



2018-2019

CONFERENCE POLICIES AND PROCEDURES

APPLICABLE TO ALL CONFERENCES

The purpose of the Oregon DECA Conference Policies and Procedures document is to outline the policies and procedures pertaining to participation in Oregon DECA Conferences. The general conference guidelines outlined in this document are applicable to ALL Oregon DECA Conferences, Events and Activities. A "Conference Registration Quick Guide" will be provided for each respective conference which will contain the specific dates, deadlines and information relevant to that conference. The Quick Guide will intentionally be brief and intended to cover key dates and information of that particular conference. For each individual conference the Oregon DECA Conference Policies and Procedures document still applies and outlines the general policies and procedures for participation in the conference.

Important- The following new policies go into effect with start of the 2018-2019 school year:

- Written Events will now be uploaded online for collection. The deadline for all projects is 5:00PM on January 29, 2019. There will no longer be physical drop-offs or mailing.

Reminder of policies that went into effect last school year and which are still in effect:

- The Grand Awards Session has moved to theater style seating. Seating will still be assigned and determined in the order that registration is received. See page 4.
- Guests are welcome to attend the Grand Awards Session and sit in the overflow section.

DECA Inc Competitive Event Updates

- Changes to the Written Event Competitions:
 - Projects will now be single-spaced. As a result of deleting the double-spacing requirement, adjustments to the page requirements are as follows: previous 30-page projects change to a maximum of 20 pages and previous 5 & 11-page projects change to a maximum of 10 pages.
 - Written Events must be printed single-sided.
 - Delete the entire list of allowable items; keeping the statement about sound.
 - Wheeled carts, moving straps or similar items may not be used to bring visuals into the area. Set up time is included in the total presentation time.
 - Alternate power sources such as small generators are not allowed.
- Marketing Representative Events (ADC, FMP, and SEPP) have been restructured to form the new Integrated Marketing Campaign Events. These will introduce Integrated Marketing Campaign Product (IMCP), Service (IMCS), and Event (IMCE) as the new competitions.

Eligibility

- To participate in a conference students and Advisors must be included on the chapter roster and the roster must be submitted to DECA Inc. through the online system (membership.decaregistration.com).
- If a student or Advisor is not included on the official roster you will not be able to register them for the conference. The online membership system and conference registration systems are two separate systems. Students and Advisors must be registered in both systems.

Registration

- All registrations will be completed online. Please use the link provided in the Conference Registration Quick Guide. There is a different online system for each conference so be sure to read the title at the top of the webpage to confirm that you are using the right system for the conference.
- Only **school and Advisor checks** are accepted; no purchase orders or student checks.

Due Date Requirements

- All materials must be submitted by the due date for the respective conference. See the specific Conference Registration Quick Guide for deadlines.
- Be sure to carefully review the registration checklist in the Conference Registration Quick Guide to see which forms are required, and which forms are optional.
- Online registration must be completed by the specified due date.
- Conference registration checks and checks for hotel rooms (two separate checks) must be postmarked by the due date.
- If a chapter has not previously submitted registration they are not allowed to register after the due date.
- There is a \$20 late fee for any additions to existing registrations after the due date.
- There is a \$10 change fee for any changes made after the online registration is closed or changes that have to be manually processed.

Hotel Fee

- If paying by credit card, please use the Credit Card Authorization Form that is provided with the Conference Registration Quick Guide for the respective conference.
- All participants (students, Advisors, chaperone, and alumni) are required stay at the official conference hotel for the duration of the conference. No exceptions.
- **Double/Double rooms are limited** and given on a first come basis. There is no guarantee that a room will have two beds. It may have a bed and a rollaway, pullout couch or inflatable bed.
- As a reminder, alumni and chaperone MAY NOT share sleeping rooms with DECA students. This includes alumni who have recently graduated from high school. Student rooms are for students only. **Alumni and chaperone must be in separate sleeping rooms from students.**

Chaperones

The definition of “chaperone” was slightly redefined in 2009. “Adult Advisors” may be any adult named by the DECA Advisor to serve their chapter in this capacity, as long as they are three years out of high school. There are no restrictions on the number of adult Advisors who may attend. Chapters must have at least one (1) school employee as an adult Advisor. All “DECA Advisors” must pay the full conference fee. The conference fee will be waived for additional adults who are helping to supervise a chapter, but they must be registered in the online system. All adults serving in a chaperone capacity at SCDC must adhere to the Advisor Code of Conduct.

