

ENCINAL DECA

To the members of the Board of Education:

On April 21-24, 2018, Encinal High School DECA has arranged for a field trip to Atlanta, GA. Students and 2 Adults (1 Advisor and 1 Chaperone) will be attending.

The International Career Development Conference (ICDC) is the highlight of the DECA year for the approximately 19,500 members from 10 different Countries, Advisors, Alumni, and Industry Partners 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 and Entertainment, Restaurant Services, Fashion and so many other events where students can touch upon and also chances for scholarship opportunities. This conference also presents students with seminars for job readiness training, and career building.

The rest of the itinerary will be provided on a later date.

Your approval of this field trip not only benefit the areas of self-growth, communication, problem-solving and the community. This also shows how Alameda Unified School District is putting a lot more focus on career readiness programs for our students.

Derrick Lyons
Encinal High School
DECA Advisor
510-748-4023 #2406

Daniel Hurst
Encinal High School
Principal
510-748-4023 #3104

OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST

Requirements:

1. All students must be allowed to participate regardless of ability to pay or associated fees.
2. **ALL Forms must be submitted 30 business days prior to field trip**, to the Teaching and Learning Department.
3. Board of Education approval is required for all out of state and out of country trips. **Use Letter to Board of Education format (see attached).**

Date Request Sent: 9/18/2017

Date of Field Trip: April 21-24, 2018

Destination of Field Trip: Click here to enter text. ATLANTA, GA

School: Encinal High School

Name of Teacher(s): Derrick Lyons/Diana Kenney

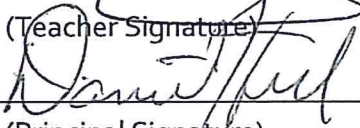
Print Name: Derrick Lyons

Date: 9/18/2017

Signature: 

Date: 9/18/2017

(Teacher Signature)

Approval: 

Date: 10/13/17

(Principal Signature)

Educational Services Office Use Only:

☐ Approved by: Signature of Director of Teaching and Learning: _____

Approval Date: _____ Additional Documentation Needed: _____

DEADLINE FOR ALL DOCUMENTATION TO BE RECEIVED BY TEACHING AND LEARNING: _____

☐ Not Approved. Reason: _____

Teacher's Cellphone: 

Teacher's School Phone: 50-748-4023 #2406

Date & Time of Departure: April 21, 2018 Date & Time of Return: April 24, 2018

Number of Miles (one way): 2,464

Number of students: ~~15~~ 3

Number of Chaperone(s): 2

Chaperones: MUST BE Minimum 1 adult for every 15 students.

Include all Chaperone names and contact information on E-33 Chaperone List. An unsigned E-33 will not be accepted. E-33 must be signed off and complete!

TRANSPORTATION METHOD

☐ Commercial Transport (Bus/BART/Ferry/etc.) ☐ Personal Car (Parents to complete Form E-5.
School site is responsible for collection and confirmation of Form E-5 and Proof of Insurance
verification on form E-33). ☐ Chartered Bus

Transportation costs will be paid by: ☐ School ☒ Individual Student ☐ District
☐ Student Body ☒ Other Plane ☐ PTA

BUS INFORMATION NEEDED

Bus Company Name: Click here to enter text.

Contact: Click here to enter text.

Address: Click here to enter text.

Phone Number: Click here to enter text.

Confirmation # for transportation: Click here to enter text.

Transportation costs will be paid by: Click here to enter text.

OAK-ATL
4.20.18 SWA FLIGHT 1078 7:50 AM
SWA FLIGHT 188 (HAW) 3:55 PM
ATL-OAK
4.25.18 SWA FLIGHT 2031 3:30 PM

OVERNIGHT FIELD TRIP INFORMATION

Name of Lodging: Click here to enter text.

Lodge Contact Name: Click here to enter text.

Lodging Address: Click here to enter text.

Phone Number: Click here to enter text.

Instructional Purpose: What is the purpose of this trip? leadership Training, Career Development and Goal-Setting, Display of Problem-solving Skills, Display of Math, Marketing, and Accounting Skills, Role-playing of real world business scenarios in a competitive environment. Seminars focused on self-growth.

List activities and anticipated student outcome.

PRINCIPLES OF BUSINESS ADMINISTRATION EVENTS DECA's Principles of Business Administration Events measure the student's proficiency in those knowledge and skills identified by career practitioners as common academic and technical content across marketing, finance, hospitality, and business management and administration. The Principles of Business Administration Events are designed for first-year DECA members who are enrolled in introductory-level principles of marketing/business courses. **TEAM DECISION EVENTS** DECA's Team Decision Making Events provide an opportunity for participants to analyze one or a combination of elements essential to the effective operation of a business in the specific career area. The business situation to be analyzed will be presented as a case study. **INDIVIDUAL SERIES EVENTS** DECA's Individual Series Events effectively measure students' proficiency in the knowledge and skills identified by occupational practitioners as essential to success in a

List Standards/Content to be addressed:

1. Students will be able to understand how to Network themselves
2. Students will gain knowledge in the areas of business

Describe pre-activities prior to the trip: Reviewing and improving upon test results, Reviewing and improving upon role-play evaluations.

Describe post activities after the trip: Meetings reviewing and improving upon test results, Reviewing and improving upon role-plays evaluations and developing ideas to improve in these areas.

Reasons for excluding student: (Keep in mind that no student may be excluded due to lack of payment) No Reason

Provision for students not participating: All students attending will be participating

<u>INTINERARY</u> (Daily schedule of specific events and times)		
Date	Time	Activity/Event
Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.
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TENATIVE State DECA CDC AGENDA

- **Coming soon**

REMINDER: Field Trip Checklist

- Submit Field Trip Request (**Form E-3A**) to school administrator at least **30 business days** prior to trip.
- Issue and collect permission slips (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, collect all driver forms submitted certifying insurance coverage **and submit to the principal. (Form E-5).**
- Provide a list of participating students' names to school office. (**Form E-7 or Class List from Aeries**).

Field Trip Chaperone List

This form must be filled out completely. Form must be signed for verification purposes.

School: Encinal High Lead Teacher/Staff Member Name: Diana Kenney/Derrick Lyons

Room No: 406 Title and Date of Field Trip: International DECA Conference 04/21-24/2018

<u>Chaperone(s)</u>	<u>Contact Information</u> <u>(Cellphone)</u>	<u>E-32</u> <u>Chaperone</u> <u>Agreement</u> <u>Received</u>	<u>E-5 Private</u> <u>Vehicle/ Minimum</u> <u>Insurance Verification</u> <u>Received</u>
1) Eterei Lyons	1) [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Click here to enter text.	2 Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
3) Click here to enter text.	3) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
4) Click here to enter text.	4) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
5) Click here to enter text.	5) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
6) Click here to enter text.	6) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
7) Click here to enter text.	7) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
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9) Click here to enter text.	9) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
10) Click here to enter text.	10) Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

I have verified all chaperones listed above have submitted a completed Chaperone Agreement Form (E-32). I have verified any chaperone who is driving has submitted a Transportation of Students in Privately Owned Vehicles Form (E-5) and possesses the appropriate insurance requirements.

Principal/Designee Signature

Date