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To: Parents, Guardians, and Students of TPS
From: Lori McDermott, Assistant Superintendent
Re: Revised: Next Generation (NG) MCAS 2022-2023 Testing Window (Grades 3-10)
Date: February 2, 2023

The Massachusetts Department of Elementary and Secondary Education (DESE) is planning to administer the Next Generation Massachusetts Comprehensive Assessment System (NG MCAS) test for all students in grades 3-10 this Spring. As a convenience to our TPS community, we have created the table below to clarify which test and which testing mode our students will participate in with the current information we have available through DESE. We have also identified the planned testing weeks at each grade level with some helpful links (see below). Please note, the specific details in this testing memo may be subject to change if required or necessary.

Grades	ELA Literacy & Reading Comprehension	Math	(S.T.E.) Science, Technology, & Engineering Grades 5 & 8 Only	Assessment Dates <small>The dates listed below reflect the planned testing schedule per grade level and test. TPS reserves the right to alter this schedule if needed, and within the MA DESE testing approved window.</small>
3+4	Grades 3+4 Computer-Based NG MCAS	Grades 3+4 Computer-Based NG MCAS	N/A	ELA MCAS: 4/3 - 4/6 MATH MCAS: 5/15 - 5/18
5+6	Grade 5+6 Computer-Based NG MCAS	Grades 5+6 Computer-Based NG MCAS	Grade 5 Only Computer-Based NG MCAS	ELA MCAS: 4/11 & 4/12 S.T.E. MCAS: 5/16 & 5/17 MATH MCAS: 5/9 & 5/10
7+8	Grades 7+8 Computer-Based NG MCAS	Grades 7+8 Computer-Based NG MCAS	Grade 8 Only Computer-Based NG MCAS	ELA MCAS: 4/11 & 4/12 S.T.E. MCAS: 5/16 & 5/17 MATH MCAS: 5/9 & 5/10
9 *	N/A	N/A	Computer-Based NG MCAS *CD for Graduation	* S.T.E. BIOLOGY MCAS: 6/6 & 6/7
10 *	Computer-Based NG MCAS *CD for graduation	Computer-Based NG MCAS *CD for Graduation	N/A	* ELA MCAS: 3/22 & 3/23 * MATH MCAS: 5/16 & 5/17
11+12 **	** If applicable See Link Below	** If applicable See Link Below	N/A	** If applicable See Link Below

Notes: Please see the District Events Calendar at <https://www.tewksbury.k12.ma.us/calendar/>

- The full MA DESE testing schedule can be found at: <http://www.doe.mass.edu/mcas/cal.html>
- To support your child at home and prepare further for the NG MCAS testing, click on the links below:
 - Sample released NG MCAS questions: <http://www.doe.mass.edu/mcas/release.html>
 - For more information on [Sample NG Practice Tests, Tutorials, Test-Taking Tools, and Reference Sheets](#)
- * **Passing the Gr. 9 & 10 NG MCAS tests** are still required Competency Determinations (CD) for graduation.
- ** Class of 2022 & 2023: See [DESE CD Website](#) for more information regarding CD Requirements for graduation and Adams/Koplik scholarship eligibility.

TPS District Strategy

The Tewksbury Public Schools community believes that our educational program will encompass a current, research-based teaching, learning, and assessment approach that promotes consistent growth among our students and staff to achieve academic, social, and emotional success for all students.

New Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Lori McDermott
Assistant Superintendent of Schools

Date: February 8, 2023

Re: 2023-2024 SY Domestic & International Travel Request

This Requires a Roll Call Vote

For the consideration of the School Committee to consider the TMHS Travel Committee proposed Domestic and International trips for the 2023-2024 school year. **This requires a vote.**

1. California: San Francisco, Santa Barbara and Los Angeles - February Recess 2024
2. Dominican Republic - April Recess 2024

Bailey Mahoney, Spanish Teacher and Travel Committee Chairperson, will attend the February 8, 2023 School Committee meeting seeking approval of the proposed Domestic and International trips for the 2023-2024 school year.

Tewksbury Memorial High School



PRINCIPAL
Andy Long

ASSISTANT PRINCIPALS
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Sean E. O'Leary

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Andy Long, Principal
Brenda Theriault-Regan, Superintendent

To: School Committee Members

Re: Request for an international trip to Dominican Republic (April), and a domestic trip to California (February)

Dear members,

We would like your approval for an international trip to the Dominican Republic in April 2024 and a domestic trip to California in February 2024

These trips are organized as follows: Dominican Republic--Science and California--English/Social studies. These trips allow students the opportunities to explore these curriculums in new and exciting ways that provide a hands-on and unforgettable experience.

As you know, our students' participation in our past international and domestic trips has been a very rewarding learning experience. Besides the fact that the trip is structured with educational activities daily, we prepare a course through Google Classroom where students will have the opportunity to learn about the history, culture, art, and language of these countries. In the Dominican Republic, students have the opportunity to work with marine life during a service learning project. Students traveling to California will learn history about immigration as well as film. More information on the educational benefits are in the attached documents.

Attached you will find the itineraries for each trip, the cost for each trip, the permission forms, and an extensive breakdown of how each aspect of the trip will be handled to the best of our abilities per the School Committee policies: IJOA, Field Trip, JJH, Student Travel & JJH-R Regulations

Sincerely,
Bailey Mahoney
Travel Committee Chairperson



Day 1: San Francisco

- Arrive in San Francisco
- Cable car ride

Day 2: San Francisco

- Take a tour of Alcatraz or enjoy a San Francisco Bay cruise
- Free time at Fisherman's Wharf
- Guided sightseeing tour of San Francisco: Chinatown, Lombard Street, Golden Gate Bridge, Fisherman's Wharf

Day 3: Santa Barbara + Los Angeles

- Travel via Santa Barbara
- Arrive in Los Angeles
- See Los Angeles from up above at SkySpace

Day 4: Los Angeles

- Guided sightseeing tour of Los Angeles: Hollywood sign, Walk of Fame, Sunset Blvd, Rodeo Drive
- Venice Beach

Day 5: Los Angeles

- Universal Studios

A VISIT TO THE ROCK

Everybody wants to go to Alcatraz, because they've heard of it and because you see it when you're driving around. It's this little island with a prison sitting on top of it. It's quite intriguing. If it's a nice day, it's a beautiful ferry ride over with a gorgeous view of the skyline of San Francisco. When you get there, you get to go through the whole place. You go through the cells and see how they were set up. They talk about one of the famous escapes and how the prisoners made mannequins with papier-mâché heads. They show you solitary confinement, they show you the library, they show you where the guards stayed. They give you the whole experience. It's succinct and really well done."

-Hank H., Tour Director



Day 6: Los Angeles • Return home

- Free time in Los Angeles
- Depart for home

8-DAY TOUR

Day 6: Los Angeles • San Diego

- Travel to San Diego
- Guided sightseeing tour of San Diego:
Balboa Park, Coronado Island,
La Jolla, Gaslamp Quarter, Pacific
Beach area
- Free time in San Diego

Day 7: San Diego

- Explore Old Town San Diego
- Visit the USS *Midway* Museum

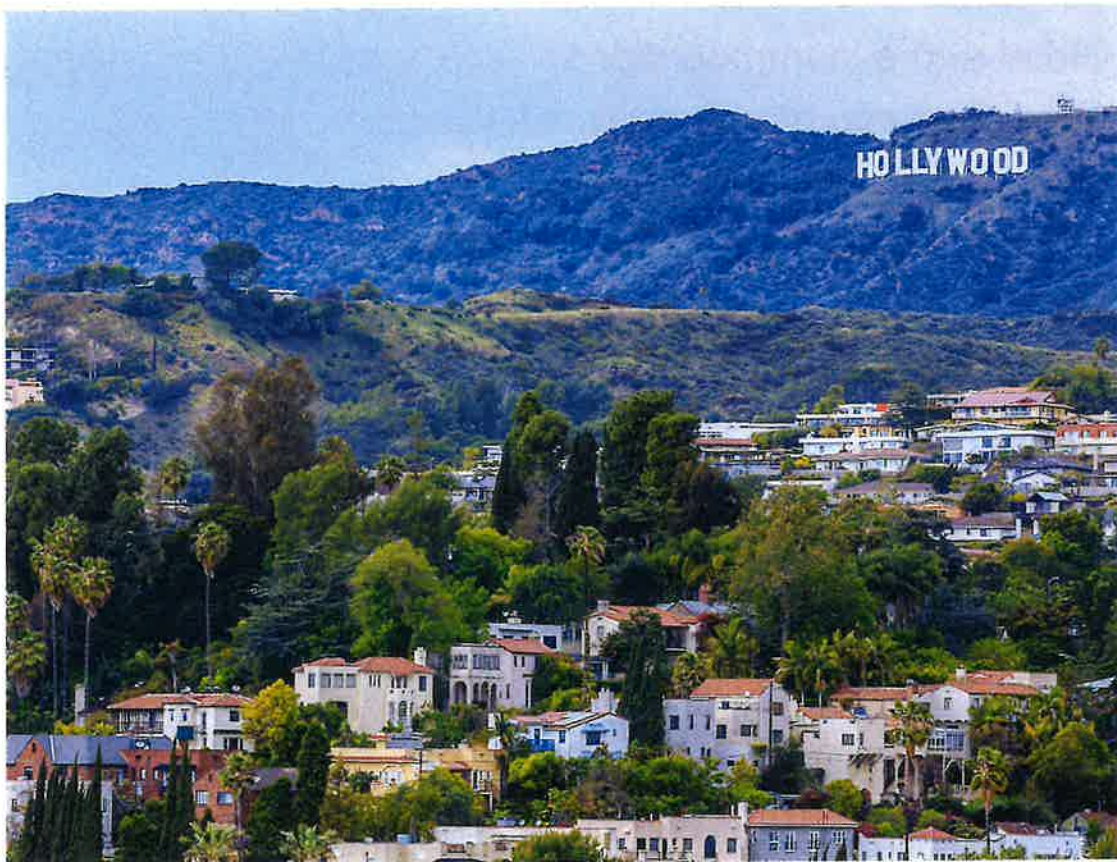
Day 8: San Diego • Return home

- Explore San Diego
- + San Diego seal tour
- Depart for home

Itinerary subject to change. Please refer to the actual program for details. Please refer to the Booking Confirmation.

