

ICDC Information Packet 2011

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Conference Information

**International Career Development Conference
Orange County Convention Center
Orlando, Florida
April 30-May 3, 2011**

General Information

The coordination of this year's ICDC will be coordinated through Oregon DECA with travel arrangements left to the responsibility of the chapter (see Travel Policy, page 10). All questions regarding ICDC should be directed to:

**Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE | Salem, OR 97302
ph: 503.385.4742 | fax: 503.385.4875 | trina.lee@wesd.org**

Deadlines

March 11, 2011	Intent to Compete Form (A) due to Oregon DECA by 5:00 p.m.
March 11, 2011	Letter of intent to serve as the Series Director and/or Assistant Series Director for HML at ICDC due to Oregon DECA by 5:00 p.m.
March 15, 2011	LDA, SMI, CMA and Voting Delegate Application (I/J) due to Oregon DECA by 5:00 p.m.
March 18, 2011	\$150 conference fee deposit, Forms B-H and Excel ICDC Registration Spreadsheet due to Oregon DECA by 5:00 p.m.
April 11, 2011	All changes/substitutions due to Oregon DECA by 5:00 p.m.
April 11, 2011	Balance of ICDC payment (conference fees minus \$150 deposit) due to Oregon DECA by 5:00 p.m.
April 25, 2011	Payment (paid in full) for preconference rates for DECA Discount Tour Tickets due to DECA Inc. (Received by deadline, NOT a postmarked deadline.)

Conference Fees

Conference fees are based on registration, staff expenses, materials and hotel room occupancy (single, double, triple and quad) for **five nights** (starting April 29). The fees listed below **DO NOT** include airfare, ground transportation or other tour tickets. All student delegates will be assigned to quad rooms as much as possible. Expect that your students will be roomed with other chapters. Balance of ICDC payment is subject to the final invoice from Oregon DECA. **Please note that your chapter may receive an additional invoice after ICDC for actual expenses incurred during the conference.**

Single:	\$1,030	} Based on Friday night (April 29) through Wednesday morning (May 4) hotel accommodations.
Double:	\$600	
Triple:	\$475	} Please inform me if hotel accommodations are needed for any additional days as soon as possible.
Quad:	\$400	

These deadlines and fees will be strictly enforced.

ICDC Changes and Reminders

- Hotel accommodations WILL NOT be made for five to a room.
- Every advisor and chaperone associated with Oregon DECA will be assigned extra duty ICDC responsibilities. Specific assignments will be made prior to departing for the conference. An email will be sent out the day before letting you know when the “ICDC Adult Assistant Signup Form 2011” will be emailed out. Over half of the forms are turned back within 60 minutes of the email being sent out.
- Letters of intent to serve as the Series Director and/or Assistant Series Director for HLM at ICDC are due by **5:00 p.m. on Friday, March 11, 2011** to Oregon DECA. The Oregon DECA Board of Advisors’ will make these appointments.
- Presenter substitutions can be made for Chapter Team Events only, but NO substitutions or additions can be made for ANY of the other written events.
- Please let me know of any changes that are made to your delegate list **at anytime**, so that changes can be made during onsite registration in order to avoid Oregon DECA appearing on the “No Show List.”
- Please have your selected voting delegate(s) review the Tentative Voting Delegate Schedule on page 29.

Registration Information

Registration forms (Forms B-H), Excel ICDC Registration Spreadsheet and deposits for each ICDC participant must be received at the Oregon DECA State Office by 5:00 p.m. on **Friday, March 18, 2011**. Please note the exact amount of the conference fees. Failure to submit materials by the specified deadlines may result in not being able to participate in ICDC 2011 or the assessment of a late fee penalty. The amount of the late fee penalty will be based on extra charges associated with late purchases.

**All deposits and remaining balances should be paid with a school check.
Individual checks from participants will not be accepted.**

Conference Fees

Conference fees are based on registration, staff expenses, materials and hotel room occupancy (single, double, triple and quad) for **five nights** (starting April 29). The fees listed below **DO NOT** include airfare, ground transportation or tour tickets to Disney World, Universal or Wet 'n Wild. Tour information has not been published yet, but start checking www.deca.org the week of February 28.

Single: \$1,030
Double: \$600
Triple: \$475
Quad: \$400

The following fee per participant must be received at Oregon DECA by 5:00 p.m. on Friday, March 18, 2011:

Conference Deposit Fee to Oregon DECA: **\$150.00**

The remaining balance of the conference fees (conference fees minus \$150) is due by 5:00 p.m. on **Monday, April 11, 2011** at Oregon DECA and is subject to the final invoice from Oregon DECA. Please note that your chapter may receive an additional invoice after ICDC for **actual** expenses incurred during the conference. For example, if you are assigned to a double room, but for any reason end up staying in a single room at ICDC, you will need to pay the addition amount for these accommodations.

**Please use the appropriate forms when submitting your fees.
Incomplete registration will not be accepted.**

Travel Information

Travel Policy

All participants at ICDC are to attend both state meetings, which mark the beginning and end of the conference. Advisor meetings will be held at 11:00 p.m. on Friday, April 29 and 8:00 a.m. on Saturday, April 30, 2011, at which time you will receive your conference registration materials (i.e., name badges, programs, pins, etc.) and other pertinent conference information. The first state meeting will be held at 6:30 p.m. on Saturday, April 30 at the Royal Plaza, Harrington Ballroom. Our closing state meeting will be held directly following the closing session of ICDC at Royal Plaza, Harrington Ballroom.

Air Transportation Information

Before considering the airlines below, check first about booking your flight on www.decatravel.org. DECA has partnered with YTB Travel Network and every travel accommodation that is booked through this Web site earns money for DECA.

Airline Shuttle Information

Group airport shuttle services can be arranged by called Total Transportation Solutions at 407.582.0330 or 321.231.8124.

Discounted Car Rental

Information is current not available, but continue to check at www.deca.org.

