

Shrewsbury High School  
64 Holden Street  
Shrewsbury, Massachusetts 01545  
*Office of the Principal*

## **Memorandum**

To: Dr. Joseph Sawyer  
From: Todd Bazydlo  
Date: March 21, 2023  
Re: DECA International Career Development Conference

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This memo serves as a formal request for permission for approximately three members of the SHS DECA Club to travel to the Orange County Convention Center in Orlando, FL to participate in the DECA International Career Development Conference (ICDC) on Friday, April 21<sup>st</sup> until Wednesday, April 26<sup>th</sup>, 2023.

This trip is the culmination of the DECA year where more than 20,000 high school students, teachers/advisors, business professionals and alumni will gather. DECA members will demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Skills Events program. More than 1,000 business professionals will serve as expert judges to evaluate DECA members' master of the concepts in areas of marketing, finance, hospitality, management, and entrepreneurship.

Students will be staying at the Hilton Orlando, 6001 Destination Parkway, Orlando, FL. Limited transportation will be provided as the Hilton Orlando Hotel and the Orange County Convention Center are connected via pedestrian bridge

The cost of the trip is approximately \$1,585 per person which includes the registration fee, airfare, and hotel. Food is not included in the trip and students must cover their own food and entertainment expenses.

Students will travel with Mr. Jason Andreola, SHS teacher and DECA advisor, as the sole chaperone. Overnight permission slips and medical forms will be secured. All paperwork including fieldtrip permission/release forms and final roster of participants will be maintained at the high school in accordance with School Committee Policy.

Thank you for your consideration.

# Shrewsbury Public Schools

## Field Study Form

All teachers planning field study as part of their educational program must complete this form and submit it to the principal four weeks prior to the trip. School nurses must be notified at least **three** weeks prior to the trip. It is the teacher's responsibility to inform curriculum specialists, special service providers (speech, OT/PT, Psychologist, SPED teachers), the Food Service Manager, and parent/computer volunteers after plans have been finalized and approved.

March 15th April 21 - 26 (Departing Friday and returning Wednesday)  
 Date Form Submitted Date of Trip

HILTON ORLANDO  
 6001 Destination Parkway  
 Orlando, FL 32819  
 www.thehiltonorlando.com

707-313-4300 9-12 Jason Andreola  
 Phone # of destination Grade Teacher(s)' Names

Jason Andreola: 508-245-5741  
 Cell phone to be taken on trip: name of the owner and phone number

**How does this field trip relate to the work being studied?** DECA is starting its first year at SHS this year, and with it being a nationwide organization with numerous tournaments throughout the year, this conference serves as the culmination of the competitive season. Students who qualified at the State conference in Boston on March 8th-10th, earned a position to compete at the International level.

"The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. At internationals, more than 20,000 high school students, teacher-advisors, business professionals and alumni gather for several days of DECA excitement. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts."

DECA members have spent the first half of the school year preparing for their events and they are prepared to showcase what they know at this prestigious International conference. The goal is for students to come out of this conference as improved public speakers, more systematic leaders, and communicative team members. During this event, students will also have the opportunity to attend workshops, exhibits and listen to guest speakers in the field of business.

**How do you plan to evaluate the field trip?** Upon returning to school, student officers and club members will debrief about the conference and will use that discussion as a means of determining the skills that need to be honed and refined for future competitions and meetings. Students will have an opportunity to discuss the experience with members of the DECA club that did not attend, which will help shape the scope of the club for the remainder of the competitive season and next year.

  3     1     0   Friday 4/21 Wednesday 4/26  
 # Students # Teachers # Other Chaperones Leave airport Return to airport

Method of transportation: Parents are to transport their child to and from Logan International Airport in Boston. Students will fly to Orlando from Logan (Boston) on 4/21 and fly back from Orlando to Logan (Boston) on 4/26.

If bus(es), how many? 0

Cost per item: \$ 250    \$ 450    \$ 0    +    \$ 885    =    \$ 1,585  
                          Admission    Transportation (Flight)\*\*    Meals\*    Hotel    Total

\*Food and spending money are not included and need to be sent with your student. An estimated budget for food has been included as a guide. Please speak with your child about their plans for spending on food/entertainment/other incidental costs.

\*\*Flight is a budget until booked.