HOLLYWOOD SIGN

The Hollywood Sign, which originally read HOLLYWOODLAND, was put up in 1923 as an advertisement for a new housing development in the Hollywood Hills. It was supposed to be taken down after about a year and a half, but as the movie business boomed during the Golden Age of Hollywood, the sign became a famous icon all over the world, and the decision was made to leave it up there permanently. In 1949, the Hollywood Chamber of Commerce decided to drop the "LAND" at the end, so the sign would reflect the district itself, rather than the Hollywoodland real estate development.



Everything you get

- Round-trip and on-tour transportation
- 5 nights hotel accommodations
(7 nights on 8-day tour)
- Round-the-clock Tour Director
- Breakfast and dinner daily
- Comprehensive sightseeing tours

- Visits to special attractions
- Overnight security at your hotel
- Illness and Accident Coverage
- Travel ID Badges and backpacks
- Gratuities

Options

- Downtown hotel (private groups only)
- Extended stay
- Lunches
- Earned credit for Group Leaders and students

Price Details

California Panorama

Program Price ¹ \$2,960

Includes:

- Round-trip transportation
- Air-conditioned motor coach while on tour
- Hotel and accommodations
- Breakfast and dinner daily
- Full-time Tour Director
- Daily activities, tours and entrances to attractions
- Overnight security
- Gratuities
- Illness and Accident Coverage

All Inclusive Coverage \$119

EF's Peace of Mind Program * Free

Total for Students (under age 20) \$3,079

12 monthly payments \$249/mo

Adult Supplement ² \$450

Total for Adults \$3,529

12 monthly payments \$287/mo

Behavioral Expectations

California – 2024

The Tewksbury Memorial High School discipline rules as stated in the 2023-2024 Handbook - section *Discipline Codes* will be in effect during our entire trip. It is our primary role to ensure the safety of every student going to California; therefore, these rules will be strictly enforced. In addition to the school regulations each student must abide by the following during our trip.

1. The student will not leave the hotel room after curfew for any reason.
Students will have chaperones' phone numbers to call in case of need.
2. The student will not even open the door unless a chaperone identifies herself or himself after the lights are out.
3. The student will be respectful of the other guests staying in the hotel.
4. The student will obey the chaperones, tour guides, and bus driver and be respectful to everyone.
5. No possession, use or consumption of alcoholic beverages, tobacco/vaping or illegal drugs will be tolerated.
6. Students who do not adhere to these rules may be sent home at their expenses.

Student Signature _____

Student Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

TEWKSBURY MEMORIAL HIGH SCHOOL

California – 2024

Permission and Release from Liability

I/We give my/our son/daughter _____,
permission to participate in the high school trip to California during February Vacation –
2024.

I/We understand that this trip will be under the direct supervision of TMHS faculty.

I/We also understand that my/our son/daughter will eat locally prepared food and/or
drinks while participating in this experience. It is my/our responsibility to let chaperones
know of any food/medicine allergies that my/our child has.

I/We understand that outdoor activities such as walking tours and water related
activities such as swimming at the hotels will happen as part of this trip and I/we give
permission for my/our son/daughter to participate in them.

Regarding said trip, I/we, the undersigned, release Tewksbury Memorial High School
and its employees/chaperones from any liability for injury, sickness, death or loss of
property which are not the result of gross negligence, willful conduct by Tewksbury
Memorial High School and its employees and chaperones acting on behalf of TMHS.

Parent/Guardian Signature _____

Parent/guardian Name _____

Parent/Guardian Signature _____

Parent/guardian Name _____

NOTARY

Tewksbury Memorial High School
California – 2024
MEDICAL RELEASE – CONSENT TO TREAT

This is to certify that on this date, I _____, as parent or guardian of _____, (trip participant), give my consent to TMHS employees/chaperones to obtain medical care from any licensed physician, hospital, or clinic for the above mentioned participant, for any injury or illness that could arise while traveling to California. Please make sure your information is up to date with the school nurse.

Please complete the following: (please attach a copy of the insurance card, if possible)

INSURANCE COMPANY: _____ POLICY NUMBER: _____

EMERGENCY CONTACTS:

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Physician's name: _____ Phone: _____

Does the participant have any **DIETARY RESTRICTIONS**? No - Yes: _____

Please explain: _____

Does the participant have any **drug allergies**? _____

If yes, which drugs?: _____

Has the participant had a recent tetanus booster? _____ When? _____

Is the participant currently taking any medications? _____ Which ones? _____

Has a doctor placed any restrictions on the participant's activities? _____

If yes, please explain:

Authorization for Over the Counter Medication

I hereby give permission to the employees/chaperones of TMHS to apply or give one or more of the following over the counter medications or external preparations, in accordance with the directions for use on the container.

Student's name: _____

_____ Tylenol _____ Advil _____ Aspirin _____ Motrin
_____ Antibiotic Ointment _____ Benadryl _____ Dramamine
_____ Imodium _____ Birth Control
_____ Any other OTC medication your child may need: _____

Prescription Medication

ALL MEDICATION MUST BE IN ORIGINAL CONTAINER INDICATING THE STUDENT'S NAME ON THE PRESCRIPTION LABEL.

Name of medicine: _____

Special instructions: _____

Name of medicine: _____

Special instructions: _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

NOTARY

Dominican Republic

Educational Benefits:

The [Marine Conservation in the Dominican Republic](#) trip provides opportunities for students interested in marine life to have hands-on experience. Students will study the ecological aspects of the coral reef and how it is important to the environment. This trip also provides a service-learning opportunity for all students. They work with local community members to solve a problem facing the marine environment. Students earn community service credits for their participation in the service-learning project.

Transportation and lodging plan:

Transportation to and from school: Depending on the size of the group, a motorcoach will be booked through an approved carrier we have used in the past, MBTworldwide. For smaller groups (less than 12), we will have parent volunteers drive the students into the airport after meeting at the school as well as pick them up from the airport in order to save money. During the trip, the tour company (EF) handles the transportation using commercially licensed drivers and vehicles, providing the sufficient amount of rest for the drivers, and complying with everything listed in School Committee policy JJH-R.

Airlines are booked by the travel company (EF) and we are notified 90-110 days prior to departure for the trip. While traveling in the country(ies), a charter bus is provided by the company and the same one is used throughout the trip with the same driver who follows all timing and regulations required.

Lodging information is provided by the travel company 30-45 days prior to the trip. These hotels are vetted thoroughly by EF to provide clean, safe lodging for the students. The hotels are usually on the outskirts of the places we are visiting and in a good neighborhood. They provide breakfast daily for our students and rooms are grouped together for easy monitoring of students by the chaperones.

Costs: Attached you will find a detailed cost and coverage for this trip. Fundraising activities will be done in order to help ease the cost of the transportation to and from the airport as well as tip money for the guides on the tour. These activities can include: car washes, Monday morning breakfasts at TMHS, dine out **nights**, etc. They will be planned as a group and done as a group by our travelers. The cost is \$3,889 due to a specific requested departure date in order to avoid missing any school.

Itinerary: See attached document. Location phone numbers will be provided once received.

Chaperones: For every 6 travelers, we earn one free chaperone spot. This trip is being run by the science department and headed by Eamon Edgerton. We cannot assign other

chaperones to this trip until we have the final numbers. This information will be provided once we have final approval and those enrollment numbers. If any chaperones are not teachers in the district (i.e. parents) CORI checks will be completed prior to enrollment on the trip.

Chaperone responsibilities: Chaperones will provide supervision for all students during activities. Chaperones will be paired with 6 students in order to check in, provide assistance, and be the point person for a smaller group of students. Student check-in times will be determined by the itinerary and locations. Chaperones (when decided) will rotate who does the nightly rounds at the hotels.

Student grouping: students will be assigned to a chaperon in groups of 6 for check-ins. If free time for shopping/lunch occurs, they must stay in groups of 3 at all times. Room assignments will be completed upon the final enrollment numbers and are usually 3-4 persons per room.

Return home policy: Students are required to purchase the insurance provided by the travel company. The company has a plan and procedure for students to return home and it will be followed. Parental acceptance of financial responsibility for unscheduled return trips for the student and any necessary chaperone will be required.

California Panorama

Educational Benefits:

This six day trip to [San Francisco and Los Angeles](#) aligns with both our social studies curriculum (psychology and history) as well as Ms. Peloquin's film class. San Francisco offers students the opportunity to visit Alcatraz and learn about the history of the prison as well as the inmates who were imprisoned there and their psyches during their stay or Fisherman's Wharf to learn about the economics of a working market. In Los Angeles, students visit the Hollywood Walk of Fame and Disneyland, a working studio, to learn about the history of film. Students also have the opportunity to learn about West Coast Immigration while on their walking tour of Chinatown.

Transportation and lodging plan:

Transportation to and from school: Depending on the size of the group, a motorcoach will be booked through an approved carrier we have used in the past, MBTworldwide. For smaller groups (less than 12), we will have parent volunteers drive the students into the airport after meeting at the school as well as pick them up from the airport in order to save money. During the trip, the tour company (EF) handles the transportation using commercially licensed drivers and vehicles, providing the sufficient amount of rest for the drivers, and complying with everything listed in School Committee policy JJH-R.

Airlines are booked by the travel company (EF) and we are notified 90-110 days prior to departure for the trip. While traveling in the state, a charter bus is provided by the company and the same one is used throughout the trip with the same driver who follows all timing and regulations required.

Lodging information is provided by the travel company 30-45 days prior to the trip. These hotels are vetted thoroughly by EF to provide clean, safe lodging for the students. The hotels are usually on the outskirts of the places we are visiting and in a good neighborhood. They provide breakfast daily for our students and rooms are grouped together for easy monitoring of students by the chaperones.

Costs: Attached you will find a detailed cost and coverage for this trip with 35+ students. Fundraising activities will be done in order to help ease the cost of the transportation to and from the airport. These activities can include: car washes, Monday morning breakfasts at TMHS, dine out nights, etc. They will be planned as a group and done as a group by our travelers. The price does vary depending on how many students we get enrolled: 20-24 students \$3,479, 25-29 \$3,289, 30-34 \$3,169, and 35-40 \$3,079.

Itinerary: See attached document. Location phone numbers will be provided once received.

Chaperones: For every 6 travelers, we earn one free chaperone spot. This trip is being run by Cynthia Peloquin. We cannot assign other chaperones to this trip until we have the final numbers. This information will be provided once we have final approval and those enrollment numbers. If any chaperones are not teachers in the district (i.e. parents) CORI checks will be completed prior to enrollment on the trip.

