**DECA State Leadership Conference**

**Chattanooga, TN**

**Itinerary**

**February 25, 2025 - February 28, 2025**

**BUS 1: Whitehaven (32) East (12)**

 *Bus Captain: Aisha Dotson*

**BUS 2: White Station (18), Overton (26),**

 *Bus Captain: Andrew Bell*

**BUS 3: East (50)**

 *Bus Captain: Michael Hoots*

**CCTE Advisor (Traveling) KIMBERLY JACKSON (901-831-3735**

**Bus Company**: **Tennessee Limousine**

Transportation in the form of chartered buses will be provided for this trip. **ALL** buses are scheduled to leave promptly from the Memphis Shelby County Schools Board of Education parking lot at precisely **8:00 a.m., February 25, 2025.** A bus captain has been appointed for each bus and a **group leader** has been appointed for coordination of any additional travel that may be needed while in Chattanooga. The bus captains will ensure that a student count is taken before and after each scheduled stop.

Tuesday, Feb. 25, 2025 (all times are approximate)

 **7:00 a.m. BUS ARRIVAL**

 Buses will arrive at the parking lot

 Memphis Shelby County School

 Board of Education

 160 S. Hollywood

 Memphis, TN 38112

 **8:00 a.m. BUS DEPARTURE**

 9:30 a.m. Rest Stop (if needed) – Outside of Jackson, TN

11:30 a.m. Lunch Stop

 Opry Mills Mall

 1:30 p.m. Depart from Lunch Stop

 **4:30 p.m. (ET) BUS ARRIVAL/HOTELS**

 Chattanooga, TN (check-in hotels /stops are indicated below)

**Bus 1:**

1st Drop-Off: **Hotel Bo**

 901 Carter

 Chattanooga, TN 37402

2nd Drop-Off: **Marriott Chattanooga Convention Center**

 Two Carter Plaza

 Chattanooga, TN 37402

**Bus 2:**

1st Drop-Off: **DoubleTree Hotel**

 407 Chestnut Street

 Chattanooga, TN 37402

2nd Drop-Off: **LaQuinta Chattanooga**

 1225 Cowart Street

 Chattanooga, TN 37402

**Bus 3:**

1st Drop-Off: **Hotel Bo**

 901 Carter

 Chattanooga, TN 37402

**Wednesday, February 26, 2025**

*(If buses are needed,* Bus Captains must notify drivers by **Noon**)

Pick up may be needed from all hotels for transportation to the **Opening Ceremony** that will be held at:

Marriott Chattanooga Convention Center

Two Carter Plaza

**Thursday, February 27, 2025**

*(If buses are needed,* Bus Captains must notify drivers notified by **Noon**)

Pick up may be needed from all hotels for transportation to the **Award Ceremony** being held at:

Marriott Chattanooga Convention Center

Two Carter Plaza

Friday, February 28, 2025

**7:00 a.m**. (ET) **BUS PICK-UP/HOTELS**

Chattanooga, TN (check-out hotels /pickups are indicated below)

**Bus 1:**

1st Pick-up: **Hotel Bo**

 901 Carter

 Chattanooga, TN 37402

2nd Pick-up: **Marriott Chattanooga Convention Center**

Two Carter Plaza

Chattanooga, TN 37402

**Bus 2:**

 1st Pick-up: **DoubleTree Hotel**

 407 Chestnut Street

 Chattanooga, TN 37402

2nd Pick-up: **LaQuinta Chattanooga**

 1225 Cowart Street

 Chattanooga, TN 37402

**Bus 3:**

1st Pick-Up: **Hotel Bo**

 901 Carter

 Chattanooga, TN 37402

 **8:00 a.m. BUS DEPARTURE -Chattanooga, TN**

11:30 a.m. (CT) Lunch stop

Murfreesboro, TN

1:30 p.m. Depart Meal Stop

**4:30 p.m. BUS ARRIVAL**

MSCS BOE

60 S. Hollywood, Memphis, TN 38112

**Bus Assignments**

*All schools will be assigned to a particular bus for seating assignments* (see chart). We ask that all teachers and advisors please ride the buses with your students and keep all of your students on the same bus. Please be aware that on field trips teachers are responsible and held accountable for their students from the beginning to the end of the trip. Teachers should always know the whereabouts of their students. Please inform students of the curfew times and make regular room checks. Please remind students to always be on their best behavior. Acceptable student conduct will be the responsibility of all teachers and advisors for each school. In the event of a disorderly student, that student may be sent back to Memphis via Greyhound, at the expense of the home school or students’ parents.

**Dress Policy**

*Students should not be permitted to board the bus if they are not properly dressed or presentable for travel.*

It is important that everyone remember that this is a professional event and proper clothing and dress should be considered at all times. Young ladies are not to wear shorts of any type, or skirts in general will not be permitted for bus travel. Blouses or short tops with the naval or stomach showing should not be brought on this trip for any reason. All students are to wear regular shoes, tennis or gym shoes for bus travel. Flip flops or house shoes will not be permitted.

**Student Reminders**

Please remind students that they represent Memphis Shelby County Schools, and their personal conduct will be a reflection on all of us. We ask that you encourage all students to always be on their best behavior and be on time for all scheduled bus departures. Also remind students that they are to follow the orders and commands of all adult advisors, teachers and supervisors involving trip activities of any kind. Again, make sure that all students are aware of the curfew times and that you always have knowledge of their locations.

Buses will make rest stops at designated rest areas and food locations. Projected arrival in Chattanooga at the convention hotel is 3:30 p.m. EST. The current departure schedule is necessary in case of unexpected delays and there is a deadline for hotel check-in.

The return trip will be handled in the same manner involving the rest stops.

Bus captains will conduct a body count and report to the supervisor before buses leave any location. All buses will travel together going to Chattanooga and returning to Memphis. All buses will return to the MSCS parking lot at the end of the trip.

Projected return time: **4:30 p.m. Friday, February 28, 2025**

**Advisor/Chaperone Reminders**

*Please remember that all students must have a signed safety-liability insurance form, and each advisor must have a copy of all forms with them on the bus when traveling****.*** There should also be a signed permission slip for every student with parental consent for a trip allowing for emergency on-site decision-making. Emergency phone numbers should also be included on the form.

* **ONLY Bus Captains are allowed to make requests to bus drivers for additional travel.**
* **Bus Captains should take rolls before departure from all locations.**
* **All students’ hotels rooms should be checked prior to checking out of each hotel.**
* **Students should always be monitored, including ceremonies, competitions and meal trips**