Cost will be paid by: \$ 1,585/per person    \$ 0    \$ 0    \$ 0  
    Parent/Student    Grant    PTO Enrichment    Club

Parent itinerary/cost letter has been written (attach copy):    Yes    No

Parent Permission form has been written (attach copy):    Yes    No

Department Director    *Shauna M. Bowers*

Principal's Recommendation    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
    Approved.    Let's talk, please.    Date

Central Office    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
    Approved.    Let's talk, please.    Date

Please ensure that the following are completed before your trip:

- If a deposit is required, see a secretary to set a schedule for collecting money from students and requesting a check from the Central Office. All cash and checks must be submitted to the office each day and must be accompanied by a Student Activity Account Deposit Slip. Please indicate that we want parents to pay by check. Staff should never store money in their rooms.
- Send a permission slip home with students describing the trip, its connection to the curriculum, and details regarding date, time, chaperoning, and payment (checks only). Keep the returned permission slips on file.
- Get a "field trip fax form" from the office, complete it, and fax it to Laidlaw transportation to schedule buses.
- Notify the cafeteria manager by email so adjustments may be made in food ordering.
- Notify the nurse by email so that she may coordinate medications, get emergency medical packs with first aid, inhalers)
- Parents have signed permission slips for nurses to administer medication
- At least two weeks prior to the trip:
- All money must be collected and submitted to the office so that it may be deposited in the student activity account and so that a check may be requested from Central Office.

- The week of the trip:
- Assign classes to buses (and student seats if desired) and prepare name tags.
- Provide chaperones with responsibilities and expectations
- Submit this completed checklist to the office at least one day prior to the trip.

**\*\* Scholarships for families needing assistance are available and recipient names are kept confidential. Please notify the principal if scholarships for families are needed.**

**ICDC will be hosted in Orlando, Florida on April 22 -25, 2023.** Travel days would occur on April 21 and April 26th. Here is a link to conference information: <https://www.deca.org/conferences/icdc>

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**DECA National Dates/Location**

What:	DECA Nationals
Dates of trip:	Friday April 21- Wednesday April 26th, 2023
Competition Location:	Orange County Convention Center
Hotel:	Hilton Orlando, 6001 Destination Parkway, Orlando, Florida, 407-313-4300, <a href="http://www.thehiltonorlando.com">www.thehiltonorlando.com</a>

**Cost and Payment**

Below is the **estimated** cost for this trip for each student.

Hotel rooms will be shared in same gender rooms of 4, with students from other High Schools competing in DECA. The hotel amount listed below is based on sharing rooms.

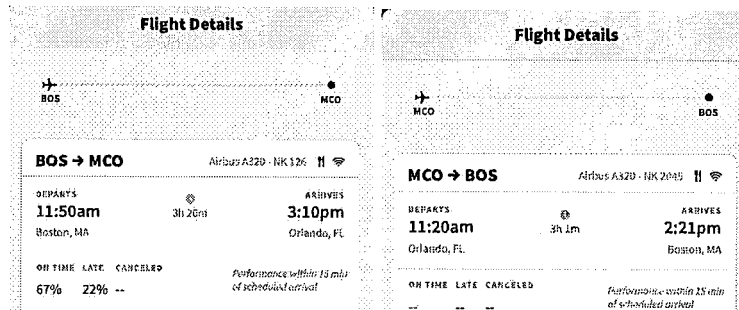
**No meals are included on this trip/conference. Food money must be brought by each student and managed by each student. An estimated budget has been included below to give a sense of total cost. No food or meals are included. Each student is responsible for their own food spending and bringing enough money to cover their own meals. Discuss with your child their spending needs prior to the trip.**

**Draft Budget. (This is a draft estimate and it is subject to change.)**

<u>Expense Category</u>	<u>Cost</u>	
DECA Registration Fees	\$250	
Airfare	\$450	Estimated for now.
Hotel	\$885	5 nights Hilton Orlando with shared student rooms
<b>Total Expenses (registration, airfare, hotel)</b>	<b>\$1,585</b>	
DECA Night at Universal Studios- Monday April 24th 5pm-11pm	\$150	Includes \$25 meal/gift voucher. includes transportation
<u>Food*</u>	<u>\$240</u>	Assumed 5 breakfasts @\$10 each, 6 lunches at \$15 each, 6 dinners at \$20 each
*Food is not included in the trip and is an out of pocket expense for each student. Students must bring enough spending money to cover their food and any entertainment expenses.		
<u>Not included: Other spending money or entertainment money</u>		

**Flight Info for the Trip**

- SPIRIT AIRLINES currently has this nonstop option available, under our budget, which we will try to book for everyone.
- As more DECA students book in Massachusetts, flight supply may decrease causing prices to increase. Time is of the essence for booking flights.
- We'll include one bag per person in the flight purchase.
- We will book our flight as soon as possible. If this flight is no longer available at the time of purchase, we will look for a similar option.



- Current flight budget is estimated. We will look for the most cost effective and efficient option.
- SHS students are expected to travel together with their adult advisor.
- Parents will need to drop off their child at the airport and pick them up upon return from the trip.

**Payment Schedule**

- A nonrefundable deposit of \$650 is due by Monday 3/20 payable by check to Shrewsbury High School. This will cover the registration fee and airfare booking.
- Final payment of the remaining cost is due by Monday 3/27. These dates allow us to meet the invoice due dates for the conference and hotel..

