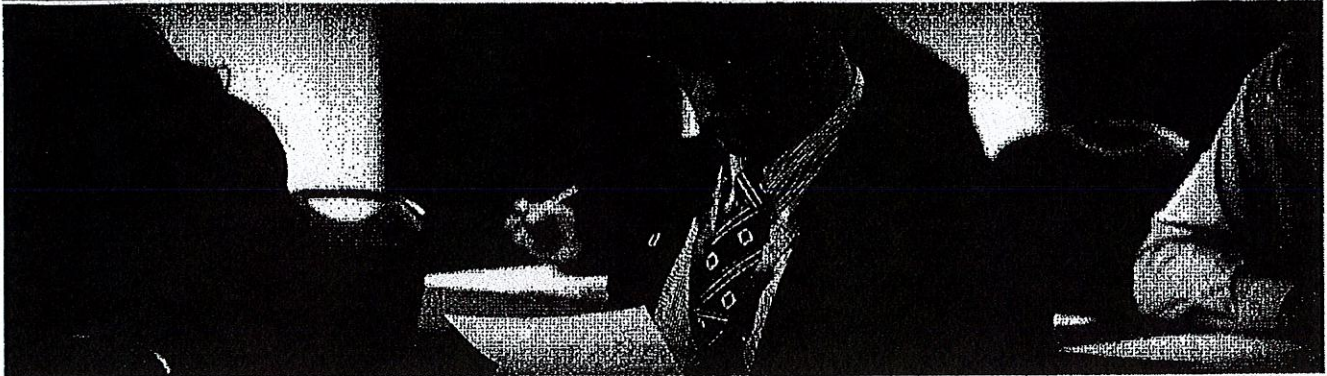
CONFIRM. NO.: 316122C**BOOKED DATE:** 09/13/2024**RENTAL**

Pick-up date 11/14/2024 09:00 AM
Return date 11/18/2024 09:00 AM
Total Days 4

VEHICLE

Unit type/description PVAR / 15 PASSENGER
Agency code
Total Miles 0
Unit

Description	Total
4 Day(s) @225.00	900.00
0 Charged Mile(s) @0.00	0.00
SALES TAX (7.80%)	70.20
Total Charges	970.20
Total Payments	0.00
Balance	970.20



EDUCATIONAL PROGRAM

DECA has the ultimate power trip waiting for you with dynamic general sessions, a day full of learning and leadership labs, powerful presentations by professionals, and all the favorites of a leadership conference.

Tentatively, general sessions will take place at the Westin Charlotte, and leadership labs, learning labs, competitive events and exhibits will take place at the Charlotte Convention Center.

FRIDAY NOVEMBER 15

1:00 PM - 5:00 PM	eduTOURS
3:00 PM - 6:00 PM	Registration
3:00 PM - 6:00 PM	Association Meetings (Optional)
7:00 PM - 7:45 PM	Connect Leadership Labs by Association Officer Teams
8:00 PM - 8:45 PM	Connect Leadership Labs by Association Officer Teams
9:30 PM - 10:45 PM	Opening Session
11:30 PM	Curfew

SATURDAY NOVEMBER 16

8:00 AM - 4:00 PM	College, Career + Company Exhibits
8:30 AM - 11:30 AM	Learning Labs
8:30 AM - 4:00 PM	Competitive Excellence Experience
8:30 AM - 4:00 PM	Advisor Professional Learning Series
11:30 AM	Chartered Association Officer and Advisor Luncheon, by invitation
11:30 AM - 12:45 PM	Lunch on Your Own
1:00 PM - 4:00 PM	Learning Labs
7:30 PM - 10:30 PM	DECA After Dark
11:30 PM	Curfew

SUNDAY NOVEMBER 17

9:00 AM - 10:30 AM	Closing Session
10:30 AM	Explore Charlotte on Your Own and Departures



Visit decadirect.org for
previews and highlights.

www.deca.org | 1-800-368-3333



LEARNING LABS

DECA's Learning Labs will engage DECA members and focus on important elements of preparing for college and careers. With this schedule, all DECA members will experience a learning lab related to preparing for college, choosing a career pathway, developing your DECA chapter and becoming a better competitor.