Chaperone responsibilities: Chaperones will provide supervision for all students during activities. Chaperones will be paired with 6 students in order to check in, provide assistance, and be the point person for a smaller group of students. Student check-in times will be determined by the itinerary and locations. Chaperones (when decided) will rotate who does the nightly rounds at the hotels.

Student grouping: students will be assigned to a chaperon in groups of 6 for check-ins. If free time for shopping lunch occurs, they must stay in groups of 3 at all times. Room assignments will be completed upon the final enrollment numbers and are usually 3-4 persons per room.

Return home policy: Students are required to purchase the insurance provided by the travel company. The company has a plan and procedure for students to return home and it will be followed. Parental acceptance of financial responsibility for unscheduled return trips for the student and any necessary chaperone will be required.

For all the trips, a lot of the information requested (COST, transportation, lodging, rooming, chaperones, etc) cannot be fully set in stone until we have students enrolled on the trips. Those things are booked/set up once we have our final number of students enrolled as the companies then choose the most affordable and safest options for us at that time.

All trips will require zero to a very limited amount of instructional class time missed. At max, students might miss the ½ day before February break, April break, and Memorial Day weekend.



MEANINGFUL. SUSTAINABLE. UNFORGETTABLE.

Journey to the Dominican Republic to discover the wonders of marine life—and what you can do to help preserve it. Here, you'll learn about the effects of overfishing, tourism, and climate change on coral reef in the Caribbean before joining the movement to support its restoration. Working together with community members, you'll collect fragments of naturally broken coral and transplant them back into the reef, and do your part to preserve this important ecosystem. As you foster meaningful relationships within the community, you'll celebrate customs and help continue conservation efforts for generations to come.

18

Estimated
service hours

YOUR SERVICE PROJECT THEMES

We work with local nonprofits to better understand the needs of each community and then focus projects on those issues. Themes include:

- Environmental sustainability
- Responsible tourism
- Cultural Immersion and diversity

MARINE CONSERVATION IN THE DOMINICAN REPUBLIC

8 days, estimated 18 service hours

What to expect on this Service Learning Tour

MEANINGFUL SERVICE

Working side by side with locals, you'll gain insight into the challenges they face and build lasting solutions to help empower the community.

Projects include:

- Learning about biology and restoration practices
- Attaching coral reef fragments to new sites
- Cleaning trash and debris from the shoreline

CULTURAL IMMERSION

Live just outside the communities you serve—celebrating customs and forming lasting connections with locals.

Activities include:

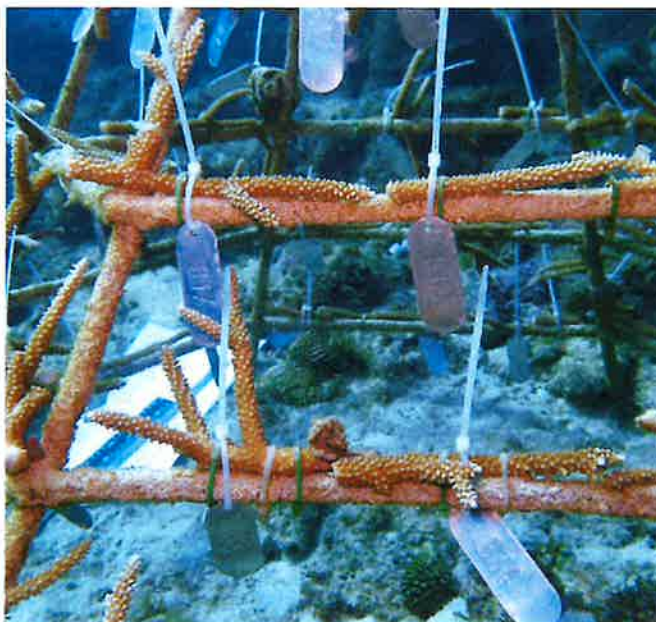
- Meeting with a community association to learn about the evolution of fishing and ecotourism
- Discussing the importance of environmental and marine conservation

LEADERSHIP DEVELOPMENT

Your Field Director takes your global service experience even further, developing and strengthening leadership skills through activities and workshops.

Exercises include:

- Investigating global issues, exploring social justice, and building leadership skills
- Contextualizing the day's events through thoughtful discussion and group dialogue
- Reflective journaling to deepen the service experience





8-DAY ITINERARY

Day 1: Arrive in Santo Domingo

Meet your Field Director at the airport. After you arrive at your accommodations, settle in and meet your group for an orientation and safety overview.

Day 2: Service Project—Southeast Coast Coral Conservation

As communities evolve, so do their needs. That's why we work closely with nonprofits to better understand the local challenges. Since projects are determined closer to your actual tour date, here's a glimpse at what a typical day might look like:

- Transfer to Boca Chica.
- Meet EF's partner organization and learn how it is working to improve the state of coral reef in the Dominican Republic.
- Discuss coral reef biology and restoration practices.
- Practice snorkeling techniques as you learn how to identify local species of fish and gather scientific data within marine ecosystems.

Day 3: Southeast Coast

- Process scientific data gathered during a coral reef restoration campaign.
- Explore a mangrove ecosystem.

Day 4: Southeast Coast

- Meet a community association to learn about their transition from fishing to ecotourism as you explore the social dynamics of marine conservation.
- Explore a coral reef nursery and participate in local ecotourism activities, such as kayaking.
- Continue your coral reef restoration service project through activities that may include a mangrove restoration, waterfront cleanup, or data collection, depending on the community's needs at the time.

Day 5: Southeast Coast

- Continue your coral reef restoration project by studying a unique coral species.
- Participate in a meet and greet with marine biologists.

- Discover what a career in marine conservation could mean for you.

Day 6: Central Mountain Region

- Explore the importance of environmental conservation in the country's mountain region.
- Participate in a whitewater rafting excursion or learn about regional mountain ecosystems on a nature trail hike.

Day 7: Catalina Island

- Travel by boat to Catalina Island.
- Enjoy a relaxing day snorkeling and observing local coral reef, a beautiful example of successful conservation efforts within the Dominican Republic.

Day 8: Depart for home

Return to the airport and board your flight home.



LOCAL INSIGHT AND SUPPORT

Your Field Director deepens your connection to the land, people, and indigenous culture. With local perspective on community challenges and skilled training in service leadership, they'll provide insight and global context, as they:

- Lead skill-building workshops and meaningful group reflections
- Connect you with local nonprofits and nearby villages
- Facilitate group orientation and safety training
- Handle all on-tour details, from meals to transportation



Everything you get: 7 overnight stays; round-trip flights on major carriers; daily breakfast, lunch and dinner in the Dominican Republic; local ground transportation; full-time Field Director; sustainable service project; service hours that count towards academic credit; sightseeing tours led by expert guides; entrance fees and excursions per the itinerary



Your partner in global education

EF EDUCATIONAL TOURS

For over 50 years, EF has worked with educators across the world to help millions of students become citizens of the world through one global mission: *Opening the World Through Education*. With more than 600 schools and offices in over 50 countries, our staff can respond in person wherever you are, 24 hours a day. We're also an accredited educational institution, offering students the option to earn high school and college credit.

ABOUT SERVICE LEARNING TOURS

On an EF Service Learning Tour, you and your students work side by side with locals on community-driven projects in Africa, Asia or the Americas. EF partners with established nonprofits and NGOs—such as the Mariposa Foundation and WE Charity—to make sure your contributions are both meaningful and sustainable. Through hands on work and deep exposure to the local culture, students learn vital collaboration and problem-solving skills. They return inspired to make a difference at home, too.

START PLANNING

To enroll on this tour, ask your teacher for the tour number and visit eftours.com/enroll or call 800-665-5364



EDUCATIONAL
TOURS

International Travel Program Proposal



Marine Conservation in the DR

eftours.com/DMC

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

What's contained in this document

- Pg. 2 Safety**
- Pg. 4 Liability protection**
- Pg. 6 Affordability**
- Pg. 7 Educational value**
- Pg. 8 Itinerary specifics**
- Pg. 8 Cost and payment options**
- Pg. 9 Sample hotels & meals**
- Pg. 10 Next steps**

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

***For specific information on EF's response to COVID-19, visit [eftours.com/covid](https://www.eftours.com/covid)**

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team

— This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team

— Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director — Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

Tour Consultant — This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support — Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones — For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

COVID Peace of Mind

Provided to groups departing before October 1, 2022

In addition to our standard Peace of Mind Program, EF provides an exclusive COVID-19 Peace of Mind Program to account for situations related to the COVID-19 pandemic. This program is automatically included for all travelers and can be enacted up to 110 days prior to departure at the group level, while specific options can be implemented at the individual level.

COVID Care Promise

Provided to all groups

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Global Travel Protection Plan Plus

Available to all travelers

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

	 GLOBAL TRAVEL PROTECTION	 GLOBAL TRAVEL PROTECTION PLUS
COVERAGE		
Program cancellation	Covered for limited and pre-defined reasons	Any reason up to 24 hours prior to departure
Program interruption	✓	✓
Illness & accident	✓	✓
Baggage & property	✓	✓
Flight delay	✓	✓
Emergency evacuation	✓	✓

Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Donation pages – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Early Enrollment Discount – EF is offering a \$200 early enrollment scholarship to students who sign up on a 2025 tour or \$100 off a 2024 tour that opens enrollment by February 1, 2023.

Risk Free Enrollment Period – New travelers who enroll during the early enrollment period can cancel for any reason 14 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places, and cultures
- Discover more about themselves

To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$215.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$285/\$450) through Southern New Hampshire University.

Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Tour Price Quote

Marine Conservation in the Dominican Republic

Prepared For
Bailey Mahoney

Prepared On
December 20, 2022

Tour Page
www.eftours.com/DMC

Your travel details

Total Length
8 days

Departing From
Boston (MA)

Requested Travel Dates
Friday, April 12, 2024 - Friday, April 19, 2024

Your Departure Date Range

Requested
Fri Apr 12

Latest
Sun Apr 14



Lowest Price

Price valid for travelers enrolled January 1, 2023 - January 31, 2023*

Student
\$3,889

or \$271 / 14 mos

Adult
\$4,479

or \$314 / 14 mos

Price Breakdown

Program Price	\$3,789
Single Departure Date Request	\$100

Protect your travelers with the Global Travel Protection Plan for \$190. Ask your Tour Consultant for details.

Your experience includes

An All-Inclusive Tour

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.eftours.com/DMC.