Ratio

The Advisor/student ratio set by the Oregon DECA Board of Trustees for all in state events is one Advisor to every fifteen (15) students. Note that the ratio for the International Career Development Conference is one Advisor to every eight (8) students.

Registration Changes

- No changes/corrections/additions will be allowed after the change deadline for the respective conference. This is a firm deadline. If a student drops out after this date a student may be substituted for them in the exact same event(s), but no other changes will be allowed.
- No on site changes will be allowed, only substitutions (in same events).
- Any changes made after the online registration system closes or that must be manually processed will be subject to a \$10.00 fee.

Retiring Advisors

If you are retiring this year, please let the State Management know at the time of registration for SCDC. It is very important to us that we have the opportunity to recognize your contributions to Oregon DECA at SCDC.

Voting Delegates

- Each chapter is allocated exactly two Voting Delegates regardless of chapter size (i.e. all chapters get two Voting Delegates)
- Please register your Voting Delegates in the online registration system. The Voting Delegate option is included at the bottom of the competitive event list on the competitive event registration screen. Voting Delegates are treated like a team. Keep the team number as "1" for all delegates. You must register 2 students.
- Voting Delegates are required to arrive on time to maintain voting privileges, and to stay for the duration for the Annual Business Meeting.
- If your Voting Delegates do not show up by the time the annual business meeting begins at SCDC, your chapter will lose the ability to vote. Voting Delegates must be on time to this meeting.

State Officer Candidates

- State Officer Candidate Materials must ARRIVE on or before the due date indicated in the State Officer Candidate Packet.
- See the State Officer Candidate Packet for full details on the candidate process, requirements, and where to send materials. Those are located: oregondeca.org/state-officer-candidates

Refunds

- Oregon DECA maintains a strict NO REFUND policy. Substitutions are allowed as long as the substituting student competes in the same events as the student they are replacing (note that a change fee applies).
- Your chapter will be responsible to pay for the number of students you register.
- If students drop out after registration is submitted, the chapter will still need to pay for that student.

Registration Pick-Up

Please have the chapter Advisor pick up their registration packet in Conference Headquarters during times outlined in the conference schedule. The SCDC registration packets will contain the official programs, conference name badges and other materials concerning the conference. Students and adult Advisors must wear their badges at all times during the conference. Be prepared to confirm your participants and to give any changes or substitutions. Each change or substitution made during onsite registration will cost \$10.00.

Monday Night Social Activity

Bring your DECA enthusiasm and get ready for a night of bonding, networking and a little friendly competition! Monday night's social activity will certainly be the highlight of the conference for many. Members will go head-to-head in a lip-sync battle to their favorite tunes. Be prepared to sing along to everything from Bruno Mars to Beyoncé!

General Session Seating Policies

- Chapters and/or individuals will no longer be allowed to block off seats for the Opening Session or Recognition Sessions at SCDC. The doors will open 45 minutes prior to the start of the session and chapters can come in at that time to take their seats. Roping or blocking of seats will not be allowed. Chapter members will need to be physically present to take their seats.
- Seating for the Grand Awards session is assigned and will be determined in the order that registration is received.

Grand Awards Guests

Although seating is limited, guests are welcome to attend the Grand Awards Session and sit in the overflow section in the back of the room. Guests will not be seated with their respective DECA chapter as chapter seats will be allocated and assigned based on the number of paid conference attendees (students and Advisors) with no additional seating in the chapter section for guests.

ONLINE CONFERENCE REGISTRATION INSTRUCTIONS

The link to the online registration site for the respective conference will be provided in the conference quick guide. Once you have navigated to the site verify that you have accessed the correct registration link by looking at the title at the top of the page. It should indicate the name of the conference you are registering for.

Click the **REGISTRATION** button to the left to begin registration. You will be brought to the log in screen. Log in using the user name and password that you use for the DECA online membership system. If you have forgotten your user name and/or password, type in your e-mail address in the blank provided at the bottom of the screen, and click **Send**. Your user name and password will be e-mailed to the email address that you have registered with National DECA in the online membership system.

The first time you login for the year you will need to verify all of the contact information on the screen and complete any required fields not completed (required fields are indicated by an *). Once you've updated and confirmed your information click "save" at the bottom of the form.

You will now arrive at the registration screen. The Advisor will be automatically registered for the conference and will show up in the table.

Click the **ADD STUDENT MEMBER** button to begin registering your students for the conference. You will be presented with the full list of students that are registered DECA members in the online system. If a student does not appear and they are attending the conference, you'll need to log into the DECA online membership system and add them. If you previously added them don't forget to SUBMIT your roster to DECA. Students will not appear until they have been added into the online membership system and the roster has been submitted to DECA.

