

Field Trip Planning Form

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

School: Ryle High School Grade(s): 9-12 Class/Activity Group/Team: DECA
 Teacher/Sponsor/Coach: Mrs. Elizabeth Schnelle Cell Phone Number: 859.814.4509
 Person trained with current medication administration training CPR/FA/AED credential Elizabeth Schnelle

Destination Venue, Location and State: Crystal Gateway Marriott, Arlington, VA.

Trip Location Contact Person: Lisa Oakes Phone Number: 703-920-3230 (hotel) or 859-771-6555 (Lisa)

Teachers: 2 # Students: 20 # Chaperones: 0 Adult/Student Ratio: 1:10

Date(s) & Times		Cost	Transportation
Departure Date: <u>11/20/25</u>		Total Cost: \$ _____	<input type="checkbox"/> District Bus/Van
Time: <u>10:00</u> <u>(AM)</u> /PM		Funding Source: _____	<input type="checkbox"/> Charter Bus:
Return Date: <u>11/23/25</u>		Fee to be assessed to students:	Approved Bid – Company Name
Time: <u>5:00</u> AM/ <u>(PM)</u>		\$ 650	<input type="checkbox"/> Other: <u>Delta Airlines</u>
		<i>Attach Student Activity Cost Form 09.15 AP.23</i>	<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: _____
	School Cafeteria Packed <input type="checkbox"/>		
	Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)	Name & Location: _____ Name & Location: _____	
Over Night	Date: <u>11/20-11/22</u>	Lodging: <u>Crystal Gateway Marriott</u>	
	Date: _____	Lodging: _____	

Trip Purpose and Core Content/learning targets: DECA Power Trip Leadership/Competition 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: SW for verification that medications administrator listed above received training.

Due Date: ? 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
ES I have attached an anticipated Trip Itinerary
ES I have evaluated the trip site for potential hazards/special requirements
ES 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.
ES Funds have been secured for indigent students
ES If needed, background checks for chaperone approval have been initiated
ES 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: ESchnelle Date: 7/25/25

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)****FOR****ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue Crystal Gateway MarriottVenue Address 1700 Richmond Highway Arlington, VA 22202Person or email contacted at venue to discuss EAP Yaya BadjiPosition/Title of person contacted Front Desk Agent, Crystal Gateway MarriottDate (s) of contact 7/23/25Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? lobby and on each floorDoes venue have an emergency response team (ERT) yes ☒ no?Process to request AED and/or ERT if needed at the scene call front desk or take from wall unit in lobbyWill 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: 8/18/25○ ☐ Required for all trips

