

Travel Planning Guide for DECA Advisors

Tasks to be completed before Back-to-School

- 1. Familiarize yourself with your district travel policies.**
 - a. What forms do you need to submit before travel?
 - b. To whom do you submit forms?
 - c. What are your district's student hotel/housing policies?
 - d. What is your student/teacher ratio for trips? Does that change for overnight trips?
 - e. What is your school/district policy for collecting health information prior to a trip? Does that policy change for an overnight trip?
- 2. Determine what DECA trips are you planning to attend.**
 - a. Many DECA conferences and activities are planned in advance so you can submit forms as early as possible! Even in the summer!
 - b. Will your district allow you to submit trip requests ahead of time with your best estimate of how many students will attend?
- 3. Fill out the Virginia DECA Code of Conduct Form.**
 - a. Fill in the "Chapter Name," "Primary Advisor Name," and "Primary Advisor Phone" fields (multiple locations on the form).
 - b. Have all advisors sign the form (use editing software to add more advisor signature lines).
 - c. Have your administrator sign the form, confirming their support of Virginia DECA conduct policies.
 - d. Make copies of the Code of Conduct Form and distribute to students as they register for membership. Don't wait until they choose to travel.
- 4. Create several DECA-emergency kits**
 - a. Extra neckwear
 - b. Tide pens
 - c. Safety pins
 - d. Mints
 - e. Tissues
 - f. Portable chargers
 - g. Sewing kit
 - h. First aid kit (bandaids for blisters!)
- 5. Familiarize yourself with your district finance/purchasing policies so you can collect money and make payments in a timely manner.**

Tasks to be completed as students return to school

1. Collect signed Virginia DECA Code of Conduct forms as students submit their membership for the year
 - a. Having forms for all members (even those thinking they won't travel) is helpful!
 - b. Store signed Code of Conduct forms alphabetically, also scan them into a PDF so you always have an electronic copy.
2. Collect student shirt sizes as they submit their membership for the year and keep in a spreadsheet.
3. Be sure students have access to whatever communication app your district uses (Remind, Google Chat, Google Classroom, Signal, Group Me, etc).

Tasks to be completed in the weeks prior to travel

1. Create and distribute any required district field trip forms
2. Hold a parent meeting prior to any overnight travel
 - a. Have your officers plan and run the meeting. It holds them accountable for knowing the plan and is great practice! As the advisor, you attend to distribute materials, and answer questions.
3. Confirm all medical information on file and speak with your school nurse to be sure you will have everything you need.
4. Set aside items on the attached packing list.
4. For road trips, pack student snacks and water! (Bulk Sams/Walmart/Costco snacks, Amazon snack boxes).
5. *Prior to SLC* - Have students formally declare their intent to attend or not attend ICDC should they qualify. Be sure any students competing as a team agree on their intent to compete or not compete.
6. If you choose to place signs on your student's hotel room doors, print and pack those!
7. Confirm students are familiar with the dress code. Distribute blazers if necessary.
8. Submit all POs in accordance with your district policy.
9. Confirm all payments have been made prior to travel.

Tasks to be completed while on a trip

1. Confirm students know how to contact you in an emergency.
2. Confirm students have access to the trip itinerary and know when and where they need to be.
3. For overnight trips - Visit a grocery store to let students stock up on snacks and breakfast items (saves money!).

4. Hold nightly meetings to debrief from the day and confirm expectations for the next.
5. Group students by competition times for travel.

Tasks to be completed after returning to school from a trip

1. For SLC - Confirm student intent to compete at ICDC.
2. Collect borrowed DECA blazers (after students get them dry cleaned).
3. Complete any reimbursement paperwork required by your district.

Field Trip Packing List for Advisors

Things to include in binder	Things to include in bag
☐ Zip pouch for checks and receipts ☐ Itinerary ☐ Parent and Student contact sheet ☐ Registration and lodging confirmation ☐ Any reservation confirmations ☐ Flight ☐ Ground transportations ☐ Food ☐ Pre-ordered food distribution list ☐ Emergency contact and medical forms for all students ☐ Completed Permission slips ☐ DECA Consent forms ☐ Any communication from State Advisor (For DECA Competition Trips) ☐ Attendance/Check-in Lists ☐ Shirt sizes for students (by room or chaperone is best) ☐ Optional: Room list one pager ☐ Optional: List of Chaperone/Officer groups	☐ First aid kit ☐ Sewing kit ☐ Office supplies ☐ Scissors ☐ Paper ☐ Sticky notes ☐ Glue ☐ Pens ☐ Pencils ☐ Sharpner ☐ Wet Ones ☐ Disinfecting Wipes ☐ Shout Wipes ☐ Hand Sanitizer ☐ Tissues ☐ Bottle of Water ☐ Snack, candy, and/or mints ☐ Portable Charger/Cords ☐ Collect Student Medicine (if required) ☐ Extra toiletries and hygiene supplies ☐ DECA Guide ☐ Binder of important information ☐ Extra neckwear

Travel Planning Advice from Veteran Advisors

1. Spreadsheets!! List everything you need to do and check off as you go. I also use them for all expense tracking and can easily update as things change, students pay, rooms are divided up, etc. So helpful to have year to year and adjust for each new trip.
 - this! I use one Google Sheet that has multiple tabs and make a new copy for each year. Example tabs are membership (students and prof/alumni separate), payments, T-shirt sizes (easier to print when handing out shirts at SLC). I then have another Google Sheet with multiple tabs dedicated to competition.
 - yes!! New spreadsheet each year
2. Packing list
3. A contract for parents and students to sign that (can be edited) outlining expectations and consequences.
4. We divide our group into “families” run by our leadership team and run a “contest” like Hogwarts/Harry Potter with point awarded for good stuff and point deducted for poor choices. Ask parents to donate snacks and waters/gatorade for sharing with the group. Bring board games and cards for downtime and encourage them to be in the lobby. Photo scavenger hunt with prizes. We also say that VADECA requires us to meet all families in person to talk rules - and they come.
5. Parent/competitor meeting prior to departure to explain expectations.
6. For SLC, I would group kids with similar event start times to ride the shuttle bus together. Great way to group experienced kids with new members and everyone is on time! We also had a chaperone in the lobby checking off as they went on the bus so we didn’t miss anyone.
7. Remind group text, roommates had each other’s cell phone numbers.
8. All of this!!!! Parent meeting is essential along with contract and snacks! And pay early!!

9. Group chat with Signal! Everyone has to join, react to a message so we know they've seen it, and getting forms/payments in EARLY!
10. Buddy system - use your leadership team to send out specific information to help build relationships.