In order to register a student, you must enter the # of years they have been in DECA and select their Participant Type which is "Student". Once you have done this for all of the students attending the conference you will click **SAVE** at the bottom of the screen. If you do not select a Participant Type, they will not be registered for the conference. Selecting a Participant Type is what registers them for the conference.

You will now see a list of the students who are registered for the conference. To select their events, you will click on the link to the right of their name that says, "Edit & Select Events". You will select events one student at a time. Don't forget the limitations on what events students can compete in at the conference. A link to a PDF document that outlines the guidelines is included on the event registration page.

To register a student for an event you will check the box in the column marked "Select". Once you have made all event selections for that student click **SAVE** at the bottom of the screen and continue on with the next student.

To enter Team events, be sure to select the correct team number in the column marked "Team #". By default, this number will always be 1. Once you've completed a team you need to manually change this number. A separate team # should be designated for each team. The first team will be number 1, the second team will be #2, etc. Place the same team # on each team member for each event as you enter them. For instance, if Billy and Suzy are on a team together, their team # will both be 1 for that event. If you enter a second team in this event, and John and Phil are on that team, then the team # should be 2.

Continue adding names until you have entered all of your participants. As you add participants, if you attempt to enter more participants in an event than are allowed, you will be informed, and not allowed to exceed the event maximum. At any point, you may press the **VIEW REGISTRATION** button to get an idea of your total invoice amount, and a better understanding of who is registered for which events.

When you are finished, click the **FINISHED REGISTERING** button at the bottom. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. To correct the errors, click the **Back To Registration** link at the bottom, select the student(s) and click the "Edit & Select Events" link beside each student. Make the necessary corrections and press **Save** to save. You may also need to correct issues with event entries (having too many, or not enough for a team). When you're finished making these changes, press the **FINISHED REGISTERING** button again.

If you get a message that states that you have not met the minimum requirements for a team event, then you must click the **Back To Registration** link, and either add students to those events that are short, or remove students from those events that may have too many. When you're finished making those changes, press the **FINISHED REGISTERING** button again.

After you have corrected any errors that may have appeared, and resubmitted your registration, be sure to **Print** a copy of this invoice to send in with your payment. A copy of the invoice will be e-mailed to you.

If you need to edit your registration, you may come back to this same site and make changes up until the change deadline which is published in the conference registration packet. In order to make changes, click on the **REGISTRATION** button at the left and log in using your user name and password. The list of registered individuals will appear. Simply click the "Edit & Select Events" link, and make any changes you need. When you do this, remember to click the **FINISHED REGISTERING** button to check for problems, and to resubmit the invoice.

Once you are finished with your registration, be sure to either click the **LOG OUT** link to make sure that the connection is securely closed or exit your browser. This will ensure that no one can get in and make changes to your registration.

STATE CONFERENCE HOTEL INFORMATION

Red Lion Hotel on the River – Jantzen Beach

All conference attendees must stay at the Red Lion Hotel on the River – Jantzen Beach during SCDC. If there is a need to use Oxford Suites as an overflow hotel, reservations will be moved there only by request and based upon the order in which they are received (i.e., preference for moving a chapter over to Oxford will be given to those chapters who submit their reservations first).

Reservations

- You must make reservations directly with the hotel, NOT with Oregon DECA.
- Reservation preference requests will be first-come, first-served.
- Rooms are blocked for the Red Lion Hotel on the River – Jantzen Beach. Red Lion will send confirmations of rooms directly to you.
- Hotel arrangements for the State Officers will be made by the Executive Director.
- If you request a suite, you will be charged a suite rate, which is significantly more than the rates published on this page (i.e., \$250.00-\$350.00 per night).

Hotel Policy

According to the contract with the Red Lion, *the unused portion of Oregon DECA's room block will be released after the registration deadline to general sales.* Reservations received after the cutoff date will be subject to availability, and conference rates for late registrations are not guaranteed.

Rooming

- You may request to have students from other school's room with your students if you include this information on your housing request form. There is no guarantee that requests will be met.
- You will be responsible to pay for each student's share of the room even when there are fewer than four to a room. If you request to room with a particular school, that school must also request to room with your school.

Parking

There is parking available in the hotel parking lot. Arrangements for buses or large (tall) vehicles need to be made with Red Lion in *advance*. Student participants who drive to the conference should follow school policy and are not allowed to use their car during the conference (especially to transport others). Oregon DECA discourages student drivers. Advisors allowing student drivers need approval from both parents and the local school district.

