

**Field Trip Planning Form**

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

School: Ignite Grade(s): 9-12 Class/Activity Group/Team: DECA  
 Teacher/Sponsor/Coach: Skeen Cell Phone Number: (859) 308-2347  
 Person trained with current medication administration training CPR/FA/AED credential Skeen

Destination Venue, Location and State: Atlanta Georgia - Georgia Dome  
 Trip Location Contact Person: Greg Overstreet Phone Number: (703) 860-5000  
 # Teachers: 2 # Students: 6 # Chaperones: 0 Adult/Student Ratio: 1:3

Date(s) & Times		Cost	Transportation
Departure Date: <u>4/25/26</u>		Total Cost: \$ <u>6250.22</u>	<input type="checkbox"/> District Bus/Van
Time: <u>6 am</u> AM/PM		Funding Source: <u>General Fund</u>	<input type="checkbox"/> Charter Bus:
Return Date: <u>4/29/26</u>		<u>9402017 0338/0580</u>	
Time: <u>9 pm</u> AM/PM		Fee to be assessed to students:	Approved Bid - Company Name
		\$ <u>455.00</u>	<input checked="" type="checkbox"/> Other: <u>Rental Van</u>
		<i>Attach Student Activity Cost Form 09.15 AP.23</i>	<i>Attach a copy of Charter Bus Contract.</i>
<b>Meals</b>	At school prior to departure <input type="checkbox"/>	Student Packed <input type="checkbox"/>	Location where packed lunches will be
	School Cafeteria Packed <input type="checkbox"/>	Consumed: _____	
	Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)	Name & Location: <u>Various restaurants in area</u>	
		Name & Location: _____	
<b>Over Night</b>	Date: <u>4/25/26</u>	Lodging: <u>Embassy Suites by Hilton</u>	
	Date: <u>4/29/26</u>	Lodging: <u>Atlanta Buckhead</u>	

Trip Purpose and Core Content/learning targets: DECA Nationals: Expanded Learning

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

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: Skeen

School Nurse Initials: [Signature] for verification that medications administrator listed above received training.

Due Date: 4/15/26 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.
- [Signature] I have attached an anticipated Trip Itinerary.
- [Signature] I have evaluated the trip site for potential hazards/special requirements.
- [Signature] 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.
- [Signature] Funds have been secured for indigent students.
- [Signature] If needed, background checks for chaperone approval have been initiated.
- [Signature] 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: [Signature] Date: 3/5/2026

**School-Related Student Trip Request Form****EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)  
FOR ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**

Destination/Venue: Atlanta Georgia - Georgia Dome  
 Venue Address: 3285 Peachtree Rd NE Atlanta Georgia 30305  
 Person or email contacted at venue to discuss EAP: Greg Overstreet  
 Position/Title of person contacted: Greg Overstreet - Director of Security  
 Date (s) of contact: 3/6/2026

Is there an Automatic External Defibrillator (AED) on site  yes  no? Is it regularly maintained?  yes  no? If yes, where is it located? AEDs located in elevator bank lobbies on ea. concourse

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

Process to request AED and/or ERT if needed at the scene: AEDs can be accessed by anyone or can be brought by calling 476.444.0234

Will 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: 3-9-26
- 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.



# INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

ATLANTA | 2026

## FRIDAY, APRIL 24

12:00 PM – 1:30 PM	Chartered Association Advisor Check-in + Luncheon <i>By invitation only</i> <i>Chapter advisors register with their chartered association advisor at their assigned hotel</i>	B404
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## SATURDAY, APRIL 25

9:00 AM	Event Directors' Briefing <i>Sponsored by College Board</i>	B213-B214
10:00 AM – 8:00 PM	Headquarters + Attraction Ticket Booth	B403
10:00 AM – 8:00 PM	Shop DECA + Blazer Shop	B Registration Hall
10:00 AM – 5:00 PM	Explore Atlanta or Competition Preparation <i>On your own</i>	
10:00 AM	Executive Officer Candidate Orientation + Interviews	B319
1:00 PM – 5:00 PM	Exhibit Booth Set-up	Hall B3
5:00 PM	Parade of Chartered Associations Rehearsal	Mercedes-Benz Stadium
6:30 PM	National Advisory Board + Executive Mentor Reception <i>By invitation only</i>	Mercedes-Benz Stadium
8:00 PM	Grand Opening Session	Mercedes-Benz Stadium
12:30 AM	Curfew <i>Chapters and chartered assoc. advisors may set earlier curfew times</i>	Assigned Hotel