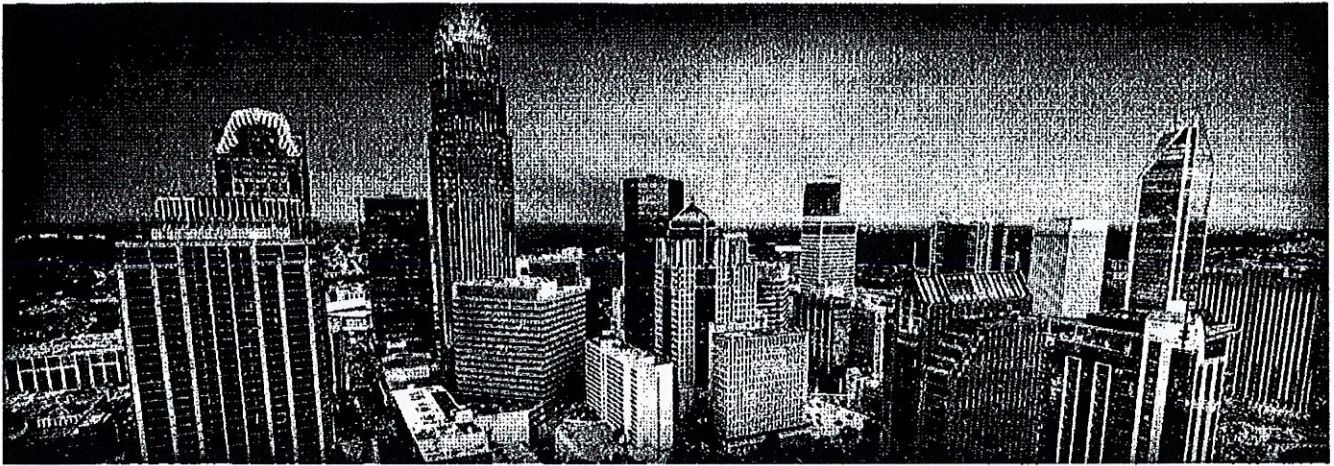


Become a champion in the **Competitive Excellence Experience** and participate in one role-play event, which will take place during one learning lab block. Members must pre-register to participate.

SATURDAY, NOVEMBER 16

8:30 - 9:15 AM COLLEGE	Preparing for College	Finding the Right Fit	Financing College	College: Success 101	Making the Most of College
9:30 - 10:15 AM CAREER	Marketing	Business Management	Hospitality	Entrepreneurship	Sports + Entertainment Marketing
10:30 - 11:15 AM CAREER	Marketing	Business Management	Hospitality	Entrepreneurship	Sports + Entertainment Marketing
11:30 - 12:45	LUNCH ON YOUR OWN				
1:00 - 1:45 PM CAREER	Marketing	Business Management	Hospitality	Entrepreneurship	Sports + Entertainment Marketing
2:00 - 2:45 PM CHAPTER	DECA's Corporate Challenges	Content is King: Social Media for Your Chapter	I AM DECA: Telling Your DECA Story	Chapter Competition Success System	DECA Leadership Styles
3:00 - 3:45 PM COMPETE	Rockin' the Role-Play and Exam	From the Judge's Perspective	Making an Awesome Written Event	Tips and Tricks for Presentation Design	Dress for Success and Professionalism

*Locations may vary depending on schedules are confirmed



REGISTRATION INFORMATION

Every minute in the Queen City is one meant for exploring. Home to numerous sports and entertainment venues, the third largest financial center in the country and a tremendous hospitality and restaurant scene, Charlotte's got a lot. The Queen City lives up to its name.

REGISTRATION

\$135* per attendee

The conference registration fee applies to DECA members, advisors and chaperones, and includes the following:

- Powerful general sessions
- Conference workshops
- Conference materials
- Conference t-shirt
- Conference insurance
- DECA After Dark activity

Deadline: October 15, 2024

*There is a \$100 non-refundable cancellation fee.

ACCOMMODATIONS

Charlotte Marriott City Center
100 W Trade Street
Charlotte, NC 28202

\$189 plus 15.25% tax

Westin Charlotte
601 South College Street
Charlotte, NC 28202

\$189 plus 15.25% tax

Deadline: October 15, 2024

Rooms are subject to availability within our block. Once the room block is full, which may occur before the deadline, room rates may increase and/or housing may no longer be available. Please confirm your rooming reservation before booking travel.

Make your hotel reservations in the online registration system with DECA Inc. Do not contact the hotel to make reservations.

AIR TRAVEL

Charlotte Douglas International Airport (CLT)

7.3 miles



CONFERENCE QUESTIONS

KYLIE KNUDSEN

DECA INC. EXPERIENCE
COORDINATOR

conferences@deca.org