Regional Meals

Traditional breakfasts, lunches and dinners bring local flavors to life as part of your trip experience.

Field Director

Your bilingual, culturally connected Field Director stays with you 24/7 to handle all on-trip logistics and facilitates post-project reflection activities.

18 Service Hours

Earn up to 18 service hours that count towards academic credit.

Volunteer and Leadership Activities

Participate in volunteer, leadership, action planning and social issue activities.

Full-time Tour Director

Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

Expert Local Guides

Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

*Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at eftours.com/baggage. All prices subject to verification by an EF Tour Consultant. Program price validity excludes special discounts. To view EF's Booking Conditions, visit eftours.com/bc.

Sample hotels & meals

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travelers are accustomed to in the United States.

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of what travelers can expect at the destination that your teacher has chosen, but please note that meals can vary from tour to tour.

Dominican Republic | Hodelpa Caribe Colonial

<http://www.hodelpa.com/en/hotels/santo-domingo/hodelpa-caribe-colonial/general-information.html>

This modern hotel, located in Santo Domingo's colonial zone, is walking distance from the villa Alcazar de Colon and even has its own restaurant. Rooms also have air conditioning and phones. The lobby also provides WiFi and serves as a great meeting space.

Dominican Republic | Marina del Mar

<http://www.marinadelmarhotel.com/>

This small, family run hotel is just across from one of Monte Cristi's beautiful beaches. The hotel has 21 rooms, a restaurant, and a large meeting space on the third floor with 360 degree views of the beach and surrounding neighborhood. Rooms also have high powered fans.



How I can help with next steps

My name is Charlie and I am the primary tour consultant working with schools, teachers, and communities throughout the Greater Boston Area. That means we'll be working with your school every step of the way to make sure everything is perfectly planned.

Next steps to keep in mind:

- Finalize the details of the trip you will offer in 2023 or 2024.
- Inform parents of this risk-free opportunity to invest in their child's future.
- Host an information meeting to open enrollment to students.

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,

Charlie Henderson

Behavioral Expectations

Dominican Republic – 2024

The Tewksbury Memorial High School discipline rules as stated in the 2023-2024 Handbook - section *Discipline Codes* will be in effect during our entire trip. It is our primary role to ensure the safety of every student going to the Dominican Republic; therefore, these rules will be strictly enforced. In addition to the school regulations each student must abide by the following during our trip.

1. The student will not leave the hotel room after curfew for any reason.
Students will have chaperones' phone numbers to call in case of need.
2. The student will not even open the door unless a chaperone identifies herself or himself after the lights are out.
3. The student will be respectful of the other guests staying in the hotel.
4. The student will obey the chaperones, tour guides, and bus driver and be respectful to everyone.
5. No possession, use or consumption of alcoholic beverages, tobacco/vaping or illegal drugs will be tolerated.
6. Students who do not adhere to these rules may be sent home at their expenses.

Student Signature _____

Student Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

TEWKSBURY MEMORIAL HIGH SCHOOL

Dominican Republic – 2024

Permission and Release from Liability

I/We give my/our son/daughter _____,
permission to participate in the high school trip to Dominican Republic during April
Vacation – 2024.

I/We understand that this trip will be under the direct supervision of TMHS faculty.

I/We also understand that my/our son/daughter will eat locally prepared food and/or
drinks while participating in this experience. It is my/our responsibility to let chaperones
know of any food/medicine allergies that my/our child has.

I/We understand that outdoor activities such as walking tours and water related
activities such as swimming at the hotels will happen as part of this trip and I/we give
permission for my/our son/daughter to participate in them.

Regarding said trip, I/we, the undersigned, release Tewksbury Memorial High School
and its employees/chaperones from any liability for injury, sickness, death or loss of
property which are not the result of gross negligence, willful conduct by Tewksbury
Memorial High School and its employees and chaperones acting on behalf of TMHS.

Parent/Guardian Signature _____

Parent/guardian Name _____

Parent/Guardian Signature _____

Parent/guardian Name _____

NOTARY

Tewksbury Memorial High School
Dominican Republic – 2024
MEDICAL RELEASE – CONSENT TO TREAT

This is to certify that on this date, I _____, as parent or guardian of _____, (trip participant), give my consent to TMHS employees/chaperones to obtain medical care from any licensed physician, hospital, or clinic for the above mentioned participant, for any injury or illness that could arise while traveling to Dominican Republic. Please make sure your information is up to date with the school nurse.

Please complete the following: (please attach a copy of the insurance card, if possible)

INSURANCE COMPANY: _____ POLICY NUMBER: _____

EMERGENCY CONTACTS:

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Physician's name: _____ Phone: _____

Does the participant have any **DIETARY RESTRICTIONS**? No - Yes: _____

Please explain: _____

Does the participant have any **drug allergies**? _____

If yes, which drugs?: _____

Has the participant had a recent tetanus booster? _____ When? _____

Is the participant currently taking any medications? _____ Which ones? _____

Has a doctor placed any restrictions on the participant's activities? _____

If yes, please explain:

Authorization for Over the Counter Medication

I hereby give permission to the employees/chaperones of TMHS to apply or give one or more of the following over the counter medications or external preparations, in accordance with the directions for use on the container.

Student's name: _____

_____ Tylenol	_____ Advil	_____ Aspirin	_____ Motrin
_____ Antibiotic Ointment		_____ Benadryl	_____ Dramamine
_____ Imodium		_____ Birth Control	
_____ Any other OTC medication your child may need: _____			

Prescription Medication

ALL MEDICATION MUST BE IN ORIGINAL CONTAINER INDICATING THE STUDENT'S NAME ON THE PRESCRIPTION LABEL.

Name of medicine: _____

Special instructions: _____

Name of medicine: _____

Special instructions: _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

NOTARY

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Lori McDermott
Assistant Superintendent of Schools

Date: February 8, 2023

Re: TMHS MA Association of Student Councils (MASC) 2023 Spring Conference

This Requires a Roll Call Vote

Seeking the consideration of the School Committee to approve the TMHS Student Council request to attend the overnight Annual MA Association of Student Councils Conference. **This requires a vote.**

1. March 8, 2023 through March 10, 2023: MASC 2023 Spring Annual MASC Conference, Hyannis, MA



January 24, 2023

Brenda Regan
Superintendent of Schools
Tewksbury Public Schools
139 Pleasant Street
Tewksbury, MA 01876

Dear Ms. Regan:

I am writing to request permission to attend our annual Massachusetts Association of Student Councils (MASC) trip to Hyannis, Massachusetts in the spring of 2023. This event will take place at the Resort and Conference Center at Hyannis, where we will be staying. I will be attending the conference as a chaperone. The trip will take place from March 8th –10th. We will be leaving the high school via a shared coach bus on Wednesday, March 8th at approximately 9:00 am and will be returning on Friday, March 10th at approximately 1:00 pm.

The following people will serve as secondary trip advisors and since they are all teachers, they have been CORI checked by their respective school systems. These educators are also the adults that are on the shared coach bus with us.

Neil Donohue – Dracut High School
Tom Thornton – Lowell High School
Connor Meehan – North Andover High School

It has been a long-standing tradition that these teachers and districts have joined us in this cooperative venture. Sharing resources allows all four high schools additional student supervision, adult access, greater familiarity with chaperones and more affordable and appropriate transportation for extended travel. The students will be closely monitored, having specific check-in times each day and evening. I will also have the students' specific information on the workshops they will be attending and let them know where I will be at all times in case they need me. The conference will consist of motivational speakers, small and large group workshops, MASC executive board elections, an awards ceremony, the annual state banquet, as well as mandatory advisor meetings.

This year we are especially excited to go because Marysa Gomes is on the State Executive Board and will have a large part in planning this year's conference. We look forward to attending and bringing back fresh, new ideas that will benefit our council here at Tewksbury Memorial High School.

Thank you for your continued support of the Student Council program at Tewksbury Memorial High School. If there are any further questions, please feel free to call me at (603) 432-4434.

Thank you for your time and cooperation in this matter,

Debra Glass

Debra Glass
TMHS Student Council Advisor

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Lori McDermott
Assistant Superintendent of Schools

Date: February 8, 2023

Re: TMHS DECA 2023 Spring Conferences

This Requires a Roll Call Vote

- 1) Seeking the consideration of the School Committee to approve an overnight field trip request for the TMHS DECA team to attend the Massachusetts DECA State Career Development Conference in Boston, March 9th through March 11, 2023. Students and chaperones will return to Tewksbury on March 11th. **This requires a vote of the School Committee.**
- 2) Seeking the consideration of the School Committee to approve an out-of-state field trip request for the TMHS DECA to attend the DECA International Career Development Conference in Orlando, Florida, April 22nd through April 26, 2023 (tentative dates). **This requires a vote of the School Committee.**

DECA Overnight & Out of State Field Trips

1 message

James Sullivan <jsullivan@teWKsbury.k12.ma.us>

Fri, Feb 3, 2023 at 9:24 AM

To: Brenda Theriault-Regan <bregan@teWKsbury.k12.ma.us>, Gail Johnson <gjohnson@teWKsbury.k12.ma.us>

Cc: Bridget Garabedian <bgarabedian@teWKsbury.k12.ma.us>

Mrs. Theriault-Regan,

Please see the following requests for School Committee Approval for both our TMHS DECA Overnight and Out of State field trips that are scheduled. I am able to provide all of the specific information for the Massachusetts DECA State Career Development Conference in Boston in March (Overnight), but do not have any of the specific details as of yet for the DECA International Career Development Conference in Orlando, Florida in April (Out of State). Please see the information that is currently available:

Overnight Trip Request

Massachusetts State Career Development Conference

Boston Copley, Sheraton Hotel and Hynes Convention Center

Conference Dates: Thursday, March 9, 2023-Saturday, March 11, 2023

28 Students attending

3 Teachers attending as advisors and chaperones

*Students and Chaperones will leave TMHS on Thursday, March 9th after school (2:00pm-2:15pm)

*Friday, March 10th will be a School Business day for our students attending as they will be at the Conference

*Saturday, March 11th students and chaperones will be attending the conference until mid day when it ends, and then return to TMHS between (1:00pm-1:30pm). Bus pickup will be scheduled for noon.

**Please see the attached paperwork packet that has been sent to all parents providing all information necessary to attend this conference, including the TPS Parental Field Trip Permission Form.