## SUNDAY, APRIL 26

7:00 AM – 5:00 PM	Headquarters + Attraction Ticket Booth	B403
7:00 AM – 5:00 PM	Shop DECA + Blazer Shop	B Registration Hall
7:30 AM	Judge Check-in	B209 Foyer
8:00 AM – 11:30 AM	School-based Enterprise Academy   Food Operations	Omni Hotel
8:00 AM – 3:30 PM	Emerging Leader Series	GWCC
8:00 AM – 4:00 PM	College + Career Exhibits <i>Advisors only from 8:00 AM - 9:00 AM</i>	Hall B3
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>	GWCC
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>	Hall B1-B2
9:00 AM	Virtual Business Challenge Participants' Briefing	B206
9:00 AM – 4:00 PM	Advisor Professional Learning Series	B401-B402
9:30 AM	Executive Mentor Program	B404
10:00 AM – 4:00 PM	Virtual Business Challenge Competition	Hall B3
12:00 PM	MDA Fundraising Recognition Luncheon <i>Sponsored by the Muscular Dystrophy Association   By invitation only</i>	B404
12:00 PM – 3:30 PM	School-based Enterprise Academy   Retail Operations	Omni Hotel
4:00 PM	Voting Delegates' Briefing + Candidate Campaign Sessions	B405-B407
5:00 PM – 11:00 PM	Choose Your Own ATL Adventure <i>Advance ticket purchase required</i>	
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

## MONDAY, APRIL 27

7:00 AM - 5:00 PM	Headquarters + Attraction Ticket Booth	B403
7:00 AM - 5:00 PM	Shop DECA	B Registration Hall
7:30 AM	Judge Check-In	B209 Foyer
8:00 AM - 4:00 PM	College + Career Exhibits	Hall B3
8:00 AM - 3:30 PM	Emerging Leader Series	GWCC
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 Event</i>	Hall B1-B2 + B4
8:00 AM - 6:00 PM	School-based Enterprise Preliminary Competition	Hall B1
9:00 AM - 3:00 PM	Advisor Professional Learning Series	B401-B402
10:00 AM - 4:00 PM	Virtual Business Challenge Competition	Hall B3
12:00 PM - 1:30 PM	Chartered Association Officer + Advisor Luncheon <i>Sponsored by the U.S. Army (By invitation only)</i>	B312-B314
2:00 PM - 3:30 PM	Leadership Recognition Reception <i>By invitation only</i>	B404
2:30 PM - 4:30 PM	Meet the Candidates Session <i>Open to all members</i>	B301 Foyer
3:30 PM - 4:30 PM	DECA Program Update Including Competitive Events <i>Advisors only</i>	B401-B402
5:00 PM - 11:00 PM	Choose Your Own ATL Adventure <i>Advance ticket purchase required</i>	
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

## TUESDAY, APRIL 28

7:30 AM - 6:00 PM	Headquarters	B403
8:00 AM	Achievement Awards Session	Mercedes-Benz Stadium
8:30 AM - 11:30 AM	Judge Check-In	B209 Foyer
8:30 AM - 5:00 PM	Shop DECA + Finalist T-Shirts + Recognition Items	B Registration Hall
8:30 AM - 6:00 PM	Competitive Event Final Competition	Hall B2
12:00 PM	Business + Election Session	B405-B407
6:00 PM - 7:00 PM	Scholarship + National Advisory Board Reception <i>Sponsored by National Advisory Board Partners   By invitation only</i>	Mercedes-Benz Stadium
7:30 PM	Grand Awards Session	Mercedes-Benz Stadium
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

## WEDNESDAY, APRIL 29

9:00 AM - 11:00 AM	New Executive Officer Orientation	Omni Hotel, Beechnut Room
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All events will be held in the **Georgia World Congress Center, Building B**, unless noted.

# RENTAL CAR DETAILS – MINI VAN

## Rental Details

### Dates & Times

[Edit](#)

Fri, Apr 24, 2026 @ 4:00 PM  
Wed, Apr 29, 2026 @ 6:00 PM

### Pick-up & Return Location

[Edit](#)

Covington  
3288 Madison Pike  
Covington, KY 41017

### Additional Details

[Edit](#)

Renter Age: 25+  
Corporate Account Number or Promotional Code: -

## Vehicle Details

### 7 Passenger Minivan

Chrysler Pacifica or similar  
Automatic



↕ It's not too late! You can still upgrade to Full Size SUV for only \$218.30\* more. (\$696.59 total)

[Upgrade](#)

### Vehicle

[Edit](#)

Time & Distance 1 Week(s) @ \$ 410.92 / week \$ 410.92\*

Unlimited Mileage Included

### Extras

[Add](#)

Taxes and Fees \$ 67.37\*

### Estimated Total

**\$478.29\***

\*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later.

# RENTAL CAR DETAILS – MINI VAN

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Optional Protection Products	
<p><b>Damage Waiver</b></p> <p>Protect your wallet and let us protect the car with this optional coverage! Please review your personal auto insurance policy or credit card for coverage of rental car damage when considering this option!</p> <p>Details</p>	<p>4 X <b>\$26.99</b></p> <p>Per Day</p> <p>+ Add</p>
<p><b>Personal Effects Coverage</b></p> <p>Protect your belongings in the car!</p> <p>Details</p>	<p><b>\$7.50</b></p> <p>Per Day</p> <p>+ Add</p>
<p><b>Roadside Protection</b></p> <p>Get 24/7 roadside assistance (where available) for lost keys, flat tire, and more.</p> <p>Details</p>	<p><b>\$6.99</b></p> <p>Per Day</p> <p>+ Add</p>
<p><b>Supplemental Liability Protection</b></p> <p>Protects all authorized drivers against third-party claims with up to \$300,000 in a combined single limit.</p> <p>Details</p>	<p><b>\$19.50</b></p> <p>Per Day</p> <p>+ Add</p>

\$107.96