Hotel Information

Oregon DECA will be housed at:

Royal Plaza
1905 Hotel Plaza Boulevard
Lake Buena Vista, FL 32819
ph: 407.828.2828
fax: 407.827.6338
www.royalplaza.com

Hotel Reservations

Oregon DECA will coordinate all hotel reservations for Friday night (April 29) through Wednesday morning (May 4). Please inform Oregon if hotel accommodations are needed for any additional days as soon as possible.

All student delegates will be assigned to quad rooms as much as possible. Preferred roommate(s) should be listed on the Hotel Room Request Form (C). Advisors should also note their preferred roommates and room type, if applicable, on Form C as well.

While every effort is made to meet the rooming requests, it is not always possible to meet all requests. Chapters must request all possible quads and may only request one room of each gender not in a quad-occupancy room.

Please note that your chapter may receive an additional invoice after ICDC for **actual** expenses incurred during the conference. For example, if you are assigned to a double room, but for any reason end up staying in a single room at ICDC, you will need to pay the addition amount for these accommodations.

Policies and Procedures

The following guidelines will govern the administration of ICDC 2011:

Advisor/Student Ratio

DECA Inc. has specified that there must be a minimum of **one (1) adult advisor for every eight (8) students** attending the conference. All students must be accompanied by their local advisor or be supervised by another advisor. School officials from both chapters must agree upon supervision by another advisor. Use the Substitute Advisor Form (J) to make the request. It is possible for an advisor who is bringing less than eight students to assist another chapter that requires additional coverage to meet the ratio. This requires that a written statement from the advisor volunteering to help be submitted to Oregon DECA with registration materials.

Unlike SCDC, all chaperones required to meet the student ratio must be paid registered delegates.

Student Supervision and Competitive Event Adult Assistants

All adults who assist with the supervision of students must understand that their responsibilities include attending sessions and recreational activities; checking rooms periodically during the day and all rooms at curfew; walking the halls for a period after curfew; and that they are subject to the Advisor Code of Conduct. Oregon works together to ensure appropriate delegate conduct and all adults are expected to supervise the behavior of all Oregon delegates.

To make the competitive experience beneficial for DECA members, DECA Inc. has asked Oregon to provide a Series Director and Assistant Series Director for Hotel and Lodging Management Series (HML). As compensation, Oregon DECA will cover the cost of hotel accommodations only (i.e., not conference registration, etc.) at the double rate for five nights in addition to up to \$100.00 in reimbursed ground transportation costs for both the Series Director and Assistant Series Director. If you would like to serve in this capacity, please submit a letter of intent to Oregon DECA by **5:00 p.m. on Friday, March 11, 2011**. The Oregon DECA Board of Advisors' will make these appointments. Please note that you will need to be present for the Series Directors and Assistant Series Director briefing at **8:00 a.m. on Saturday, April 30**.

We also have to provide 23 additional adult assistants to assist in the competitive events portion of the conference. This is an excellent opportunity to learn more about events and gain new ideas from advisors in other state associations. If we do not meet this requirement, Oregon participants may not be eligible to compete at ICDC.

DECA Inc. and Oregon DECA will assign adults to help provide the supervision during the specified events such as late night hall duty and to assist in the operation of competitive events. *Every advisor and chaperone associated with Oregon DECA will be assigned extra duty ICDC responsibilities. Specific assignments will be made prior to departing for the conference.*

Travel Policy

All participants at ICDC are to attend both state meetings, which mark the beginning and end of the conference. Advisor meetings will be held at 11:00 p.m. on Friday, April 29 and 8:00 a.m. on Saturday, April 30, 2011, at which time you will receive your conference registration materials (i.e., name badges, programs, pins, etc.) and other pertinent conference information. The first state

meeting will be held at 6:30 p.m. on Saturday, April 30 at the Royal Plaza, Harrington Ballroom. Our closing state meeting will be held directly following the closing session of ICDC at the Royal Plaza, Harrington Ballroom.

Conference Eligibility

Oregon DECA is allotted three (3) competitive event spots for series events and two (2) competitive event sports for written events (except for one Quiz Bowl team):

- Principles of Business Administration Events – 3 per event
- Team Decision Making Events – 3 per event
- Individual Series Events – 3 per event
- Business Operations Research Events – 2 per event
- Chapter Team Events – 2 per event
- Business Management and Entrepreneurship Events – 2 per event
- Marketing Representative Events – 2 per event

The top-ranking individuals and teams from the State Career Development Conference will have first choice in competing at ICDC. If those individuals or teams choose not to participate, the competitive seat will be offered to the next ranking competitor/team.

Intent to Compete

All students qualifying to compete at ICDC 2011 must inform Oregon DECA of their intent to compete by 5:00 p.m. on Friday, March 11, 2011 by submitting the appropriate form. If Oregon DECA is not informed by that date, the student(s) will forfeit their opportunity and the competitive seat will be offered to the next ranking competitor/team.

Qualification in Multiple Events

Students may only compete in one event at the ICDC. If a student qualifies to compete in more than one event, he/she must choose which event he/she will compete in and notify Oregon DECA, using the Intent to Compete Form (A), by Friday, March 11, 2011.

Changes/Substitutions

All changes to original registration must be made in writing. No changes will be accepted after Monday, April 11, 2011. While no refunds can be given after this date, please let me know of any drops so that Oregon DECA does not have any “no shows” at ICDC.

Competitive Events

The use of cell phones, iPads or any other equipment with an external communication device will **not** be allowed in the competitive event halls. Cell phones must be in the off position. Only a four-function calculator will be allowed.

All participants must have a **photo ID** at each of the competitive event sessions.

All competitors need to bring the name, address and email address of their home newspaper to ICDC.

All participants must attend the testing/event briefings/manual registration sessions scheduled for their competitive event during the International Career Development Conference. If a student does

not attend the testing/briefing/manual registration session, they will NOT be allowed to compete and will be dropped from the event or the team.