Out of State & Overnight Trip Request

DECA International Career Development Conference

Orlando, Florida

Conference Dates: April 22, 2023-April 26, 2023*

Transportation to the Conference *Typically, we either fly out a day early, or fly home a day later, so the days may push 1 day in either direction, but currently, I am speaking to advisors from Danvers and Hamilton Wenham High Schools who are trying to book a block of flights before we know who is attending as to keep the flight cost as low as possible for students that qualify to attend this conference and they are trying to book the flights for Saturday, April 22, 2023 (departure) and to return on Wednesday, April 26, 2023, but as soon as that has been determined I will forward that information along.

Number of students and advisors/chaperones attending to be determined based upon how many students qualify at the State Conference. As soon as we have that number, I will forward this along to you.

Location: All Conference activities take place at the Orange County Convention Center located at [9800 International Drive, Orlando, Florida](#).

Housing: All of the Massachusetts DECA delegation is required to stay at the Hilton Orlando Hotel. [6001 Destination Parkway, Orlando, Florida](#). (Walking distance from the Convention Center, .7 of a mile)

*All students will be provided an information packet as was the case with the State Conference packet, when the final student and advisor/chaperone numbers and travel dates are known, it will be created and sent to all parents, as well as being forwarded to the Superintendent's Office as well.

**Please see the attached paperwork that has been provided with the information available for this conference at this time, 2023 DECA International Career Development Conference Information file.

-If anyone is interested in any other information regarding DECA, it can be found at www.deca.org

I hope that this information is adequate to be able to have both of these field trips approved at the next meeting as both of these conferences/field trips provide our TMHS students with opportunities to put their textbook and classroom knowledge to use in a real word, applicable format, and allow students opportunities to compete amongst the very best both statewide and internationally. If you have any further or additional questions, please do not hesitate to reach out to me.

Respectfully Submitted,

Mr. James Sullivan, Jr.
THS Business Teacher
TMHS DECA Advisor

Tewksbury Memorial High School
320 Pleasant Street
Tewksbury, MA 01876

January 17, 2023

To all students and parents,

Congratulations on your hard work and effort in qualifying for this year's Massachusetts DECA State Career Development Conference. The State Career Development Conference will be held March 9-11, 2023 at the Boston Marriott Copley Hotel, Sheraton Hotel, Westin Hotel and the Hynes Convention Center! In the following packet you will find the necessary information to continue on to this year's Massachusetts DECA State Career Development Conference. T.M.H.S. also has rules and regulations that each student must adhere to in order to be eligible to participate in this Conference/Competition as well. The one full day out of school (Friday, 3/10/2023) is considered to be "School Business" and your absences will be excused during your time at the conference, but you are expected to communicate with all of your teachers prior to attending the conference, and make up any and all work that you missed during your absence.

On Thursday, March 9th all students will be leaving from TMHS at 2:05 pm to load the bus for a 2:15 pm departure. Students are expected to bring their necessary luggage to school with them and drop it off in the guidance suite, see Mr. Harne when you arrive at school in the morning. As is stated in the permission slip paperwork and Massachusetts DECA Comprehensive Consent Form, all luggage will be checked prior to our loading and departure. Luggage inspection will take place by noon by Advisor James Sullivan and/or an available teacher/administrator at this time. According to the schedule provided by Massachusetts DECA and attached within this packet, we should be departing from the Hynes Convention Center at approximately 12:00 pm on Saturday March 11, 2023. Parents should be expecting their children to return home at approximately 1:00-1:30pm on Saturday, March 11, 2023. On this day there is a final awards session that begins at 10:00 am at the Hynes Convention Center where students will be recognized for their accomplishments and those that qualify for the International Conference will be announced at that time, and we will find out who will have qualified to go on to Orlando, Florida! Unfortunately, due to space limitations, parents are not allowed to attend this Awards Session, but I have been told that it will be livestreamed so that you can watch it as it's happening. As soon as I am provided with the information for this Awards Session, I will pass it along to you. Additionally, I believe that Thursday evening's Opening Session and Friday night's Moni Awards Session sessions will also be livestreamed.

ALL students participating in this school-sponsored trip will be required to travel to and from the Competition/Conference on the buses provided. Any deviation from this policy needs to be authorized by Mr. James Sullivan, faculty advisor, in conjunction with the TMHS school administration. I completely understand that we may have some athletic teams still involved in MIAA Tournament play as we have had in the past, and that we may have some conflicts. With this being said, based upon the current performances of our TMHS athletic teams, and knowing the scheduling that lies ahead, this end of week/weekend of DECA will coincide with MIAA State Tournament play, which will indeed cause some conflicts. These TMHS school functions will be worked with and conflicts dealt with and worked around. I can work with these conflicts on the DECA end, but will need parents' help in getting students back and forth if that's what's needed as well. We will work with any of these conflicts as they arise and communication between students, parents and myself will be critical in making this work for everyone. With this being said, my cell phone number is 978 886-8223. As we get closer, we will get together and look at and work everything out, but we won't know the schedules for these teams until next week. Last year we had 7 hockey players involved in this conference

and State Tournament and we were able to work it out for everyone, so I don't foresee that being any kind of issue this year for anyone either.

At this time, with 26 TMHS students and 2 Advisors/Chaperones attending the conference, the total cost per student for this State Competition/Conference is just at \$500.00 according to Massachusetts State DECA. These costs include the cost of running the conference; testing materials, awards, DECA t-shirt, meals (dinner Thursday, breakfast, lunch and dinner Friday and breakfast Saturday), hotel costs, and the costs for the advisors/chaperones as well. Although this cost is high, it is \$50 more expensive than it was last year when we last attended this conference in person.

Unfortunately, all registration payments are due into Massachusetts DECA in February. As a result, in conjunction with the time necessary to process all payments through the Tewksbury Public Schools Accounts Payable process, I have set this up so that everyone can make this payment in two payments if necessary. Please see the payment schedule listed below:

-1st Payment: \$350 by Friday, January 27th

-2nd Payment: \$150 by Friday, February 10th

Also, enclosed within this package is a Parent Authorization of Field Trip Form that must be filled out for the school and additionally, there is a Massachusetts DECA Comprehensive Consent Form that is required paperwork that needs to be completed for DECA. I will need **all the paperwork returned with your payment on Friday, January 27th**. I have also enclosed the proposed schedule of events that has been provided by Massachusetts DECA for the three days of the conference as well. You may keep this schedule for yourself as each student will be receiving a schedule upon arrival at the hotel on Thursday. If you have any questions regarding this trip please feel free to contact me at school at 978 640-7825, ext. 2207 or you can email me at jsullivan@tewksbury.k12.ma.us or you can call me on my cell, 978 886-8223.

All students should be working on preparing for their States Exam, Role Play preparations, Written papers and presentations. In an effort to be better prepared, I am requiring that all students/teams meet with me at least once a week either before or after school to get that preparation completed as well. We are really looking to have everyone make their best effort to be as prepared as they can be! The goal here is Orlando and the International Conference, not Boston and the State Conference! Be prepared and make sure that you are all following all of our social media platforms, as well as my own twitter account as there is always information being disseminated from them.

Additionally, we are working on putting together a handful of Dine out nights here as quickly as possible to help defray some of the cost and that second payment. If you are able to help out with any contacts or people that you know would be willing to either host one, or you can help market it on your personal social media platforms and attend while getting others to attend, that will help out significantly as well! I know and understand that this conference is costly, and we want everyone that is qualified to be able to attend this conference despite the cost! Thank you in advance for any help that you may be able to provide us here with this.

Thank You,

James T. Sullivan, Jr.

Mr. James T. Sullivan, Jr.
TMHS Business Teacher
TMHS DECA Advisor & Golf Coach

TENTATIVE AGENDA
2023 MA DECA
64th annual STATE CAREER DEVELOPMENT CONFERENCE
March 9, 10 and 11, 2023

Thursday, March 9

TIME

ACTIVITY *(all activities @ Marriott, unless otherwise noted)*

By Size

Registration (Advisors Only)

2:45 P.M.

Chapters with 100 plus participants

3:00 P.M.

Chapters with 50-99 participants

3:15 P.M.

Chapters with 25-49 participants

3:30 P.M.

Chapters with 1-25 participants

4:00 P.M.

Event Directors Meet

4:45 P.M.

Officer Candidates Meet

4:45 P.M.

Meeting for all Advisors

5:30 P.M.

Dinner @ Hynes

7:30 P.M.

Opening Session Spirit Night (all conference attendees) @ Hynes

After Opening Session

Participants' Briefing:

Principle Events @ Marriott

Personal Financial Literacy Event @ Marriott

Individual Series Events @ Marriott

Quiz Bowl participants @ Marriott

Team Decision Making Events @ Marriott

Business Operations & Research Events @ Hynes

Project Management Events @ Hynes

Entrepreneurship Events @Hynes

Integrated Marketing Campaign Events @ Hynes

Professional Selling & Consulting Events @ Hynes

School Based Enterprise Event @Marriott

11:00 PM

Curfew

TENTATIVE AGENDA
2023 MA DECA
64th annual STATE CAREER DEVELOPMENT CONFERENCE
March 9, 10 and 11, 2023

Friday, March 10

<u>TIME</u>	<u>ACTIVITY</u> <i>(all activities @ Marriott, unless otherwise noted)</i>
6:00-8:00 A.M.	Breakfast (at your own hotel)
7:00-8:00 A.M.	Judge's Arrival and Reception
8:00 A.M.- 4:00 P.M.	Officer Candidate Campaign tables
8:15 A.M.	Judge's Briefing
8:30 A.M.	Quiz Bowl Begins
8:30-4:00 P.M.	Exhibitor Tables
9:00 A.M.- 5:00 P.M.	Oral component for all events: refer to schedule
9:00 A.M.- 4:00 P.M.	Workshops: check conference app for details and locations
11:30 A.M.- 2:00 P.M.	Student lunch
11:30 A.M.-2:00 P.M.	Advisor & Judges' Luncheon-at Marriott or Hynes Convention C
5:00-6:00 P.M.	Business & Election Session @ Hynes Convention Center
6:00-7:45 P.M.	Dinner @ Hynes Convention Center
8:00-9:30 P.M.	Achievement Awards (Mini) Session @ Hynes Convention Cente
9:45-11:15 P.M.	DECA Entertainment-professional dress or conference T-shirt
11:30 P.M.	Curfew

Saturday, March 12 ||

<u>TIME</u>	<u>ACTIVITY</u>
7:30-9:30 A.M.	Breakfast @ your hotel
8:00-9:30	Luggage Storage (refer to conference app for drop off location)
By 9:30 A.M.	Vacate student rooms
By 9:30 AM	Checkout (Advisors Only)
10:00 A.M.- 12:00 P.M.	Grand Awards Session @Hynes

MA DECA Chapter Advisor Guide 2022-2023

These forms need to be completed whenever you take your members to a physical DECA conference or activity. Do not mail in the members' individual forms to MASS-DECA. The individual forms need to be kept in your possession and brought to all DECA conferences and activities.