**Supervision/Chaperones**

- Mr. Andreola will be the sole chaperone/advisor on this trip for Shrewsbury High School. Each school is expected to have an advisor/chaperone with a ratio of 1 to 8 students.

**Proposed Flight Info for the Trip**

- Current flight cost is estimated. We will look for the most cost effective and efficient option departing on Friday April 21, 2023.
- SHS students are expected to travel together with their advisor..

## Student Expectations

- Follow DECA's dress code (referenced below) and behavior code at all times.
- Follow SPS code of conduct.
- Limited transportation service will be provided to/from the Hilton Orlando and since they are connected via pedestrian bridge to the Orange County Convention Center.
  - Students may travel during the day between the hotel and convention center without a chaperone, but they **MUST** be with at least one other Shrewsbury student
  - At night, students will be required to be with a chaperone — either on a Shrewsbury High specific excursion and/or while at DECA sponsored events

## Dress Code

- The dress code is set by DECA and is similar to the dress code for your child at the DECA State SCDC Conference.

# DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

DECA's board of directors has developed the following official dress standards for the International Career Development Conference. Students, advisors and chaperones must follow the dress code.

Competitors must wear an official DECA blazer during interaction with the judges. While official DECA blazers are not required during briefing and testing, professional business dress is required. Professional dress should also be worn to all conference sessions including workshops and special meal functions such as luncheons.

For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

All skirts and dresses must be at or below the knee.

**AN OFFICIAL DECA BLAZER IS REQUIRED TO RECEIVE RECOGNITION OR AN AWARD ON STAGE.**

### WHEN APPEARING BEFORE JUDGES AND ON-STAGE

- Official DECA blazer
- Dress slacks or dress skirt or business dress
- Collared dress shirt and appropriate neckwear (necktie, ascot, scarf) or Dress blouse
- Dress shoes

### DECA GENERAL SESSIONS, MEAL FUNCTIONS, EVENT BRIEFING, MANUAL REGISTRATION AND TESTING

- Business suit or sport coat or blazer (blazer optional)
- Dress slacks, dress skirt or business dress
- Collared dress shirt, dress blouse or dress sweater
- Blazer optional
- Dress shoes
- Necktie/scarf (optional)

### DECA BUSINESS CASUAL

- Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes.
- Jeans, t-shirts and athletic shoes are not included in business casual attire.

### UNACCEPTABLE DURING DECA ACTIVITIES

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes and hiking boots.

*When judging adherence to the dress code, DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. DECA does not support or condone the touching of students or their clothing as a means of determining whether or not a student is following the dress code guidelines.*

*Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.*

## Schedule of Events



# INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

ORLANDO | 2023

## FRIDAY, APRIL 21

8:00 AM - 8:00 PM	CHARTERED ASSOCIATION ADVISOR CHECK-IN <i>Chartered advisor registration is required to attend this event. Registration is required for all attendees.</i>	W202
8:30 AM - 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W205
8:00 AM - 8:00 PM	SHOP DECA + BLAZER SHOP	W205
8:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER by KAITHER CITY	W305

## SATURDAY, APRIL 22

7:00 AM - 8:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W205
7:00 AM - 8:30 PM	SHOP DECA + BLAZER SHOP	W205
9:00 AM	EVENT DIRECTORS + ASSOCIATE EVENT DIRECTORS BRIEFING	W2018C
9:30 AM - 4:00 PM	DECA DAY IN THE PARKS <i>Admission is required for all attendees.</i>	W311 (University World Record) W312 (University World Record)
10:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	
10:00 PM - 5:00 PM	EXHIBIT BOOTH SET UP	W152
3:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	W114
7:00 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION <i>By invitation only.</i>	W305
8:30 PM	GRAND OPENING SESSION	W114
12:00 AM	CURFEW: Closing and final check-in for all attendees and exhibitors.	Assigned Hotel

## SUNDAY, APRIL 23

7:00 AM - 5:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W205
7:00 AM - 5:00 PM	SHOP DECA + BLAZER SHOP	W205
7:30 AM	JUDGE ORIENTATION	W154
8:00 AM - 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY   FOOD OPERATIONS <i>Sponsored by Food and Beverage Academy.</i>	
8:00 AM - 4:00 PM	EMERGING LEADER SERIES	8000
8:00 AM - 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA <i>Admission is required for all attendees.</i>	W157
	COMPETITIVE EVENT TESTING	
9:00 AM - 5:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Activities include: Business Plan Competition, Financial Literacy, Project Management, Public Speaking, and Entrepreneurship. Registration is required for all attendees.</i>	W157 + W158
9:00 AM - 5:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Activities include: Business Plan Competition, Financial Literacy, Project Management, Public Speaking, and Entrepreneurship. Registration is required for all attendees.</i>	W157 + W158
9:00 AM	VIRTUAL BUSINESS CHALLENGE PARTICIPANTS BRIEFING	8000
9:00 AM - 4:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	
9:30 AM - 1:00 PM	EXECUTIVE MENTOR PROGRAM	8000
12:00 PM	NSA LUNCHEON <i>Sponsored by National Student Association (by invitation only).</i>	W102
12:30 PM - 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY   RETAIL OPERATIONS <i>Sponsored by Retail and Consumer Goods Academy.</i>	
4:00 PM	VOTING DELEGATES BRIEFING + CANDIDATE CAMPAIGN SESSIONS	8000
8:30 AM	CURFEW: Closing and final check-in for all attendees and exhibitors.	Assigned Hotel

