



ENCINAL HIGH SCHOOL

DECA™

210 Central Ave. Alameda, CA 94501 ♦ 510-748-4023

AUSD,

The International Career Development Conference (ICDC) is the highlight of the DECA year for the approximately 16,000 members, advisors, businesspersons, and alumni who attend. California DECA is bringing around 150-170 students to ICDC this year. Most of the participants are at ICDC as competitors in one of DECA's competency based competitive events. Top competitors in each event category are recognized for their outstanding achievements. DECA is an International Association of high school and college students studying Marketing, Management and Entrepreneurship in business, Finance, and Hospitality and Marketing Sales and Service. The career opportunities and experience that students gain is sometimes overwhelming. Chances for DECA students to network with Business as well as other students are further expanding one's self as a young entrepreneur. Students can be academically prepared for college and careers in marketing, finance, hospitality or management. Not only that, but there are sections in sports entertainment, restaurant services, fashion and so many other events where students can touch upon and also chances for scholarship opportunities.

Derrick Lyons
Encinal DECA Advisor
510-521-4159
660-229-1804

Educational Services Office Use Only:

- Approved Signature of Director of Teaching and Learning: _____
- Conditional Approval Pending upon receipt of: E-3 E-3A E-5 E-6 E-7 E-9
 E-12 E-13 E-14 E-15 E-31A-B E-32 E-33 E-34 Insurance Check
- Not Approved. Reason: _____

OUT-OF-STATE OR COUNTRY FIELD TRIP REQUEST

Requirements:

1. All students must be allowed to participate regardless of ability to pay or associated fees.
2. Form must be submitted 6 weeks prior to field trip, not including days district is closed, to Teaching and Learning Office.
3. BOE approval is required for all out of state or country trips.
4. **Write a letter fully explaining the purpose of this field trip, including the state standards which will be addressed.**
 - Include how all students will have the full opportunity for participation in this activity
 - Include provisions for scholarships for students who may not have the personal financial resources for participation.
 - Include Pre-activities
 - Include Post-activities

This letter will be included with the board item requesting official school board approval for the trip.

Field Trip Checklist to be completed by sponsoring teacher:

- Submit "Field Trip Application" to school administrator at least **6 business weeks** prior to trip and then to the Teaching and Learning Office.
- Issue and collect permission slips, **Form-9** (one set to be taken on trip, one set to remain in office on day of trip).
- Order bus/transportation at least 4 weeks in advance if needed.
- If transportation is by private vehicle, submit driver forms certifying insurance coverage to the principal. (Form E-5)
- Provide the list of participating students to school secretary and Business Office. (Form E-7). **Note: Students who will need a bag lunch from Food Services are to be included on Form E-7).**
- Call for a substitute at least one week before the trip if one is needed.
- Provide check/cash to the Educational Services office to purchase insurance by 5 business day prior to date of trip.

Date Request Sent: 9/8/2014 Date of Field Trip: 4/24/2015

School: Alameda/Encinal High School

Teacher's School Phone #: 660-229-1804

Name of Teacher(s): Derrick Lyons

Destination: Orlando, FL

Number of miles (one way): 2448 Number of students: 15-20

Date/Time of Departure: 4/24/2015 8am Date/Time of Return: 4/29/2015 10pm

Names of Chaperone(s): (Minimum 1 adult for every 15 students)

1. Etere Lyons 2. Diana Kenney 3. Juanita Lyons

4. Chelsea Taylor 5. Click here to enter text. 6. Click here to enter text.

Insurance will be purchased for this trip: 0.75 high risk \$2.10 ski trip

\$3.35 out-of-country

Transportation Method:

Commercial Transport (Bus/BART/Ferry/etc.)

Personal Car

Other Click here to enter text.

Transportation costs will be paid by:

School Individual Student

Chartered Bus District

PTA

Bag Lunch Request: (include list on form E-7 Student Roster)

Number of Lunches Required: Click here to enter text. Confirm with School Site Office Manager.

Print Name: Derrick Lyons
(Teacher/Sponsor)

Date: 09/08/2015

Signature: 
(Teacher/Sponsor)

Date: 09/08/2015

Approval: _____
(Dept. Chairperson, 9-12 only)

Date: _____

Approval: Clarissa J. Zapata
(Administrator/Principal)

Date: 9/30/14