○ Superintendent/Designee: _____ Date: _____

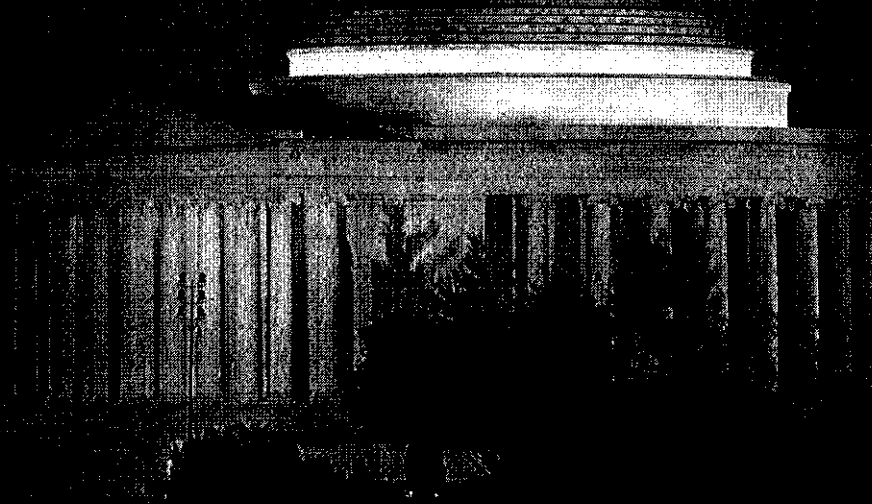
○ ☐ Overnight Trips

○ 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.*

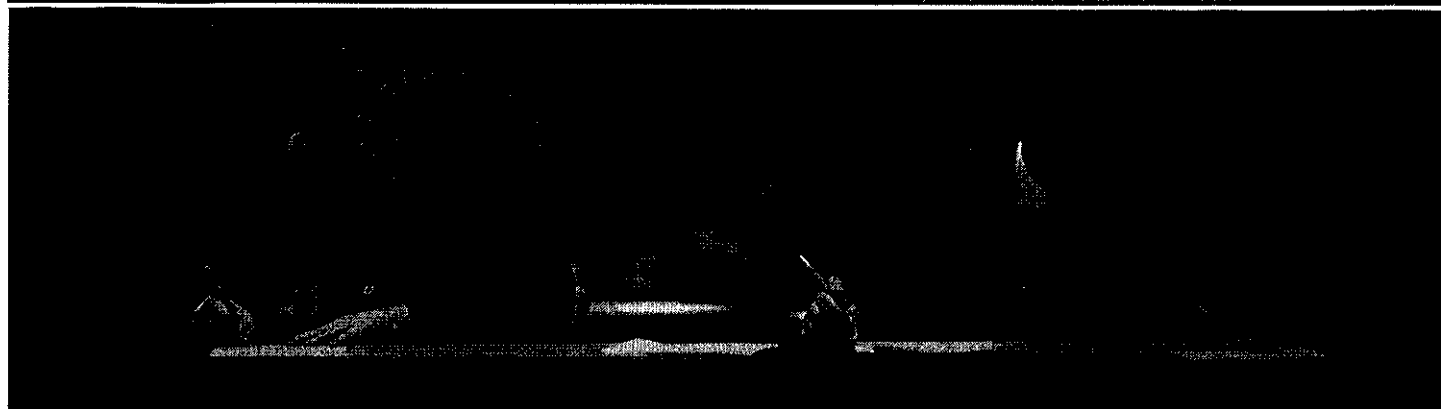
THE ULTIMATE **DECA** **POWER TRIP**



NOVEMBER 21-23, 2025
ARLINGTON, VA

REGISTRATION GUIDE

LEARN MORE AT [DECA.ORG/POWER](https://deca.org/power)



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.

Most conference activities will take place at the Crystal Gateway Marriott.

FRIDAY NOVEMBER 21

8:00 AM - 6:00 PM	Explore Washington, D.C. on Your Own
3:00 PM - 6:00 PM	Registration
3:00 PM - 6:00 PM	Association Meetings (Optional)
7:00 PM - 8:15 PM	Opening Session
8:30 PM - 9:15 PM	Connect Leadership Labs by Association Officer Teams
9:30 PM - 10:15 PM	Connect Leadership Labs by Association Officer Teams
11:30 PM	Curfew

SATURDAY NOVEMBER 22

8:00 AM - 4:00 PM	College, Career and Company Exhibits
8:30 AM - 4:00 PM	Competitive Excellence Experience
8:30 AM - 11:30 AM	Learning Labs
8:30 AM - 4:00 PM	Educator 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
7:00 PM - 11:00 PM	DECA After Dark D.C. Night Tour
11:30 PM	Curfew

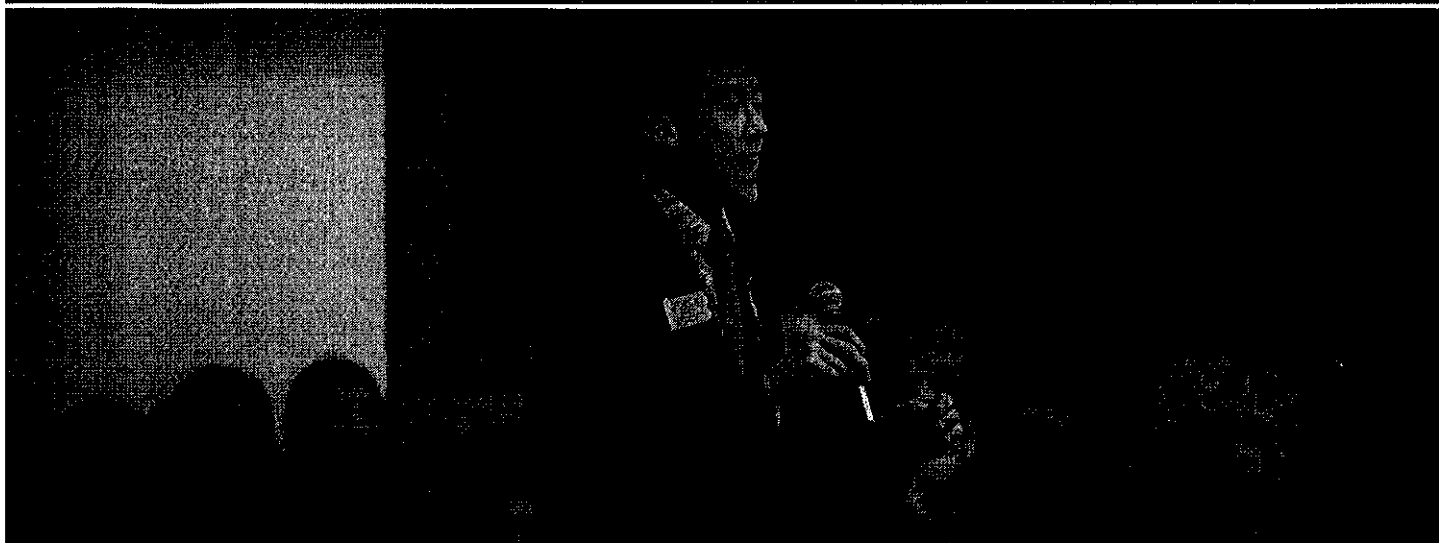
SUNDAY NOVEMBER 23

8:30 AM - 10:00 AM	Closing Session
10:30 AM	Explore Washington, D.C. on Your Own and Departures



Visit decadirect.org for
previews and highlights.