MONDAY, APRIL 24		
7:00 AM - 8:00 PM	SHOP DECA	W302
7:00 AM - 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W308
7:30 AM	JUDGES' ORIENTATION	W304
8:00 AM - 8:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA	W305
8:00 AM - 8:30 PM	ENERGYS LEADER SERIES	0000
8:00 AM - 8:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <small>Division of Business Administration, Florida Project, Leadership Training Team          2023-2024 National Finals, 2023-2024 Florida Finals, 2023-2024 National Competition          2023-2024 National Competition, 2023-2024 Florida Finals, 2023-2024 National Finals          Award Ceremony</small>	W31 + W32 + W34
8:30 AM - 10:30 AM	JOHNSON & WALSH SCHOLARSHIP AWARDS BREAKFAST <small>Open to all students and faculty</small>	W306
8:00 AM - 8:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	
12:00 PM - 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <small>Specialty Food &amp; Beverage Service</small>	
2:00 PM - 3:30 PM	LEADERSHIP RECOGNITION RECEPTION <small>Specialty Food</small>	W305
2:30 PM - 4:30 PM	MEET THE CANADIAN SECTION <small>Specialty Food</small>	
3:30 PM - 4:30 PM	COMPETITIVE EVENTS UPDATE (MANDATORY)	
6:00 PM - 11:00 PM	DECA NIGHT AT UNIVERSAL ORLANDO <small>Specialty Food &amp; Beverage Service</small>	Universal Orlando Resort
12:30 AM	CURFEW (Students are required to be in their rooms by 11:00 PM)	Assigned Hotel

TUESDAY, APRIL 25		
7:30 AM - 9:30 AM	JUDGES' ORIENTATION	W31
7:30 AM - 8:00 PM	HEADQUARTERS	W308
8:00 AM	ACHIEVEMENT AWARDS SESSION	W314
8:30 AM - 8:00 PM	SHOP DECA - FINALE / SHIRT / RECOGNITION ITEMS	W305
8:30 AM - 8:00 PM	COMPETITIVE EVENT FINAL COMPETITION	W34
12:00 PM	BUSINESS + RECEPTION SESSION	
1:00 PM - 2:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <small>Specialty Food &amp; Beverage Service</small>	W303
3:30 PM	GRAND AWARDS SESSION	W314
12:30 AM	CURFEW (Students are required to be in their rooms by 11:00 PM)	Assigned Hotel

WEDNESDAY, APRIL 26		
9:00 AM - 1:00 PM	NEW EXECUTIVE OFFICER ORIENTATION	W308

Check [deca.org/icdc](https://deca.org/icdc) for updates. Events will be held in the ORANGE COUNTY CONVENTION CENTER unless otherwise noted.

Registration, permission slips, and payment deposit (non refundable) are due on Monday 3/20. DECA gives us an extremely tight turnaround time. Check payable to Shrewsbury High School. Subject: DECA ICDC 2023

Thank you for your timeliness. We will have plenty of time to meet over the next few weeks, but for now, priorities are 1) registration 2) flights.

I have acquainted myself with the plan of the proposed DECA International Career Development Conference trip to Orlando, FL. I give permission for my child to go on this trip and understand that in any event, I continue to assume full



responsibility for my child. I agree that all reasonable requests of the chaperone shall be complied with. I have reviewed this document and agree to send my child on the ICDC DECA trip to Orlando, Florida. I will reach out to Mr. Jason Andreola with any questions or concerns at [jandreola@shrewsbury.k12.ma.us](mailto:jandreola@shrewsbury.k12.ma.us), in advance.

**Student's Name** \_\_\_\_\_

**Parent's Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Parent's Cell Phone Number:** \_\_\_\_\_

**Emergency Contact Name, Number, and Relationship to Student:**

\_\_\_\_\_

**Shrewsbury High School**  
**Overnight Trip Permission Form**

I give my permission for my child \_\_\_\_\_ to attend the trip to  
DECA ICDC Conference on April 21 - April 26, 2023. The students will be  
traveling by plane to Orlando, FL.