Written Events

Every effort will be made to strictly enforce the penalty points as printed in *The DECA Guide 2010-2011*. Decorative artwork or desktop publishing techniques may be used throughout the manual. Photographs within the manual must be scanned and placed as digital files. Display materials must meet the guidelines published in *The DECA Guide 2010-2011*. Boards can be used on both sides. All items mounted on the boards must fit within the dimensions of the board.

Participants are encouraged to bring all visual aids to the briefing session for approval. Approved visual aid materials may be re-evaluated by event staff during preliminary and final competition.

Presenter substitutions can be made for Chapter Team Events only, but NO substitutions or additions can be made for ANY of the other written events.

All participants must attend the testing/event briefings/manual registration sessions scheduled for their competitive event during the International Career Development Conference. If a student does not attend the testing/briefing/manual registration session, (s)he will NOT be allowed to compete and will be dropped from the event or the team.

All written event entries are to be brought to ICDC and submitted during the scheduled briefing sessions.

Leadership Development Academy (LDA)

The Leadership Development Academy (LDA) is open to members who are NOT participating in the ICDC competitive events program and is recommended for freshmen, sophomores and juniors. LDA engages your members with DECA in all of the vital levels:

- Learning life-long leadership skills
- Catching the enthusiasm of this dynamic organization
- Meeting like-minded students and making positive memories

Every student who attends this stimulating, interactive academy will leave with not only the knowledge of leadership and chapter management skills but with a new spirit and outlook for involvement in the DECA chapter, a spirit that will spill over to life outside of DECA and to any chosen career path as well. Participants will complete the LDA experience at a special graduation ceremony.

Chapter Management Academy (CMA)

The Chapter Management Academy (CMA) is a venue to teach potential and current chapter officers' skills for running an effective chapter. Business professionals make presentations on topics such as community involvement, organization management and leadership, project management, presentations skills, event planning and public relations. The academy will motivate your key members and teach them how to be a force in developing your DECA chapter.

Senior Management Institute (SMI)

The Senior Management Institute (SMI) is available to all high school seniors who are NOT participating in the ICDC competitive events program. The purpose of the Institute is to help

seniors transition to their next stage of life, whether it be business or college. The Institute concentrates on teamwork skills, including committee work, group dynamics, decision-making and conflict resolution. Attendees will prepare an action plan for life and a personal mission statement.

On Sunday morning, DECA members attending the Senior Management Institute will connect with top corporate executives in tabletop discussions. Through this Executive Mentor Program the executives will share their experience and strategies for succeeding in life after high school.

All high school seniors who are not participating in ICDC competition may attend the Senior Management Institute. Consult the state/provincial advisor for approval.

DECA LEADS

The DECA LEADS program has been developed for high school state/provincial officers and provides a unique opportunity to dive into advanced team and leadership building with the help of leadership professionals, members of DECA Inc. and members of the current National Officer Team. DECA LEADS emphasizes the essential plans, goals, action items and skills needed to achieve success within their state or province.

School-based Enterprise Academy

Gold level certified school-based enterprises may send delegates to the School-based Enterprise Academy. Members who attend the academy will learn new strategies and skills for improving their SBE. SBEs occupy a special place of importance within the marketing/business curriculum, and this creative academy offers cutting-edge resources. Consult the state/provincial advisor regarding registration for this academy.

Attire for LDA, CMA, SMI and DECA LEADS

The leadership activities/institutes attire is expected for the Leadership Development Academy, DECA LEADS, Senior Management Institute, Chapter Management Academy, School-based Enterprise Academy and DECA Quiz Bowl.

New Advisor Academy

Designed to help advisors incorporate DECA's comprehensive learning program into the classroom and provide strategies for chapter management, DECA's New Advisor Academy will spark new ideas and innovations. Advisors of all experience ranges are invited to attend, but those with less than three years of experience are highly encouraged to participate. You'll learn how DECA supports instruction and makes classroom learning meaningful, rigorous and relevant.

If you are at all interested in attending, please let Oregon DECA know so that ample seating and materials can be provided.

Voting Delegates

Voting Delegates play an important role at the ICDC. These individuals coordinate caucusing activities and represent the state's choice for the new National Officer Team. Voting Delegates are also required to devote considerable time to any Oregon-sponsored candidate campaign activities. Excellent communication and leadership skills are essential. Students interested in serving, as a Voting Delegate at ICDC 2011, should submit Forms I and J and submit it along with accompanying registration material by the March 15, 2011 deadline.

Adult Registration

Please note that ALL conference attendees must be registered to attend ICDC, regardless of their status (i.e., spouse, parent, grandparent, etc.). If your chaperones elect to serve as a judge at ICDC, then they are exempt from having to pay the conference registration fee and their conference fee will be reduced. Spouses of advisors also do not have to pay the conference registration fee.

State Officer Registration

Although not a mandatory event, Oregon DECA will assume that all newly elected state officers will be attending ICDC, unless otherwise informed. State officers not competing will be registered for DECA LEADS, the state officer leadership development program at ICDC. Oregon DECA contributes \$100 toward the state officers' conference fee to ICDC and will reduce this amount directly from what the chapter owes the state. Please also note that state officers will be rooming together at ICDC and that every effort will be made to put them in quad rooms.