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM

INFORMATION:

This form, completed with all information and signatures required; must be submitted to the Chapter Advisor by each DECA member physically attending a DECA activity. It is recommended that a copy of this form be on file in each local school and that it be maintained on file for one calendar year. Additionally, the DECA advisor must bring this form to each area, district, state, and national conference. Completion & signing of this document indicates that the student, parent/guardian, and school administrator have read this form and approved its contents. Completion and signing of this document provides consent for:

1. Student attendance at & travel to and from all conference activities.
2. Emergency medical treatment.
3. Student abiding by the Code of Conduct.
4. Student abiding by the Dress Code.

PHILOSOPHY:

It is a privilege and honor for a student to attend area, district, state and international DECA conferences. As such, each student has the unique opportunity to represent his/her high school, community, and family as a young business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone prior to acting, since ignorance of Rules and Regulations will not be considered an acceptable excuse. Teachers, alumni, chaperones, and state staff assume the responsibility of enforcing Rules and Regulations to ensure the safety and well-being of the student.

CONFERENCES:

Consent and approval indicated by the signing parties and applicable to the following in-person DECA activities:

1. Fall State Leadership Conference
2. Power Trip, NY Experience, Sports & Entertainment Conference. Emerging Leader Summit
3. District Conference
4. Massachusetts State Career Development Conference
5. International Career Development Conference
6. All workshops, seminars and activities financially sponsored by MASS-DECA

Student Name (please print): _____

Chapter: _____

MA DECA Chapter Advisor Guide 2022-2023

Massachusetts DECA Comprehensive Consent Form continued

DRESS CODE:

DECA is first and foremost a business organization for students enrolled in Marketing Education. As in business where company policies related to dress and grooming are maintained, DECA has developed its own policies. At any time during the conference while on-site, you must be in casual or business attire. Essentially, proper dress is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor, or refer to this form, prior to making a decision. Help us to build and maintain a positive image of DECA!

ACCEPTABLE BUSINESS ATTIRE:

When appearing before judges (during competition), on stage during sessions, meal functions, event briefing, academies.

- Dress slacks, dress skirt or business dress (ICDC rule: skirts/dresses must be at/or below knee)
- Collared dress shirt with appropriate neckwear or dress blouse
- Dress shoes
- Business suit, sport coat or blazer. DECA Blazers can only be worn in front of a judge at ICDC.
- DECA Blazers may **not** be worn in front of judges at District or State competition.

Dress code violations at the final session will result in not being allowed to go onstage to accept an award

UNACCEPTABLE BUSINESS ATTIRE:

- Skin-tight, midriff baring, revealing clothing
- Denim
- Leggings and/or graphic designed hosiery
- Swimwear
- Athletic clothing and shoes
- Tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Unacceptable types of shoes: boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes, UGG type boots, and hiking boots

ACCEPTABLE CASUAL ATTIRE:

Travel to/from conferences and non-conference activities.

- Slacks, cords, khakis, walking shorts, skirts, tasteful denim (no rips, holes, bagginess),
- Golf shirts, blouses, DECA T-shirts and DECA sweatshirts.

All clothing must be in good shape and proper size.

*Activities such as swimming or exercising warrant appropriate recreational attire for that activity. Cover-ups and footwear **must** be worn over swimsuits when going to and from the pool. A towel is **not** an appropriate cover-up to walk through a hotel lobby.

UNACCEPTABLE CASUAL ATTIRE:

- Sweatpants, pajamas, leggings, shorts, swimwear, denim with holes, rips and bagginess
- Low cut shirts/blouses, open sides, tank tops, see through blouses, tube tops, strapless tops, crop tops, halter tops, one strap shirts, straps less than 1" wide, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, hats, sneakers, flip-flop sandals, sunglasses.

Conference staff is responsible for checking dress code at assigned areas.

MA DECA Chapter Advisor Guide 2022-2023

Massachusetts DECA comprehensive consent form continued:

CONDUCT CODE:

Participation in DECA activities provides an opportunity for students to interact with business professionals, DECA supporters, other DECA members and the public. As a result of establishing a positive professional image many businesses, civic organizations and other individuals provide financial and human resources to DECA and its student members. Should you have a question concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to deciding. DECA values its reputation and asks that you help maintain it.

The following Conduct Code has been established and is enforced at all district, state, regional and international DECA conferences and activities.

LEVEL ONE VIOLATIONS:

The following have been identified as extremely serious violations of the MASS-DECA Conduct Code.

1. Violation of any city, state, or federal law.
2. Possession, consumption, transporting or purchasing of any alcoholic beverage or illegal drug. Possessing, using, selling, or transmitting paraphernalia associated with drugs, alcohol, or chemical substances in any form at any time or under any circumstances in public or private properties. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, offenders in that room shall be subjected to Level One Penalties.
3. Use of any form of nicotine products is not allowed. This includes cigarettes, cigars, pipes, chewing tobacco, vapes, vape pens, e-hookahs, hookah pens, Juuls, mechanical mods, e-cigars, e-pipes, nicotine solutions known as e-liquid or e-juice.
4. Defacing, damaging, or stealing public or private property (for which responsibility will rest solely with offending individuals and/or their chapters).
5. Throwing or dropping any object from a hotel window or vehicle.
6. Inviting or having non-DECA or unregistered conference attendees in your hotel room.
7. Leaving the conference hotel without the permission of your advisor and/or chaperone.
8. Committing serious violations of curfew regulations.
9. Being in the willful companionship of someone who violates any portion of the conduct code or failing to report direct knowledge, other than hearsay, of conduct code violations.
10. Flashing or indecent exposure.
11. Using your own automobile to attend a conference or riding in an automobile with anyone other than your advisor or adult chaperone. Occasionally, a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. The advisor is required to submit a signed letter from administration stating that the student(s) has permission to drive to and from the conference site only and must be given to the state advisor prior to conference start. Once a driving/riding member has arrived at the conference site s/he will not be in a private automobile again until leaving the site at the end of the conference. Members must be housed at the conference site.
12. Multiple violations of a Level Two Code
13. Violations not mentioned herein but identified by the advisor or school official.

LEVEL ONE PENALTIES:

1. Expulsion from the conference.
2. Notification of parent or guardian and school official.
3. Student and parent/guardian must assume responsibility for & immediately arrange and pay for alternative travel plan to return home.
4. Forfeiture of all awards, scholarships, travel grants and future opportunities to participate in all DECA activities.
5. Other penalties at the discretion of the advisor, chaperone, school official or state staff.

MA DECA Chapter Advisor Guide 2022-2023

Massachusetts DECA comprehensive consent form continued:

LEVEL TWO VIOLATIONS:

Less serious violations, but if repeated violations occur the student will be subjected to penalties like those prescribed for Level 1.

1. Failure to follow the MASS-DECA Dress Code.
2. Failure to wear identification badges during the conference.
3. Being late for curfew and/or not being in your room w/the door closed until 6 AM
4. Disturbing other hotel guests by excessive noise, such as door slamming, music, shouting, loud talking or singing, or causing any noise or disturbance audible by anyone in the hallway after curfew. Making prank phone calls to hotel guests.
5. Rudeness or insubordination.
6. Failure to attend conference activities, including competitive events, general sessions, and special meetings and leaving sessions prior to the official close.
7. Being a guest in someone else's room with the door closed without the permission of a chapter advisor or chaperone.
8. Failing to meet the professional standards of housing facilities, accruing incidental charges without settling the account prior to check-out, moving furniture from rooms, failing to follow or respect hotel rules and regulations.
9. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official

LEVEL TWO PENALTIES:

1. Notification of chapter advisor and state advisor
2. Verbal and/ or written warning and immediate compliance with conference rules.
3. Forfeiture of all potential to attend ICDC academies
4. Level 2 violations carry over to future competitive conferences in given school year
5. Multiple violations of a Level Two Code will result in Level One penalty.

I have read and fully understand the MASS-DECA Comprehensive Consent Form, which includes the Code of Conduct and the Dress Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

Signature of attending member:

Date:

Signature of parent:

Date:

Signature of chapter advisor:

Date:

MA DECA Chapter Advisor Guide 2022-2023

MASSACHUSETTS DECA REGISTRATION, PERSONAL AND LIABILITY RELEASE FORM

Complete the entire form. Type or print clearly.

DECA Chapter:

Participant's name:

Date of Birth:

Participant's home address:

Parents' or guardians' names:

Parents or guardians' telephone number(s):

Name of teacher/adult accompanying participant to conference:

This is to certify that _____ has my permission to attend all DECA activities. On behalf of the above-named student member, we hereby absolve and release the school officials, the DECA chapter/state advisors, the host state or district, from any claims for any personal injuries which might be sustained while s/he is on the way to and from or during such DECA sponsored activities providing that this agreement shall not apply to any injury arising out of sole negligence of the participating parties.

I also understand that the state advisor or district co-chair determines the criteria at the local site for individual students to attend and participate.

I authorize the above-named advisor/adult, the MASS-DECA Board of Directors to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of illness or accident, and I will provide payment for these costs.

Should a conduct code violation occur, law enforcement personnel and/or security may be called to assist, and the Conduct Committee may be called with the ultimate punishment being disqualified and sent home at the member's expense and/or being removed from office if in an officer status. Reasonable care shall be exercised to insure a safe, expedient, and financially feasible mode of transportation back to the home community of the member involved.

I have read and agree to abide by the supplied MASS-DECA Conduct Code and am aware of the consequences that will result from violation of any guidelines.

Student Signature:

Date:

Parent/Guardian Signature:

Date:

Chapter Advisor Signature:

Date:

MA DECA Chapter Advisor Guide 2022-2023

Massachusetts DECA registration, personal and liability release form continued

MASSACHUSETTS DECA EMERGENCY INFORMATION

PRIMARY CONTACT:

Parent or Guardian's name(s):

Parent or Guardian's phone number (cell & home):

I give my permission for the child in my care to be sent home in the care of the secondary contact if I cannot be reached.

SECONDARY CONTACT : Non-immediate family member

Name:

Cell and/or home phone:

Family Physician:

Phone number:

Do you have any known allergies?