**Shrewsbury Public Schools Parental Consent, Release from Liability and Indemnity Agreement**

We the undersigned father/mother or guardian(s) of \_\_\_\_\_ a minor, do hereby consent to his/her participation in a voluntary field trip and do forever RELEASE, acquit, discharge, and covenant to hold harmless the Town of Shrewsbury, a municipal corporation of the State of Massachusetts, and its successors, departments, officers, employees, servants and agents, of and from any and all actions, causes of actions, claims, demands, costs, loss of services, expenses and compensation on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damages which we/I may now or hereafter have as the parent(s) or guardian(s) of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after he/she has reached his/her majority resulting or to result from his/her participation in the Shrewsbury Public Schools voluntary programs; FURTHERMORE, we/I hereby agree to protect the Town of Shrewsbury and its successors, departments, officers, employees, servants, and agents, against any claims for damages, compensation or otherwise on the part of said minor growing out of or resulting from injury to said minor in connection with his/her participation in the Shrewsbury Public Schools voluntary field trip programs, and to INDEMNIFY, reimburse or make good to the Town of Shrewsbury or its successors, departments, officers, employees, servants and agents any loss of damages or costs, including attorney's fees, the Town or its representatives may have to pay if any litigation arises from said minor's intentional, grossly negligent, or reckless acts or omissions while participating in said programs.

Should illness or accident occur during the event, I will not hold Shrewsbury Public Schools or its employees, any of our sponsors or their employees or any adult supervisor liable for any medical or additional expenses. I give my permission for any medical attention to be given if my child becomes injured or ill. I will also not hold Shrewsbury Public Schools or its employees, any of our sponsors or their employees or any adult supervisor liable for any loss of personal property.

All rules pertaining to behavior and attendance as outlined in the SHS Student Handbook are strictly enforced at all times. Any student violating any rules in the SHS Student Handbook will be subjected to the appropriate discipline upon his/her return to school.

If necessary, disciplinary actions will also be taken while students are still on the trip including being sent home immediately. Parent will be responsible for expenses required to send a student home should it be determined necessary.

**This trip is an academic trip sponsored by the Shrewsbury Public Schools. The Shrewsbury Public Schools administration may withdraw approval of this trip for any reason at any time prior to the trip. A school administrator may also withdraw approval for an individual student or group of students to attend, or to be sent home from the trip, for any reason according to the administrator's judgment. If the trip is canceled for any reason, or if a student is removed from the trip prior to or during the trip, Shrewsbury Public Schools is not responsible for reimbursement of funds that were paid by the student or student's family for the trip.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print name of Parent or Guardian:

# DECA ICDC Information & Proposed Plan

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## Cost and Payment

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Flight Details			
BOS		MCO	
BOS → MCO      Airbus A320 - N1126      ✈️			
DEPARTS	3h 20m	ARRIVES	
11:50am		3:10pm	
Boston, MA		Orlando, FL	
ON TIME	LATE	CANCELLED	
67%	22%	--	
Performance within 15 min of scheduled arrival			

Flight Details			
MCO		BOS	
MCO → BOS      Airbus A320 - N112045      ✈️			
DEPARTS	3h 10m	ARRIVES	
11:20am		2:21pm	
Orlando, FL		Boston, MA	
ON TIME	LATE	CANCELLED	
--	--	--	
Performance within 15 min of scheduled arrival			

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- SHS students are expected to travel together with their adult advisor.
- Parents will need to drop off their child at the airport and pick them up upon return from the trip.

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- Follow SPS code of conduct.
- Limited transportation service will be provided to/from the Hilton Orlando and since they are connected via pedestrian bridge to the Orange County Convention Center.
  - Students may travel during the day between the hotel and convention center without a chaperone, but they MUST be with at least one other Shrewsbury student
  - At night, students will be required to be with a chaperone — either on a Shrewsbury High specific excursion and/or while at DECA sponsored events

#### Dress Code

- The dress code is set by DECA and is similar to the dress code for your child at the DECA State SCDC Conference.

# DECA

## DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

DECA's board of directors has developed the following official dress standards for the International Career Development Conference. Students, advisors and chaperones must follow the dress code.

Competitors must wear an official DECA blazer during interaction with the judges. While official DECA blazers are not required during briefing and testing, professional business dress is required. Professional dress should also be worn to all conference sessions including workshops and special meal functions such as luncheons.

For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

All skirts and dresses must be at or below the knee.

### AN OFFICIAL DECA BLAZER IS REQUIRED TO RECEIVE RECOGNITION OR AN AWARD ON STAGE

#### WHEN APPEARING BEFORE JUDGES AND ON-STAGE

- Official DECA blazer
- Dress slacks or dress skirt or business dress
- Collared dress shirt and appropriate neckwear (necktie, ascot, scarf) or Dress blouse
- Dress shoes

#### DECA GENERAL SESSIONS, MEAL FUNCTIONS, EVENT BRIEFING, MANUAL REGISTRATION AND TESTING

- Business suit or sport coat or blazer (blazer optional)
- Dress slacks, dress skirt or business dress
- Collared dress shirt, dress blouse or dress sweater
- Blazer optional
- Dress shoes
- Necktie/scarf (optional)

#### DECA BUSINESS CASUAL

- Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes.
- Jeans, t-shirts and athletic shoes are not included in business casual attire.