Tentative Schedule

High School Division

Friday, April 29, 2011

11:00 p.m. – 11:30 p.m. Oregon DECA Advisor/Chaperone Meeting (mandatory)
Royal Plaza, Jasmine Bay

Saturday, April 30, 2011

7:00 a.m. – 8:00 p.m. Tour Booth Open
Orange County Convention Center
Hilton Walt Disney World Resort

8:00 a.m. – 8:30 a.m. Oregon DECA Advisor/Chaperone Meeting (mandatory)
Royal Plaza, Jasmine Bay

6:30 p.m. – 7:30 p.m. Oregon DECA State Meeting I (mandatory)
Royal Plaza, Harrington Ballroom

7:50 p.m. Oregon DECA State Photograph, Orange County Convention Center

8:30 p.m. Grand Opening Session, Orange County Convention Center

12:30 a.m. Curfew

Sunday, May 1, 2011

7:30 a.m. – 5:00 p.m. Tour Booth Open
Orange County Convention Center

8:00 a.m. – 9:00 a.m. Career Exhibits Open (Advisors Only)
Orange County Convention Center

9:00 a.m. – 4:00 p.m. Career Exhibits Open (Open to All)
Orange County Convention Center

12:30 a.m. Curfew

Monday, May 2, 2011

8:00 a.m. – 9:00 a.m. Career Exhibits Open (Advisors Only)
Orange County Convention Center

9:00 a.m. – 4:00 p.m. Career Exhibits Open (Open to All)
Orange County Convention Center

12:30 a.m. Curfew

Tuesday, May 3, 2011

8:00 a.m. Second General Session, Orange County Convention Center

9:00 a.m. – 6:00 p.m. Final Competition, Orange County Convention Center

8:30 p.m. Grand Awards Session, Orange County Convention Center

Following the Grand Awards Session Oregon DECA State Meeting II (mandatory)
Royal Plaza, Harrington Ballroom

12:30 a.m. Curfew

Chapter Management Academy

Saturday, April 30

1:00 p.m. Staff Briefing

Sunday, May 1

8:00 a.m. Adult Assistants' Briefing

8:30 a.m. Registration

9:00 p.m. Chapter Management Academy

Monday, May 2

8:00 a.m. Adult Assistants' Briefing

9:00 a.m. Chapter Management Academy

DECA LEADS Academy (State Officers)

Saturday, April 30

1:00 p.m. Staff Briefing

Sunday, May 1

8:00 a.m. Adult Assistants' Briefing

8:30 a.m. Registration

9:00 p.m. DECA LEADS Academy

Monday, May 2

8:00 a.m. Adult Assistants' Briefing

9:00 a.m. DECA LEADS Academy

Leadership Development Academy

Saturday, April 30

1:00 p.m. Staff Briefing

Sunday, May 1

8:00 a.m. Adult Assistants' Briefing

8:30 a.m. Registration

9:00 a.m. Leadership Development Academy

Monday, May 2

8:00 a.m. Adult Assistants' Briefing

9:00 a.m. Leadership Development Academy

4:00 p.m. Graduation

School-based Enterprise Academy

Sunday, May 1

8:00 a.m. Adult Assistants' Briefing

8:30 a.m. School-based Enterprise Academy Opening Session

9:00 a.m. School-based Enterprise Academy

Monday, May 2

9:00 a.m. Adult Assistants' Briefing
9:30 a.m. School-based Enterprise Academy
1:00 p.m. Closing Session

Senior Management Institute (High School Seniors)

Saturday, April 30

1:00 p.m. Staff Briefing

Sunday, May 1

8:00 a.m. Adult Assistants' Briefing
8:30 a.m. Senior Management Institute
10:00 a.m. Executive Mentor Program

Monday, May 2

8:00 a.m. Adult Assistants' Briefing
8:30 a.m. Senior Management Institute

Advisor Academy

Sunday, May 1

9:00 a.m. Advisor Academy

Monday, May 2

9:00 a.m. Advisor Academy

Election Sessions

Saturday, April 30

9:00 a.m. Officer Candidates' Orientation/Testing
9:00 a.m. Nominating Committee's Briefing
10:00 a.m. Nominating Committee Interviews

Sunday, May 1

4:00 p.m. Voting Delegate's Briefing
4:00 p.m. Presidential and Regional Campaign Rally

Tuesday, May 3

11:00 a.m. Voting Delegate Seating
11:30 a.m. Election Session

Accounting Application Series

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing

9:00 a.m. Participants' Briefing/Testing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing

8:30 a.m. – 1:30 p.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. – 5:00 p.m. Competition Finals

Advertising Campaign

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing

9:00 a.m. Participants' Briefing/Testing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing

8:30 a.m. – 6:00 p.m. Competition Preliminaries

Tuesday, May 3

8:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. – 5:00 p.m. Competition Finals

Apparel and Accessories Marketing Series

Saturday, April 30

8:00 a.m. Series Director/Assistants' Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing

9:00 a.m. Participants' Briefing/Testing

Monday, May 2

1:00 p.m. Series Director/Adult Assistants' Briefing

1:30 p.m. – 6:30 p.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. – 5:00 p.m. Competition Finals

Automotive Marketing Series

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing

9:00 a.m. Participants' Briefing/Testing

Monday, May 2

1:00 p.m. Series Director/Adult Assistants' Briefing

1:30 p.m. – 6:30 p.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. – 5:00 p.m. Competition Finals

Business Law and Ethics Team Decision Making Event

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing

2:00 p.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing

8:30 a.m. – 6:00 p.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. – 5:00 p.m. Competition Finals

Business Operations Research Events:

- Business Services
- Buying and Merchandising
- Finance
- Hospitality and Tourism
- Sports and Entertainment Marketing

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing

10:30 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Finals

Business Services Marketing Series

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Buying and Merchandising Team Decision Making

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Community Service Project

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing
10:30 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Finals

Creative Marketing Project

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing
10:30 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Finals

DECA Quiz Bowl

Saturday, April 30

11:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

11:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Participants' Briefing/Testing

Monday, May 2

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Competition Preliminaries
3:00 pm. Competition Finals

Entrepreneurship Participating Event, Creating an Independent Business

Entrepreneurship Participating Event, Creating a Franchising Business

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:30 p.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

8:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Entrepreneurship Promotion Project

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing
10:30 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Finals

Entrepreneurship Written Event

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing
10:30 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Finals

Fashion Merchandising Promotion Plan

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

8:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Financial Analysis Team Decision Making Event