If yes, please name:

Do you have a history of heart condition, diabetes, asthma, epilepsy, rheumatic fever or other existing medical conditions?

If yes, please explain:

Are you taking medication?

If yes, please explain:

Do you have any physical restrictions?

If yes, please explain:

Name of person responsible for your medical bills (Guarantor):

Insurance company:

Insurance plan number:

Insurance Group number:

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and, by signing below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release DECA Inc and Massachusetts DECA.

Signature of Participant

Date

Signature of Parent or Guardian (mandatory if under age 18)

Date

This completed form must be turned in to the chapter advisor or participant will not be allowed to attend. For legal protection, this form must be in the chapter advisor's possession at each conference or activity.

TEWKSBURY PUBLIC SCHOOLS FIELD TRIP PERMISSION FORM

Dear Parent/Guardian:

Your child's class will be participating in a field trip away from school premises. In order to participate in this field trip activity, this *Permission Form* must be completed, signed by a parent or guardian and returned to the school prior to the date of the field trip. Please note that only this *Permission Form* may be used for the purpose of granting permission for your child to attend this field trip. Permission by telephone cannot be given for a student's attendance on a field trip.

This field trip will take place under the guidance and supervision of teachers and parent volunteers from Tewksbury Memorial High School. All chaperones and students must comply with the policies of the Tewksbury Public Schools and the rules as outlined in the student handbook during the trip. A brief description of the field trip activity is as follows:

Educational Purpose of the Trip: All students to put textbook/classroom learning to use in a real world setting.

Destination: Massachusetts DECA State Career Development Conference

Date(s) of Trip: 3/9/23 - 3/11/23 Time of Departure: Thur 3/9 2:30 PM

Location: Boston Copley Marriott/Shearman Time of Return: Approx. Sat. 3/11 1:00-1:30 PM

Method of Transportation: School Bus

Cost Per Student: _____

Total Due With Form: _____

Please make checks payable to T.M.H.S. DECA

Faculty Sponsor(s) Mr. James T. Sullivan

Additional Information _____

In the event that I cannot be reached, I hereby authorize the trip sponsor to secure necessary and required medical treatment.

Signature of Parent/Guardian

Telephone No. _____

~~Phone~~ No. _____

ALTERNATE
PHONE

PLEASE COMPLETE AND SIGN

I have read the above and do hereby give my child, _____, permission to attend and participate in the Field Trip to MASS DECA STATE CAREER DEVELOPMENT CONFERENCE on Thur 3/9/23 thru Sat. 3/11/23. In doing so, I understand that the Tewksbury School Department will make the necessary travel arrangements to transport my child to the designated location.

In granting my permission for my child to participate in this field trip, I do also hereby waive and release any claim of every kind, nature and description whatsoever, both in Law and Equity, that may arise against the Tewksbury School Department, its officers, agents and employees by reason of my child's participation in the aforesaid field trip. I have informed the trip sponsor(s) of all relevant medical information. Please use the reverse side of this form.

Signature of Parent/Guardian

Telephone No. _____

~~Phone~~ No. _____

ALTERNATE
PHONE

DECA CONFERENCE OVERVIEW 2023





INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

ORLANDO | 2023

FRIDAY, APRIL 21

8:00 AM - 6:00 PM	CHARTERED ASSOCIATION ADVISOR CHECK-IN <i>Chapter advisors register with their chartered association advisor of their assigned hotel</i>	W206
8:00 AM - 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
8:00 AM - 9:00 PM	SHOP DECA + BLAZER SHOP	W206
8:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>by invitation only</i>	W306

SATURDAY, APRIL 22

7:00 AM - 8:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
7:00 AM - 8:30 PM	SHOP DECA + BLAZER SHOP	W206
8:00 AM	EVENT DIRECTORS' + ASSISTANT EVENT DIRECTORS' BRIEFING	W20/BC
8:30 AM - 3:00 PM	DECA DAY IN THE PARKS <i>Advance ticket purchase required</i>	Walt Disney World Resort® Universal Orlando Resort™
10:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	
1:00 PM - 5:00 PM	EXHIBIT BOOTH SET-UP	WB2
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	WA1-4
7:00 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION <i>by invitation only</i>	W306
8:30 PM	GRAND OPENING SESSION	WA1-4
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

SUNDAY, APRIL 23

7:00 AM - 6:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
7:00 AM - 9:00 PM	SHOP DECA + BLAZER SHOP	W206
7:30 AM	JUDGES' ORIENTATION	WB4
8:00 AM - 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY FOOD OPERATIONS <i>Sponsored by Instat and Ono Sparkmeyer</i>	
8:00 AM - 4:00 PM	EMERGING LEADER SERIES	OCCC
8:00 AM - 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA <i>Advisors only from 8:00 AM - 9:30 AM</i>	WB2
8:00 AM - 3:00 PM	COMPETITIVE EVENT TESTING <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decs® Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events</i>	WC + Valencia Ballroom
8:00 AM - 3:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Business Operations Research Events, Project Management Events, Entrepreneurship Webinar Events, Stock Market Game, Virtual Business Challenge</i>	WB4 + WB2
9:00 AM	VIRTUAL BUSINESS CHALLENGE PARTICIPANTS' BRIEFING	OCCC
9:00 AM - 4:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	
9:30 AM - 1:00 PM	EXECUTIVE MENTOR PROGRAM	OCCC
12:00 PM	NDA LUNCHEON <i>Sponsored by Muscular Dystrophy Association by invitation only</i>	W306
12:30 PM - 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY RETAIL OPERATIONS <i>Sponsored by Instat and Ono Sparkmeyer</i>	
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	OCCC
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

MONDAY, APRIL 24

7:00 AM - 9:00 PM	SHOP DECA	W205
7:00 AM - 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
7:30 AM	JUDGES' ORIENTATION	WB4
8:00 AM - 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA	W27
8:00 AM - 4:30 PM	EMERGING LEADER SERIES	OCCC
8:00 AM - 6:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Sales Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events, School-based Enterprise, WISSA! Business Challenge</i>	WB1 + WB2 + WB4
8:30 AM - 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST <i>Sponsored by Johnson & Wales University by invitation only</i>	W305
9:00 AM - 5:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	
12:00 PM - 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>Sponsored by U.S. Army by invitation only</i>	
2:00 PM - 3:30 PM	LEADERSHIP RECOGNITION RECEPTION <i>by invitation only</i>	W305
3:30 PM - 4:30 PM	MEET THE CANDIDATES SESSION <i>Open to all members</i>	
3:30 PM - 4:30 PM	COMPETITIVE EVENTS UPDATE ADVISORS ONLY	
6:00 PM - 11:00 PM	DECA NIGHT AT UNIVERSAL ORLANDO <i>Advance ticket purchase required</i>	Universal Orlando Resort™
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

TUESDAY, APRIL 25

7:30 AM - 10:30 AM	JUDGES' ORIENTATION	WB4
7:30 AM - 6:00 PM	HEADQUARTERS	W206
8:00 AM	ACHIEVEMENT AWARDS SESSION	WA1-4
8:30 AM - 6:00 PM	SHOP DECA + FINALIST T-SHIRTS + RECOGNITION ITEMS	W206
8:30 AM - 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	WB4
12:00 PM	BUSINESS + ELECTION SESSION	
7:00 PM - 8:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board Partners by invitation only</i>	W305
8:30 PM	GRAND AWARDS SESSION	WA1-4
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

WEDNESDAY, APRIL 26

9:00 AM - 1:00 PM	NEW EXECUTIVE OFFICER ORIENTATION	W305
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Check [deca.org/track](#) for updates. Events will be held in the ORANGE COUNTY CONVENTION CENTER unless otherwise noted.



KEY DATES

FEBRUARY 15

ICDC competitors' final membership eligibility

MARCH 15

Deadline for chartered association to submit conference registration to DECA Inc. and housing to assigned hotel and DECA Inc.

MARCH 24

Deadline for chapters to submit accommodation requests to DECA Inc.

APRIL 6

Deadline for chapters to upload qualifying written entry submissions.

Business Growth Plan **BGP**
 Business System Operations Proposal **BOP**
 Business System Project **BSP**
 Budget and Financial Performance Proposal **BFP**
 Career Development Project **CDP**
 Community Awareness Project **CPA**
 Corporate Giving Project **CPG**
 Finance Operations Proposal **FOP**
 Fundraising Project **FNP**
 Hospitality and Tourism Operations Proposal **HTOP**
 International Business Plan **IBP**
 International **IIP**
 Integrated Marketing Campaign Plan **IMCP**
 Integrated Marketing Campaign Project **IMPP**
 Integrated Marketing Campaign Service **IMCS**
 International Business Plan **IBP**
 Super Project **SP**
 Sports and Entertainment Marketing Operations Proposal **SEOP**
 Student Growth Plan **SGP**
 Stock Market Game **SMG**

APRIL 6

Deadline for chartered associations to submit any changes to competitive events registration.

APRIL 21 at 6:00 p.m. ET

Deadline for chartered association advisors to request refunds from DECA Inc.

Registration for DECA's International Career Development Conference is submitted to DECA Inc. by the chartered association advisor who receives and verifies the information from chapter advisors.

Please confirm your association's conference registration and housing deadline with your Chartered Association Advisor.

deca.org/associations

ICDC 2023 HOUSING INFORMATION

Housing reservations for DECA's International Career Development Conference are submitted to the assigned hotel by the chartered association advisor who receives and verifies the information from chapter advisors.

All attendees must stay in the official DECA property assigned to the chartered association delegation in order to participate in DECA's International Career Development Conference. All attendees must be a registered guest each night of the conference in his or her assigned DECA hotel, for a minimum of four nights, beginning with the night of the Grand Opening Session.

Each chartered association advisor will receive from DECA, Inc. the assigned hotel for the delegation and is asked to register all student delegates, adult advisors/chaperones and spouses by completing the housing form provided by the hotel. When complete, email a copy to the assigned hotel and conferences@deca.org. Housing forms are due to the hotels no later than **March 15**.

Due to the limited number of multiple housing rooms in the hotels, two-bedded rooms will be used first as a quad for students, then as a twin for adults. Two adults may be assigned to a one-bedded room. A rollaway may be available depending upon the property.

The hotels have been advised to make no charges without a credit card on the room. Because of the large number of students involved, chartered associations are responsible for all charges incurred by their chartered association delegation.