#### UNACCEPTABLE DURING DECA ACTIVITIES

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Unacceptable types of dress shoes include boot shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes and hiking boots.

*When judging adherence to the dress code, DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. DECA does not support or condone the touching of students or their clothing as a means of determining whether or not a student is following the dress code guidelines.*

*Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.*

Schedule of Events



# INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

ORLANDO | 2023

## FRIDAY, APRIL 21

8:00 AM - 8:00 PM	CHARTERED ASSOCIATION ADVISOR CHECK-IN Check-in for all participating chartered associations at the convention center	W205
8:00 AM - 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W205
8:00 AM - 9:00 PM	SHOP DECA + BLAZER SHOP	W205
8:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER Dinner for all participating chartered associations	W205

## SATURDAY, APRIL 22

7:00 AM - 8:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W205
7:00 AM - 8:30 PM	SHOP DECA + BLAZER SHOP	W205
8:00 AM	EVENT DIRECTORS + ASSISTANT EVENT DIRECTORS BRIEFING	W205B
8:30 AM - 9:00 PM	DECA DAY IN THE PARKS Addressed to all participating chartered associations	Visit Central World Center Universal Orlando Resort
10:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	W205
1:00 PM - 5:00 PM	EXHIBIT BOOTH SETUP	W205
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	W205
7:00 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION by invitation only	W205
8:30 PM	GRAND OPENING SESSION	W205
12:30 AM	CURFEW Chartered associations are required to depart the convention center by 12:30 AM	Universal Orlando

## SUNDAY, APRIL 23

7:00 AM - 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W205
7:00 AM - 9:00 PM	SHOP DECA + BLAZER SHOP	W205
7:30 AM	LAGERS ORIENTATION	W205
8:00 AM - 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY   FOOD OPERATIONS Sponsored by McDonald's	W205
8:00 AM - 4:00 PM	EMERGING LEADER SERIES	W205
8:00 AM - 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA Admission is \$100 per person	W205
8:00 AM - 5:00 PM	COMPETITIVE EVENT TESTING Principals/Superintendents are required to attend this session. Invitations will be emailed to all participating chartered associations. Invitations will be emailed to all participating chartered associations.	W205 + W205B
8:00 AM - 5:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION Principals/Superintendents are required to attend this session. Invitations will be emailed to all participating chartered associations. Invitations will be emailed to all participating chartered associations.	W205 + W205B
8:00 AM	VIRTUAL BUSINESS CHALLENGE PARTICIPANTS ARRIVING	W205
9:00 AM - 4:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	W205
9:30 AM - 1:00 PM	EXCLUSIVE MENTOR PROGRAM	W205
12:00 PM	MDA LUNCHEON Sponsored by McDonald's	W205
12:30 PM - 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY   RETAIL OPERATIONS Sponsored by McDonald's	W205
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	W205
12:30 AM	CURFEW Chartered associations are required to depart the convention center by 12:30 AM	Universal Orlando

**MONDAY, APRIL 24**

7:00 AM - 8:00 PM	SNOW DECA	W200
7:00 AM - 7:00 PM	HEADQUARTERS & ATTRACTION TICKET BOOK	W200
7:30 AM	JUDGES ORIENTATION	W201
8:00 AM - 8:00 PM	COURTNEY + CHAIRS EXHIBITS / SIGN-IN DECA	W200
8:00 AM - 8:30 PM	EMERGING LEADER SERIES	W201
8:00 AM - 8:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION DECA STATEWIDE COMPETITIVE EVENT PRELIMINARY COMPETITION DECA STATEWIDE COMPETITIVE EVENT PRELIMINARY COMPETITION DECA STATEWIDE COMPETITIVE EVENT PRELIMINARY COMPETITION DECA STATEWIDE COMPETITIVE EVENT PRELIMINARY COMPETITION DECA STATEWIDE COMPETITIVE EVENT PRELIMINARY COMPETITION	W201 W202 W203 W204 W205
8:30 AM - 10:30 AM	DECA STATEWIDE COMPETITIVE EVENT AWARDS BANQUET DECA STATEWIDE COMPETITIVE EVENT AWARDS BANQUET	W200
8:45 AM - 9:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	W200
12:00 PM - 1:00 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON	W200
2:00 PM - 3:30 PM	LEADERSHIP RECOGNITION RECEPTION LEADERSHIP RECOGNITION RECEPTION	W200
2:30 PM - 2:30 PM	MEET THE COORDINATED SESSION	W200
3:30 PM - 4:30 PM	CONTESTIVE EVENTS (DATE TBC)	W200
8:00 PM - 11:00 PM	DECA NIGHT AT UNIVERSAL ORLANDO DECA NIGHT AT UNIVERSAL ORLANDO	UNIVERSAL Orlando Resort
9:30 AM	CURFEW (COURTESY OF THE POLICE DEPARTMENT)	Orange County