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing
10:30 a.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Finals

Financial Literacy Promotion Project

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Food Marketing Series

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Hospitality Services Team Decision Making Event

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:00 p.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Hotel and Lodging Management

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:00 p.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

International Business Plan Event

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing
10:30 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Finals

Internet Marketing Plan Event

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing
10:30 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Finals

Learn and Earn Project

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing
10:30 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Finals

Marketing Management Series

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Testing

Monday, May 2

1:00 p.m. Series Director/Adult Assistants' Briefing
1:30 p.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Principles of Business Management and Administration

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:00 p.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Principles of Finance

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:00 p.m. Participants' Briefing/Testing

Monday, May 2

1:00 p.m. Series Director/Adult Assistants' Briefing
1:30 p.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Principles of Hospitality and Tourism

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:00 p.m. Participants' Briefing/Testing

Monday, May 2

1:00 p.m. Series Director/Adult Assistants' Briefing
1:30 p.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Principles of Marketing

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:00 p.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Professional Selling Event

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:00 p.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Public Relations Project

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing
10:30 a.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
12:00 p.m. Competition Finals

Quick Serve Restaurant Management Series

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:00 p.m. Participants' Briefing/Testing

Monday, May 2

1:00 p.m. Series Director/Adult Assistants' Briefing
1:30 p.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Restaurant and Food Service Management Series

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:00 p.m. Participants' Briefing/Manual Registration

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Retail Merchandising Series

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Sports and Entertainment Marketing

Saturday, April 30

8:00 a.m. Series Director's/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:30 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Sports and Entertainment Marketing Team Decision Making Event

Saturday, April 30

8:00 a.m. Series Director's/Assistant Series Director Briefing

Sunday, May 1

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Testing

Monday, May 2

1:00 p.m. Series Director/Adult Assistants' Briefing
1:30 p.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Stock Market Game

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

9:00 a.m. Series Director/Adult Assistants' Briefing
10:30 a.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
10:00 a.m. Competition Preliminaries

Tuesday, May 3

10:00 a.m. Series Director/Adult Assistants' Briefing
11:00 a.m. Competition Finals

Travel and Tourism Marketing Team Decision Making Event

Saturday, April 30

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, May 1

1:00 p.m. Series Director/Adult Assistants' Briefing
2:00 p.m. Participants' Briefing/Testing

Monday, May 2

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, May 3

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Virtual Business Challenge

Sunday, May 1

7:30 a.m. Participants' Briefing
9:00 a.m. Virtual Business Team Challenge, Sports
9:30 a.m. Virtual Business Team Challenge, Retail

Monday, May 2

9:00 a.m. Virtual Business Team Challenge, Sports
9:30 a.m. Virtual Business Team Challenge, Retail

Tentative Voting Delegate Schedule

Saturday, April 30

11:00 p.m. Oregon DECA Voting Delegate Meeting
Lobby, Royal Plaza

Sunday, May 1

9:00 a.m. Visiting Campaign Booths and Schedule All Caucuses

10:00 a.m. – 2:00 p.m. Oregon Delegate Caucus Session
Royal Plaza or Orange County Convention Center

4:00 p.m. Voting Delegate's Briefing
TBA
Presidential and Regional Campaign Rally
TBA

Monday, May 2

No Voting Delegate Activities

Tuesday, May 3

11:00 a.m. Voting Delegates' Seating
TBA

11:30 a.m. Election Session
TBA

Competitive Event Abbreviations

Individual Series Events

AAM	Apparel and Accessories Marketing Series
ACT	Accounting Applications Series
ASM	Automotive Services Marketing Series
BSM	Business Services Marketing Series
FMS	Food Marketing Series
HML	Hotel and Lodging Management Series
MMS	Marketing Management Series
QSRM	Quick Serve Restaurant Management Series
RFSM	Restaurant and Food Service Management Series
RMS	Retail Merchandising Series
SEM	Sports and Entertainment Marketing Series

Management Team Decision Making Events

BLTDM	Business Law and Ethics Team Decision Making Event
BTDM	Buying and Merchandising Team Decision Making Event
FTDM	Financial Services Team Decision Making Event
HTDM	Hospitality Services Team Decision Making Event
MTDM	Marketing Communications Team Decision Making Event
STDM	Sports and Entertainment Marketing Team Decision Making Event
TTDM	Travel and Tourism Marketing Team Decision Making Event

Business Operations Research Events

BOR	Business Services Operations Research Event
BMOR	Buying and Merchandising Operations Research Event
FOR	Finance Operations Research Event
HOR	Hospitality and Tourism Operations Research Event
SEOR	Sports and Entertainments Marketing Operations Research Event

Chapter Team Events

CSP	Community Service Project
CMP	Creative Marketing Project
EPP	Entrepreneurship Promotion Project
FLPP	Financial Literacy Promotion Project
LEP	Learn and Earn Project
PRP	Public Relations Project

Business Management and Entrepreneurship Events

ENW	Entrepreneurship Written Event
IBP	International Business Plan Event
IMP	Internet Marketing Plan
ENPF	Entrepreneurship Participating Event (Creating a Franchising Business)
ENPI	Entrepreneurship Participating Event (Creating an Independent Business)

Marketing Representative Events

ADC	Advertising Campaign Event
FMP	Fashion Merchandising Promotion Plan Event
PSE	Professional Selling Event

Online Events

SMG	Stock Market Game
VBCR	Virtual Business Challenge Retail
VBCS	Virtual Business Challenge Sports

Special Activities

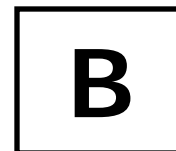
DQB	DECA Quiz Bowl
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Special Events

CMA	Chapter Management Academy
DEL	Delegate (special permission, voting delegate, officer candidate/campaign team)
LDA	Leadership Development Academy
LEADS	DECA LEADS—Leadership Education and Development Series
NAVA	New Advisor Academy
SBE	School-Based Enterprise
SCO	Scholarship
SMI	Senior Management Institute