According to the Delegates Conduct Practices and Procedures, any damage to any property or furnishing in the hotel, room, or building must be paid for by the individual or chapter responsible. Chartered associations will be responsible for delegates' conduct.

TENTATIVE HOTEL ASSIGNMENTS

ASSOCIATION	HOTEL	ASSOCIATION	HOTEL	ASSOCIATION	HOTEL
Alabama	DoubleTree Suites by Hilton Hotel Orlando Disney Springs	Connecticut	Hampton Inn Orlando Baybreaks Resort	North Carolina	Embassy Suites by Hilton Orlando with Convention Center Convention Center
Alaska	Resort Shingle Creek	Maine	Hampton Inn Orlando Gray/Convention Center	Ohio	Resort Shingle Creek
Arizona	Resort Shingle Creek	Maryland	Pro by Hilton Orlando Convention Center Area	Oklahoma	Hilton Orlando Lake Villa Palace
California	Hilton Orlando	Massachusetts	Hilton Orlando	Oregon	Hilton Garden Inn Orlando at SeaWorld
Colorado	Universal's Cabana Bay Beach Resort	Michigan	Resort Orlando Buena Vista Palace	Oregon	Embassy Suites by Hilton Orlando at Disney's DCM Park
Connecticut	Resort Shingle Creek	Minnesota	Universal's Doubletree Inn & Suites	Pennsylvania	Hilton Orlando
Delaware	Embassy Suites by Hilton Orlando International Drive Convention Center	Mississippi	Universal's Doubletree Inn & Suites	Rhode Island	DoubleTree Suites by Hilton Hotel Orlando Disney Springs
Florida	Resort Shingle Creek	Missouri	Resort Shingle Creek	South Carolina	Resort Shingle Creek
Georgia	Universal's Doubletree Inn & Suites	Montana	Hampton Inn Orlando Gray/Convention Center	South Dakota	Resort Shingle Creek
Hawaii	Hilton Orlando Lake Villa Palace	Nebraska	Resort Shingle Creek	Tennessee	Charmelle Suites & Suites by Hilton
Idaho	Embassy Suites by Hilton Orlando at SeaWorld	Nevada	Pro by Hilton Orlando Convention Center Area	Texas	Universal's Cabana Bay Beach Resort
Illinois	Hilton Orlando Lake Buena Vista	New Hampshire	Embassy Suites by Hilton Orlando International Drive Convention Center	Utah	Hampton Inn Orlando at SeaWorld
Indiana	Universal's Cabana Bay Beach Resort	New Jersey	Hilton Orlando	Virginia	Resort Shingle Creek
Iowa	Hampton Inn & Suites Orlando at SeaWorld	New Mexico	Spring Hill Suites Orlando at SeaWorld	Washington	Hyatt Regency Orlando
Kansas	Resort Shingle Creek	New York	Hampton Inn Orlando	West Virginia	Hampton Inn Orlando at SeaWorld
Kentucky	Hampton Inn Orlando at SeaWorld	North Carolina	Universal's Doubletree Inn & Suites	Wisconsin	Hilton Orlando Lake Buena Vista
				Wyoming	Hilton Garden Inn Orlando at SeaWorld

HOTELS

HOTEL INFORMATION	ROOM BLOCK				ROOM RATES				
INTERNATIONAL DRIVE + SEAWORLD AREA	One Bed (140 sq. ft.)	One Bed + Kitchen (170 sq. ft.)	Two Beds (140 sq. ft.)	Two Beds + Kitchen (170 sq. ft.)	Total Rooms	Single	Double	Triple	Quad
EMBASSY SUITES BY HILTON ORLANDO INTERNATIONAL DRIVE CONVENTION CENTER 8070 International Drive Orlando, FL 32819 407-352-1400 www.hilton.com/en/hotels/orlandoemb	120		55		175	\$237	\$237	\$237	\$237
EMBASSY SUITES BY HILTON ORLANDO INTERNATIONAL DRIVE/CON PARK 8230 Jamestown Court Orlando, FL 32819 407-870-3775 www.embassy-suites.com/embassydrive.com	10		90		100	\$228	\$228	\$228	\$228
FAIRFIELD INN & SUITES ORLANDO AT SEAWORLD 12675 International Drive Orlando, FL 32821 407-354-1034 www.marriott.com/hotels/orlando-fairfield	25		100		125	\$169	\$169	\$169	\$169
HAMPTON INN BY HILTON ORLANDO INTERNATIONAL DRIVE/CONVENTION CENTER 8000 Universal Boulevard Orlando, FL 32819 407-554-4447 www.orlando.marriott.com/hotels/orlando-hampton	5		70		75	\$183	\$183	\$183	\$183
HILTON GARDEN INN ORLANDO AT SEAWORLD 8850 Winterwood Boulevard Orlando, FL 32821 407-554-1900 www.marriott.com/hotels/orlando-garden	25		100		125	\$149	\$149	\$149	\$149
HILTON ORLANDO 6051 Destination Parkway Orlando, FL 32819 407-515-4300 www.hiltonorlando.com	230		770		1,000	\$269	\$269	\$285	\$285
HYATT REGENCY ORLANDO 5601 International Drive Orlando, FL 32819 407-234-1334 www.hyatt.com/en/usa/orlando-regency	166		334		500	\$264	\$264	\$274	\$284
MARRIOTT'S ORLANDO AT SEAWORLD 6677 Sea Harbor Drive Orlando, FL 32821 407-591-5553 www.marriott.com/orlando	30		270		300	\$227	\$227	\$227	\$227
ROSEN CENTRE 5640 International Drive Orlando, FL 32819 407-356-5540 www.rosen.com/orlando	172		403		575	\$249	\$249	\$269	\$269
ROSEN PLAZA 5700 International Drive Orlando, FL 32819 407-286-9700 www.rosenplaza.com	142		333		475	\$239	\$239	\$259	\$259

ROOM RATES DO NOT INCLUDE TAXES AND FEES. Specific information for the room categories is provided on the next page.

ADDITIONAL INFORMATION

CONFERENCE TRANSPORTATION

The DECA ICDC will use the Orange County Convention Center for all conference activities.

Transportation will be provided from outlying hotel properties. Guests in the following hotels will be considered within walking distance: Hyatt Regency Orlando, Rosen Centre, Rosen Plaza and Hilton Orlando. Limited transportation service will be provided to the Hilton Orlando since it is connected via pedestrian bridge to the Orange County Convention Center.

STUDENTS WITH ACCOMMODATION REQUESTS

We want to make every opportunity available for our members who require accommodations to participate in ICDC. An online form at deca.org/edecacommodationrequests to request accommodations for attendees who require them. We will work with the school and/or chartered association to provide the appropriate services. It is critical that we receive the form by **March 27** in order to arrange appropriate services.

PARADE OF CHARTERED ASSOCIATIONS

One of the highlights of the Grand Opening Session will be the Parade of Chartered Associations. Each chartered association advisor will be requested to select **ONE** participant to represent your chartered association during the Parade of Chartered Association Flags. The representative will be required to wear the official DECA blazer with business attire to the opening general session and to be present during the rehearsal. Any chartered association not represented during rehearsal will not be permitted to have their flag posted during any of the conference sessions.

CHARTERED ASSOCIATION MEETINGS

Chartered associations are encouraged to hold meetings to brief all delegates on conference activities, rules/regulations, changes in program, etc. Chartered association advisors must make arrangements for meeting locations since hotel facilities are not adequate to schedule multiple chartered association meetings at one time. Chartered association advisors must request meeting facilities by contacting the hotel staff at the assigned hotel. Meeting facilities will be assigned on a first-come, first-served, space available basis. Delegations that are unable to meet at the assigned hotel may complete the online form at deca.org/icdcmeetingrequest to request meeting space at the convention center.

SALES TAX EXEMPTION

Your chartered association may qualify for tax exemption in Florida. If your association has previously been granted a Consumer's Certificate of Exemption by the Florida Department of Revenue, check its expiration date as it is valid for a five-year period. To apply or renew, visit floridarevenue.com/taxes/business/Pages/sales_tax.aspx.

LEADERSHIP RECOGNITION

Hosted by the DECA Inc. Board of Directors, this annual invitation only event held during DECA's International Career Development Conference recognizes invited chartered associations and DECA chapter advisors for their outstanding leadership and extraordinary work.

DECA PROFESSIONAL DIVISION AWARDS

The DECA Professional Division Awards recognize individuals for outstanding and significant contributions toward the development and progress of DECA Inc. on the local to international level. The Honorary Life Membership Award, Outstanding Service Award and Association Administrator of the Year Award are presented at ICDC.

SCHOLARSHIPS

DECA's scholarship program provides over \$200,000 in scholarships at the International Career Development Conference each year. Many corporations provide scholarships through the DECA Scholarship Program. DECA Inc. administers the program based on guidelines set by the donor. DECA scholarships are merit-based. Scholarships will be awarded during the Grand Awards Session. Company representatives and student pictures will be taken immediately following the on-stage presentation.

FUTURE DATES

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

April 29-30, 2024 | Anaheim, California
April 29-29, 2025 | Orlando, Florida
April 29-29, 2026 | Atlanta, Georgia
April 17-20, 2027 | Anaheim, California
April 22-25, 2028 | Orlando, Florida

HEALTH + SAFETY

COVID-19 GUIDELINES

DECA Inc. considers the health and safety of all who attend the 2024 DECA International Career Development Conference, including our attendees, staff, partners, volunteers and on-site vendors/service providers, as our top priority.

DECA Inc. will implement 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.

Participants may be required to sign a COVID-19 Acknowledgment and Liability Waiver and provide it upon arrival at the conference. If participants cannot agree or commit to the COVID-19 Acknowledgment and Liability Waiver, they cannot attend.

DECA will continue to monitor the COVID-19 status and remain in constant contact with our hotels and event venues. This plan is a living document that will continue to evolve as the venue and local protocols change.

- Participants must follow all state and local guidelines, as well as those set forth by the hotel hosting the DECA International Career Development Conference.
- All attendees will be required to observe the social distancing rules established by the venue and local authorities at the time of the event.
- All room sets will be based on the social distancing requirements at the time of the event.

Please visit the CDC for recommendations on how to protect yourself against COVID-19:

www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/prevent-01.html

**Hotel reservations must be cancelled 72 hours prior to arrival to avoid a penalty of one night room and tax. DECA Inc. advises attendees to check the policies of travel and transportation providers to determine their cancellation policies prior to making any arrangements.*