**TUESDAY, APRIL 25**

7:30 AM - 10:30 AM	JUDGES ORIENTATION	W201
7:30 AM - 8:00 PM	HEADQUARTERS	W200
8:00 AM	ACHIEVEMENT AWARDS SESSION	W201
8:00 AM - 8:00 PM	DECA STATEWIDE COMPETITIVE EVENT FINAL COMPETITION	W200
8:30 AM - 8:00 PM	COMPETITIVE EVENT FINAL COMPETITION	W201
10:00 PM	BUSINESS ELECTION SESSION	W200
7:00 PM - 8:00 PM	SCHOLARSHIP NATIONAL ADVISORY BOARD RECEPTION SCHOLARSHIP NATIONAL ADVISORY BOARD RECEPTION	W200
8:30 PM	GRAND AWARDS SESSION	W201
9:30 AM	CURFEW (COURTESY OF THE POLICE DEPARTMENT)	Orange County

**WEDNESDAY, APRIL 26**

9:00 AM - 1:00 PM	NEW/EXECUTIVE OFFICERS ORIENTATION	W200
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Check [deca.org/icdc](http://deca.org/icdc) for updates. Events will be held in the **ORANGE COUNTY CONVENTION CENTER** unless otherwise noted.

Registration, permission slips, and payment deposit (non refundable) are due on Monday 3/20. DECA gives us an extremely tight turnaround time. Check payable to Shrewsbury High School. Subject: DECA ICDC 2023

Thank you for your timeliness. We will have plenty of time to meet over the next few weeks, but for now, priorities are 1) registration 2) flights.

I have acquainted myself with the plan of the proposed DECA International Career Development Conference trip to Orlando, FL. I give permission for my child to go on this trip and understand that in any event, I continue to assume full

responsibility for my child. I agree that all reasonable requests of the chaperone shall be complied with. I have reviewed this document and agree to send my child on the ICDC DECA trip to Orlando, Florida. I will reach out to Mr. Jason Andreola with any questions or concerns at [jandreola@shrewsbury.k12.ma.us](mailto:jandreola@shrewsbury.k12.ma.us), in advance.

**Student's Name** \_\_\_\_\_

**Parent's Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Parent's Cell Phone Number:** \_\_\_\_\_

**Emergency Contact Name, Number, and Relationship to Student:**

\_\_\_\_\_



Medical Authorization Form

Student Name \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Guardian or Mother's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Guardian or Father's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Student lives with: Mother \_\_\_ Father \_\_\_ Other \_\_\_ (relationship) \_\_\_\_\_

Insurance Carrier Name \_\_\_\_\_

Card Number \_\_\_\_\_

Does the carrier have to be informed before treatment, in case of medical emergency?  
YES \_\_\_\_\_ NO \_\_\_\_\_

If so, please give insurance carrier telephone number and any special instructions or procedures that must be followed:  
( ) \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

Please list any allergies (to food, medication, insect bites, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any medication that your child will be taking during school trip:

Prescription: \_\_\_\_\_  
Over the counter: \_\_\_\_\_

Are there any medical conditions that we should know about? YES \_\_\_\_\_ NO \_\_\_\_\_ If so, please describe:

In the event that you cannot be reached, please give names of at least two people who could be contacted in case of an emergency.

Name _____	Home ( ) _____
Relationship _____	Work ( ) _____
Name _____	Home ( ) _____
Relationship _____	Work ( ) _____

# SPS Procedure for Administration of Medication on Overnight Trips (students in grades 9-12 only)

Various student groups at SHS participate in activities that require overnight travel. In these cases, with parent and student agreement to the terms below, the student may be permitted to self-administer medications.

- All medication(s) must be in a labeled container (prescription bottle, original packaging)
- The student should bring with him/her only the number of doses required for the trip
- The first dose of a new medication should not be taken on the trip as unknown side effects may occur
- Any student who requires an epinephrine auto-injector for allergies (EpiPen, AuviQ) must be able to self-administer the medication and must carry the medication with them at all times during the trip (should not be packed in a bag and left on the bus or in the hotel)
- The student must NOT SHARE ANY MEDICATION with any other student

\_\_\_\_\_ Please check here if NO medication (including over the counter medications) will be required for the student for this trip. Student and parent must sign below.