Registration Checklist/Summary

Deadline: March 18, 2011 at 5:00 p.m.
Mail or Fax To: Oregon DECA
 Oregon Career and Technical Student Organizations
 2611 Pringle Rd SE
 Salem, OR 97302
 fax: 503.385.4875



**All forms must be typed or neatly printed in black ink.
 Photocopy all forms and checks for your files before mailing.**

Chapter Information

Chapter: _____ Advisor: _____

Required Forms

- Registration Checklist/ Summary (B)
- Excel ICDC Registration Spreadsheet (YourChapterName.ICDC.Registration.2011)
- Hotel Room Request Form (C)
- Advisor Responsibility Form (D)
- Adult Registration Form (E)
- Emergency Medical Treatment Authorization Form (F)
- ICDC Attendance Permission Form (G)
- Participant Code of Conduct (H)

Optional Form

- LDA, CMA, SMI and Voting Delegate Application (I)
- Advisor LDA, CMA, SMI and Voting Delegate Applicant Evaluation Form (J)
- Substitute Advisor Form (K)
- Service for Special Needs Students (L)

Registration Deposit Summary

Total Number of Students Registered	_____	x	150.00	=	_____
Total Number of State Officers Registered	_____	x	50.00	=	_____
Total Number of Advisors Registered	_____	x	150.00	=	_____
Total Number of Chaperones Registered	_____	x	150.00	=	_____
Total Number of Advisors' Spouses Registered	_____	x	58.50	=	_____
Total Number of Judges Registered	_____	x	58.50	=	_____

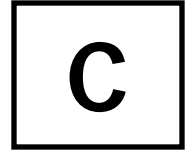
Total Number of Delegates: _____

Total Amount Due = _____

Hotel Room Request Form

Deadline: March 18, 2011 at 5:00 p.m.

Mail or Fax To: Oregon DECA
 Oregon Career and Technical Student Organizations
 2611 Pringle Rd SE
 Salem, OR 97302
 fax: 503.385.4875



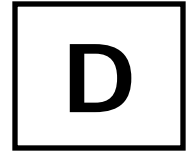
Oregon DECA will coordinate all hotel reservations for Friday night (April 29) through Wednesday morning (May 4). Please inform Oregon if hotel accommodations are needed for any additional days as soon as possible. List all possible student delegates by quad occupancy. Each chapter may only request one room of each gender in a room of less than quad occupancy. It is strongly advised that you figure out roommates, potentially from another chapter, before completing this form. Advisors should also be listed with their preferred roommates. If you are bringing your spouse and/or children to ICDC, they need to be listed on this housing form, as well as being accounted for on Form B. State officers of the same gender will be rooming together at ICDC.

Chapter: _____ **Advisor(s):** _____
Roommate(s): _____

I am willing to share room costs by rooming with another advisor: Yes No

Males (XY)		Females (XX)	
1		1	
2		2	
3		3	
4		4	

Advisor Responsibility Form



Deadline: March 18, 2011 at 5:00 p.m.
Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875

Each advisor attending ICDC 2011 must sign this form.

Chapter: _____ **Advisor:** _____

Agreement

As an advisor at the 2011 DECA International Career Development Conference in Orlando, Florida April 30-May 3, 2011, I agree and understand that:

1. Advisors stand in loco parentis (in place of the parent) with respect to the student during the time the student is under control of the school while attending all ICDC activities.
2. I am in full authority of my students from the time of departure to the ICDC through and including return home from ICDC.
3. I must be concerned with my measure of responsibility since I have authority-adequate supervision is must.
4. The established conduct code must be adhered to and I am responsible for enforcing it.
5. I am required to obtain a signed copy of the Participant Code of Conduct/Emergency Medical Treatment Authorization Form each ICDC delegate. I am responsible for having these forms in my possession for the duration of the ICDC and for sending a copy to the state with the registration materials.
6. I agree to assist DECA Inc. and Oregon DECA in ensuring that the conference experience is a strong educational opportunity for the student delegates. I understand that I may be asked to assist with certain events, and I agree to accept these assignments and carry out the necessary responsibilities.
7. Advisors and students attend conferences, field trips, etc. purely for their own benefits and advantage; thus control and liability rest with the local school and its agents. I will provide twenty-four hour security at the ICDC.

Each school district has established their own requirements on accepted principles regarding student control on educational trips, which correlate with accepted principles stated above.

Certification

I have read and understand this Advisor Responsibility Code, as well as the Oregon DECA Advisor Code of Conduct signed for 2010-2011, and am fully aware of the information contained herein.

Chapter Advisor Signature

Date

Adult Registration Form



Deadline: March 18, 2011 at 5:00 p.m.

Mail or Fax To: Oregon DECA
 Oregon Career and Technical Student Organizations
 2611 Pringle Rd SE
 Salem, OR 97302
 fax: 503.385.4875

Chapter: _____

All adults who assist with the supervision of students must understand that their responsibilities include attending sessions and recreational activities; checking rooms periodically during the day and all rooms at curfew; walking the halls for a period after curfew; and that they are subject to the Advisor Code of Conduct. *Every advisor and chaperone associated with Oregon DECA will be assigned extra duty ICDC responsibilities. Specific assignments will be made prior to departing for the conference.*

Please list the names of all the adults that will be in attendance at ICDC and check ✓ below if individual is a chapter advisor, chaperone, advisor's spouse or judge.