Schedule subject to change. Check deca.org/power for the latest schedule.



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 a Marketing Communications Series role-play, which will take place during one learning lab block. Advisors must select "yes" to competitive events for members during online registration to participate.

SATURDAY, NOVEMBER 22

8:30 - 9:15 COLLEGE	Preparing for College	Choosing a College + Major	Financing College	College Success 101	Making the Most of College
9:30 - 10:15 CAREER	Marketing	Business Management	Hospitality	Entrepreneurship	Sports + Entertainment Marketing
10:30 - 11:15 CAREER	Marketing	Business Management	Hospitality	Entrepreneurship	Sports + Entertainment Marketing
11:30 - 12:45	LUNCH ON YOUR OWN				
1:00 - 1:45 CAREER	Marketing	Business Management	Hospitality	Entrepreneurship	Sports + Entertainment Marketing
2:00 - 2:45 CHAPTER	DECA Diamond Fundraising Model	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 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

**Sessions may vary depending as speakers are confirmed.*



REGISTRATION INFORMATION

From monuments and memorials to the display of art and history at every turn, Washington, D.C. is a place like no other! Historians, foodies, art enthusiasts and more— D.C. has something special for everyone to enjoy. Get ready to immerse yourself in the beauty and culture of the U.S. Capital at the Ultimate DECA Power Trip.

REGISTRATION

\$140* 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, 2025

*There is a \$110 non-refundable cancellation fee.

AIR TRAVEL

Ronald Reagan Washington National Airport (DCA)

Metro Yellow Line
4.9 miles, 19 minutes

Dulles International Airport (IAD)

Metro Silver Line
28 miles, 44 min

Baltimore/Washington International Thurgood Marshall Airport (BWI)

32.8 miles, 1 hr 6 min

ACCOMMODATIONS

Crystal Gateway Marriott 1700 Richmond Highway Arlington, VA 22202

*\$216 King
\$227 Double/Double
includes tax (currently 14.25%)*

Ritz-Carlton Pentagon City 1250 South Hayes Street Arlington, VA 22202

*\$250 King
\$250 Double/Double
includes tax (currently 14.25%)*

AC Hotel National Landing 1999 Richmond Highway Arlington, VA 22202

*\$227 King
\$227 Double/Double
includes tax (currently 14.25%)*

Residence Inn Arlington Capital View

2850 South Potomac Ave
Arlington, VA 22202

*\$182 Studio King Suite + Pullout Sofa
\$193 Studio with Two King Beds
includes tax (currently 14.25%)
Breakfast included*

Renaissance Arlington Capital View

2800 South Potomac Ave
Arlington, VA 22202

*\$159 King
\$159 Double/Double
includes tax (currently 14.25%)*

Deadline: October 15, 2025

Hotels will be filled on a first-come, first-served basis. When planning your budget and requesting approval, we encourage you to use the highest room rate in the event certain hotels become unavailable.

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.



REGISTRATION
QUESTIONS

ED TRANG

conferences@deca.org

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Cincinnati ↔ Washington

\$274

Round trip · Economy · 1 passenger ▾

Lowest total price

Selected flights

[Track prices](#) 

Departing flight · Thu, Nov 20



12:50 PM → 2:22 PM



CVG

DCA

Nonstop · 1 hr 32 min · Delta · Operated by Endeavor Air DBA Delta Connec... 105 kg CO₂e

-8% emissions



Returning flight · Sun, Nov 23



3:05 PM → 4:47 PM



DCA

CVG

Nonstop · 1 hr 42 min · Delta · Operated by Endeavor Air DBA Delta Connec... 105 kg CO₂e

-6% emissions

Booking options

Book with Delta [Airline](#)[Hide options](#)

Delta Main Classic

\$274

- ✓ Free seat selection
- ✓ Standard seat
- ✓ Standard boarding
- ✓ Free change, possible fare difference

- ✓ 1 free carry-on

1st checked bag: \$70

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Delta Comfort Classic

- ✓ Free seat selection
- ✓ Extra legroom
- ✓ Priority boarding
- ✓ Free change, possible fare difference

- ✓ 1 free carry-on

1st checked bag: \$70

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