I (student, print) \_\_\_\_\_ will carry and be responsible for the medications listed below for the duration of the school sponsored trip. I accept full responsibility to self-administer the correct dose of medication(s) at the correct time(s), and to alert an adult on the trip if there are any issues related to my medication:

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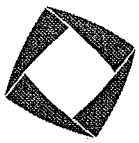
I (student, print) \_\_\_\_\_ will not share medications. I understand that doing so may endanger others. I understand that the same medication may have more than one name (e.g.: ibuprofen=Motrin=Advil), and that life-threatening allergic reactions can occur if someone takes medications that are not intended for their use.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

I (parent/guardian, print) \_\_\_\_\_ of the above student have reviewed the proper use of medications with my child and am comfortable with him/her self-administering the medications listed above.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

To maintain confidentiality, this form and information will be shared only with the school personnel attending the trip and the SHS school nurses



# DECA

ICDC Orlando, FL

## ATTENDANCE PERMISSION FORM

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### ATTENDANCE

This is to certify that \_\_\_\_\_ has my permission to attend the above named DECA activity. I also do hereby on behalf of him/her absolve and release the school officials, the DECA chapter advisors and the assigned chartered association DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

### EMERGENCY

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs:

#### WALK-IN CLINIC

**Paramount Urgent Care**  
8972 Turkey Lake Rd #400  
Orlando, FL 32819  
(P) 407-226-1906

#### LOCAL HOSPITALS

**Celebration Hospital**  
400 Celebration Place  
Celebration, FL 34747  
(P) 407-303-4000

**Dr. P. Phillips Hospital**  
9400 Turkey Lake Road  
Orlando, FL 32819  
(P) 407-351-8500

#### PHARMACIES

**Walgreens**  
8021 International Drive  
Orlando, FL 32819  
(P) 407-352-7071

**Walgreens**  
13502 FL-535  
Orlando, FL 32821  
(P) 407-827-1004

#### Walgreens

6201 International Drive  
Orlando, FL 32819  
(P) 407-345-8402

We have read and agree to abide by the delegate conduct practices and procedures and dress code. We also agree that the school officials, the DECA chapter advisors, the chartered association, DECA staff, or the Conference Conduct Committee members have the right to send the student home from the activity at our expense, provided that he/she has violated the delegate conduct practices and procedures and/or his/her conduct has become a detriment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Insurance Company Name

\_\_\_\_\_  
Policy Number



# PERMISSION FORM ICDC DRESS CODE

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## HIGH SCHOOL DIVISION INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

I certify that a permission form that includes an explanation of the ICDC dress code has been completed for each student attending the International Career Development Conference.

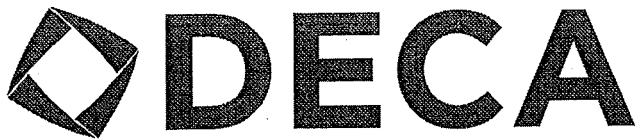
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Chartered Association DECA Advisor

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State/Province

*This form should be turned in at conference registration on April 21.*



# COVID-19 ACKNOWLEDGEMENT AND LIABILITY WAIVER

## MINOR (UNDER 18 YEARS OF AGE)

DECA, Inc. has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus ("COVID-19") between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention ("CDC"), as well as state and local authorities. However, DECA, Inc. cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

By signing this agreement, I acknowledge, on behalf of myself and my minor child(ren) named below, the risk of COVID-19 transmission while participating in or attending DECA, Inc.'s events and further acknowledge that we are knowingly assuming that risk by voluntarily participating in or attending an event. We further agree to comply with all protective measures and protocols implemented by DECA, Inc., the event's host hotel, the event's suppliers and partners, and/or established by the CDC and state or local authorities.

We specifically affirm and attest to the following, to the best of our knowledge:

- We are not presently experiencing any symptom of COVID-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell;
- We have not been in close contact with someone with a suspected or confirmed case of COVID-19;
- We have not been diagnosed with COVID-19 and not yet been cleared as non-contagious by our medical provider or public health authorities, consistent with CDC guidance;
- If any of us (i) develops any symptom of COVID-19, (ii) comes in close contact with someone with a suspected or confirmed case of COVID-19, or (iii) is diagnosed with COVID-19, we will not attend the event;
- We are following all guidance from the CDC and state and local authorities regarding COVID-19 and limiting exposure to the COVID-19 virus

Accordingly, I (individually and on behalf of my minor child(ren) listed below) voluntarily agree to assume all risks and accept sole responsibility for any COVID-19 infection that may result due to our participation in or attendance at the event. On my behalf, and on behalf of my minor child(ren) listed below, I hereby release, covenant not to sue, discharge, and hold harmless DECA, Inc., its employees, agents, and representatives, of and from any claims associated with, arising from, or related to COVID-19 infection, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of DECA, Inc., its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after our participation in or attendance at the event.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

Names of minor family members participating in or attending the event:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_