Adult(s) in Attendance	Advisor	Chaperone	Advisor's Spouse	Judge

Emergency Medical Treatment Authorization Form



Deadline: March 18, 2011 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875

Name of Student: _____	Date: _____
Home Address: _____	Home Phone: _____
Parent/Guardian Daytime Phone Number: _____	Evening Number: _____
Name of High School: _____	School Phone: _____
Name of Activity: International Career Development Conference, April 30-May 3, 2011	
Advisor(s) in Charge: _____	

This is to certify that *the above named student* has my permission to attend the above named DECA activity. I also do hereby, on the behalf of *the above named student* absolve and release the school officials, the DECA chapter advisors and the DECA staff from any claims for personal injuries which might be sustained while he/she is in route to and from or during the DECA sponsored activity. I authorize the above named advisor or DECA staff to secure the services of a doctor or hospital. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs. My student and I have read and agree to abide by the Oregon DECA Participant Code of Conduct. I also agree that that the school officials, the DECA chapter advisors, and the state DECA staff or the Conference Conduct Committee, have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation of the Participant Code of Conduct warrants it.

Medical Information	
Known allergies (drug or natural) _____	
Is student on special medication? (if so, please list) _____	
Does student have a history of: <input type="checkbox"/> heart condition, <input type="checkbox"/> asthma, and/or <input type="checkbox"/> epilepsy? _____	
Does your student have any physical restrictions or other conditions that should be known? (if so, please list) _____	
Student's Date of Birth: _____	
Family Physician: _____	Phone: _____
Insurance Company: _____	Policy Number: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Chapter Advisor Signature: _____ Date: _____

School Official Signature: _____ Date: _____

ICDC Attendance Permission Form

State Association:
Oregon

A square box with a black border containing the letter 'G' in a bold, black, sans-serif font.

Dress Code for ICDC – Approved by the DECA Board of Directors, August 2009

From the opening session until the end of the closing session, *students, advisors and professionals* shall adhere to the following Dress Code requirements. It is the *Chapter Advisor's* responsibility to see that their students, professionals and themselves comply with the rules established for proper dress code. Advisors should monitor their students' dress at all functions. Professional business dress should be worn to all events where a judge or observer may be in attendance. This will include participating events as well as testing. Business representatives, press personnel, hotel staff and guests will be seeing DECA's finest members—show them a professional business image.

Competitors must wear an official DECA blazer during interaction with judges. *While you do not have to wear an official DECA blazer during briefing and testing, professional business dress is required.*

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

An official DECA blazer is required to receive recognition/an award on stage.

Professional Business Attire/When Appearing Before Judges:

Females: Official DECA blazer with dress skirt or dress slacks and a dress blouse or official DECA blazer with a dress; dress shoes (no tennis shoes or flip-flop sandals)

Males: Official DECA blazer with dress slacks, collared dress shirt and necktie; dress shoes (no tennis shoes or flip-flop sandals) and dress socks

DECA General Sessions/Workshops/Meal Functions:

Females: Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress; dress shoes (no tennis shoes or flip-flop sandals)

Males: Business suit or sport coast with dress slacks, collared dress shirt and necktie; dress shoes (no tennis shoes or flip-flop sandals) and dress socks

Event Briefing/Manual Registration and Testing/Leadership Academies/Institutes:

Females: Dress blouse or dress sweater with dress skirt or dress slacks (blazer optional) or business dress; dress shoes (no tennis shoes or flip-flop sandals)

Males: Collared dress shirt and necktie with dress slacks (blazer optional); dress shoes (no tennis shoes or flip-flop sandals) and dress socks

Participant Code of Conduct

Students and Supervisory Adults

For All Oregon DECA Conferences and Activities

Deadline: March 18, 2011 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875



DECA and related Marketing Education programs offer training to students with career objectives in the field of marketing, management, entrepreneurship, and leadership. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in disqualification from competition, being sent home at the individual parent and/or guardian expense, removal from DECA office, forfeiture of awards, suspension from future DECA activities, and/or other appropriate measures.

1. Participants must abide by all rules and regulations of DECA, appropriate school district policies, and applicable laws and ordinances from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. There shall be no defacing or stealing of property. Any damages to any property or furnishing must be paid or replaced by the individual or chapter involved. Violators may be referred to the police and sent home.
3. No narcotics in any form shall be illegally possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
4. No alcoholic beverages shall be illegally possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
5. Possession of weapons and/or any action causing bodily harm or fear of life will not be tolerated. Violators will be referred to the school administrator, police authorities and sent home.
6. Student use of tobacco products will not be permitted from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
7. Participants will participate in all conference general sessions (such as opening and awards) and assigned activities. (Including workshops, competitive events, meetings, etc.)

8. Participants should keep their adult advisors informed of their activities and whereabouts at all times. Identification badges are to be worn at all appropriate times.
9. Students of the opposite sex shall not be permitted to be in the same room unless the door is fully open so that someone in the hall may have a clear view into the room or the advisor is present.
10. Sexual conduct, material, and/or behavior are prohibited
11. The Dress Code will be followed at all times.
12. Curfew regulations shall be interpreted to mean:
 - All student delegates will be in their assigned rooms at the time stated in the agenda until 6:00 a.m. the following morning.
 - The noise level will be inaudible to anyone passing in the hall.
 - Room-to-room telephone calls will cease *at* curfew.
 - No delivery of food items to rooms *after* curfew.
13. Participants in the presence, and/or having direct knowledge (not hearsay or rumor) of conduct violations must immediately separate themselves from the situation and report the violation to their advisor. Failure to do so will be viewed as the equivalent to participating in the transgression.
14. Minimum penalties for violations of this conduct code may be imposed at the discretion of the advisor, conduct management team, and/or the Board of Advisors. Additional penalties may also be imposed at the discretion of the chapter advisor and/or school officials according to individual school district policies and guidelines.
15. Participants with any concern about event procedures and/or judging of events MUST refer to the Advisor Code of Conduct, Item 11, to follow the correct procedure. Judges will not be personally confronted at any time.

