

## SUBSTITUTE ADVISOR FORM

**Deadline:** March 1, 2018 at 5:00PM

**Fax this form to: (971)-404-0903**

In rare and limited circumstances where the designated advisor for a chapter is unable to attend a conference with the students from the chapter there are two available options for the chapter. These options are listed below and are the ONLY options available. The Substitute Advisor option should only be used in rare circumstances and cannot be enlisted as the standard approach for conference attendance (e.g. a chapter utilizing the Substitute Advisor Policy for one conference would be acceptable while a chapter attempting to use this policy for all, or a majority, of the conferences they attend would not be acceptable). This policy will be strictly enforced. Option 1: If the designated DECA advisor is unable to attend a conference another certificated faculty member from the same school may attend in their place and serve as the Substitute Advisor for the conference. Option 2: If the designated DECA advisor is unable to attend a conference then a substitute advisor from another DECA chapter who is attending the conference can serve as the Substitute Advisor. In addition, the advisor of the chapter requesting that a substitute advisor go in their place must certify that doing so does not conflict with their school/district policies/procedures regarding chaperoning of students.

### Chapter Information

Advisor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Chapter: \_\_\_\_\_ Email: \_\_\_\_\_  
 Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

***A roster of all students from the chapter who are attending the above named event MUST be included with this form. This form will not be accepted without a copy of the conference roster.***

### Agreement

The students included on the attached conference roster from our school will be participating in the above named event. The Chapter Advisor will not be able to attend the event with them. We have arranged with the below named Substitute Chapter Advisor (who meets the requirements outlined above and our school district policies) to take responsibility for the chaperoning and oversight of these students for the duration of the event including travel to/from the event. The below named Substitute Chapter Advisor will serve in the capacity of "Advisor" for this event and will fulfill all Advisor duties and responsibilities. This includes supervising the students' activities, seeing they participate in all conference activities, enforcing curfew, ensuring adherence to the conference code of conduct and any other supervisory activities that may be required. We will be sure that the below-named Substitute Chapter Advisor has a complete and signed Participant Code of Conduct/Emergency Medical Treatment Authorization Form in their possession for each of the above named students and will have the forms in their possession for the duration of the event.

### Signatures

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| Chapter Advisor:  | Date: |
| School Administrator:   | Date: |
| Substitute Chapter Advisor:                                     | Date: |
| School Administrator (if substitute advisor from diff. school): | Date: |