 Participant's Signature

 Date

 Parent's Signature

 Date

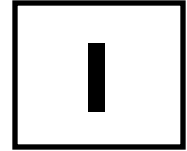
 Administrator's Signature

 Date

 Chapter

Revised November 2002

LDA, CMA, SMI and Voting Delegate Application



Deadline: March 15, 2011 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875

Any student desiring to attend ICDC 2011 to participate in the Leadership Development Academy (LDA), the Chapter Management Academy (CMA), the Senior Management Institute (SMI) or to be an Oregon DECA Voting Delegate (VD) must complete this form and submit requested additional material. Incomplete or late applications will not be considered.

Desired Position (check all that apply and indicate preference)

- Leadership Development Academy (LDA) Chapter Management Academy (CMA)
 Senior Management Institute Academy (SMI) Voting Delegate (VD)

Student Information

Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address:		
City:		Zip Code:
School:		Grade in School: 9 10 11 12
Home Phone:	School Phone:	Email Address:

Questions

Attach a resume and answer the following questions on a separate sheet:

1. How have you made a noticeable impact on your local DECA chapter this year?
2. How do you plan to use the skills gained by your participation to benefit DECA?

Chapter Advisor

Please fill out the Advisor LDA, CMA, SMI and Voting Delegate Applicant Evaluation Form (I) and attach a letter of recommendation for each individual applicant.

Student Signature

Date

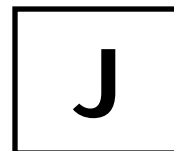
Chapter Advisor Signature

Date

Advisor LDA, CMA, SMI and Voting Delegate Applicant Evaluation Form

Deadline: March 15, 2011 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875



Please rank your applicants overall:
_____/____

Oregon DECA finds a candid evaluation helpful in choosing from among a highly qualified pool of applicants for the limited positions for LDA, CMA and SMI or to be an Oregon DECA Voting Delegate. We are grateful for your assistance.

Chapter: _____
Advisor: _____
Student: _____

Student's Desired Position (check all that apply and indicate preference)

- Leadership Development Academy (LDA) Chapter Management Academy (CMA)
 Senior Management Institute Academy (SMI) Voting Delegate (VD)

Background Information

1. How long have you known the student and in what context?

Rating (check the appropriate box)						
No Basis	Area	Below Average	Average	Above Average	Excellent (Top 10%)	One of the best I have encountered (Top 1%)
	Creative, original thought					
	Motivation					
	Independence, initiative					
	Intellectual Ability					
	Potential for growth					
	DECA involvement					
	DECA Leadership					
	Summary Evaluation					

Recommendation

Please attach a letter of recommendation for this student. Please feel free to include information on DECA involvement, leadership abilities, and potential for bringing information and lessons back to your chapter.

I understand that the purpose of the ICDC is to provide worthwhile activities to assist students in career development. It is my belief that the above named student will benefit by attending this conference. I am confident that his/her conduct and participation will be representative of the principles of Oregon DECA.

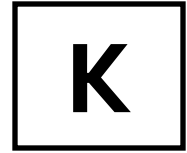
Chapter Advisor Signature

Date

Nominating Committee Application

Deadline: March 15, 2011 at 5:00 p.m.

Mail or Fax To: Oregon DECA
 Oregon Career and Technical Student Organizations
 2611 Pringle Rd SE
 Salem, OR 97302
 fax: 503.385.4875



The role of the nominating committee is to screen officer candidates using a set of established procedures and to provide a list of eligible candidates to the voting delegates. This is under the guidance of a member of DECA's board of directors. DECA Inc. is looking for responsible members who have the professionalism to take part in the nomination process and who can commit the time and effort to the schedule below.

A state/province may not submit a nominating committee member if the state/province has a candidate for any national office. Slots for this committee are limited and will be assigned on a first come, first served basis for eligible nominees.

Nominating committee members will have the following schedule at the 2011 DECA International Career Development Conference.

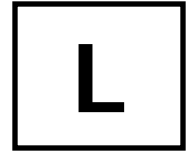
- Saturday, April 30** 9:00 a.m. Nominating Committee Briefing and Officer Candidate Interviews (Box lunch provided)
- Tuesday, May 3** 11:00 a.m. Election Session

(Both of these sessions may go into early afternoon if there are several candidates for each office.)

Please complete the information below, along with a letter of recommendation from your advisor.

Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Address:			
City:		Zip Code:	
School:		Grade in School: 9 10 11 12	
Cell Phone:	Email Address:		

Substitute Advisor Form



Deadline: March 18, 2011 at 5:00 p.m.
Mail or Fax To: Oregon DECA
 Oregon Career and Technical Student Organizations
 2611 Pringle Rd SE
 Salem, OR 97302
 fax: 503.385.4875

Chapter Information

School: _____ Advisor: _____
 School Address: _____ City, Zip: _____
 School Phone: _____ School Fax: _____ Email Address: _____

Students Attending

Name	Event
1.	
2.	
3.	
4.	

Agreement

The above named students from our school will be participating in the DECA International Career Development conference April 30-May 3, 2011 in Orlando, FL. The local chapter advisor, or other locally designated official, will not be able to attend the conference with them. We have arranged with the below named individual to accompany the students to and from the ICDC and to take responsibility for them during the conference. This includes supervising the students' activities, seeing they participate in all conference activities, enforcing curfew, and any other supervisory activities that may be required. We will be sure that the below-named individual has a complete and signed Participant Code of Conduct/Emergency Medical Treatment Authorization Form for each of the above named students.

Signatures

Chapter Advisor:	Date:
School Administrator:	Date:

Agreement

I agree to take responsibility for the above named students throughout ICDC 2011 including travel to and from.

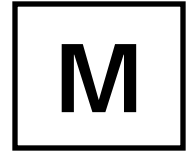
 Substitute Chapter Advisor Signature

 Date

Service for Special Needs Student

Deadline: March 18, 2011 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875



Please provide the information as completely as possible to help us provide a positive learning experience for all conference participants.

Name of Student

Event Name

Special Needs Condition: _____

Services Requested: _____

Contact Person for ICDC: _____

Telephone Number: _____

Email Address: _____