Hotel Check-In

- Room keys will be given to each chapter Advisor for distribution to their group upon arrival and registration. It is very important that each Advisor keep a record of their students' rooms.
- Any change in room assignments should be called into the hotel before the conference. Any last-minute room assignment changes should be made on your copy of the room assignment and handed to the front desk clerk. Your room assignment will already have been made and keys ready for you when you check in after 3:00PM. This will expedite the process.
- Adults will receive priority to double rooms (one bed).
- Advisors need to check all rooms before giving students keys or designate the responsibility to someone. The room check should be for any damaged or missing property. The hotel will charge your chapter for any damages found at check out.

Hotel Check-Out

- Check out time is 12:00PM. If a chapter wishes to rent a room for their own use for changing and luggage storage, arrangements should be made with the hotel. A master account will be set up for each chapter itemizing individual room charges. The chapter Advisor may either pay their chapter's bill or sign for billing upon departure, if credit arrangements have been made in advance with the hotel.
- Any damage to rooms during SCDC stay will be charged to the chapter, which used the room. Any damage found when you check in must be reported to the hotel and conference headquarters immediately or your chapter may be billed.
- If the guest room is excessively dirty in comparison to the normal such use of these rooms, a service fee of \$20.00 per hour will be charged to the *occupants* of that room.

Hotel Quiet Time and Curfew

- The Red Lion Hotel Jantzen Beach has an existing and established policy of quiet hours on the guest room floors starting at 10:00PM. each night. Please share this policy with your students. The hotel security team will enforce this policy. The hotel will have other guests at the property who are not with DECA and appreciates our help with quiet hours.
- As a reminder Oregon DECA has an existing and established policy of curfew, which starts at 11:00PM. each night of the conference. This means students are in their own rooms and quiet for the night. Curfew is in place until 6:00AM. Both the Quiet Hours and Curfew Hours policies are in effect starting on Saturday of the conference for early arrivals and through the conclusion of the conference on Wednesday morning. Thank you for your help in ensuring your students follow these policies.

COMPETITIVE EVENTS SCHEDULE AND TESTING SCHEDULE

Students can participate in a maximum of four (4) events, which may not consist of more than two (2) series events (one per day) and/or two (2) written events. All three Professional Selling Events (FCE, HTPS & PSE) count toward the four (4) event total. Students may not participate in events with conflicting test schedules. See the testing schedule below.

Monday Series Events	ASM	Automotive Services Marketing Series
	ACT	Accounting Applications Series
	BFS	Business Finance Series
	BLTDM	Business Law and Ethics Team Decision Making Event
	ETDM	Entrepreneurship Team Decision Making Event
	FMS	Food Marketing Series
	FTDM	Financial Services Team Decision Making Event
	HLM	Hotel and Lodging Management Series
	PBM	Principles of Business Management and Administration
	PHT	Principles of Hospitality and Tourism
	QSRM	Quick Serve Restaurant Management Series
	RMS	Retail Merchandising Series
	STDM	Sports and Entertainment Marketing Team Decision Making Event
	TTDM	Travel and Tourism Marketing Team Decision Making Event

Other Monday Events	CMP	Creative Marketing Project
	EBG	Business Growth Plan
	EIP	Innovation Plan
	ESB	Start-Up Business Plan
	EIB	Independent Business Plan
	HTOR	Hospitality and Tourism Operations Research Event
	IMCE	Integrated Marketing Campaign – Event
	IMCP	Integrated Marketing Campaign – Product
	IMCS	Integrated Marketing Campaign - Service
	IBP	International Business Plan Event

Tuesday Series Events	AAM	Apparel and Accessories Marketing Series
	BSM	Business Services Marketing Series
	BTDM	Buying and Merchandising Team Decision Making Event
	ENT	Entrepreneurship Series
	HRM	Human Resources Management Series
	HTDM	Hospitality Services Team Decision Making Event
	MCS	Marketing Communications Series
	MTDM	Marketing Management Team Decision Making
	PFL	Personal Finance Literacy Event
	PFN	Principles of Finance
	PMK	Principles of Marketing
	RFSM	Restaurant and Food Service Management Series
	SEM	Sports and Entertainment Marketing Series

Other Tuesday Events	BOR	Business Services Operations Research Event
	BMOR	Buying and Merchandising Operations Research Event
	CSP	Community Service Project
	EFB	Franchise Business Plan
	EPP	Entrepreneurship Promotion Project
	FCE	Financial Consulting Event
	FLPP	Financial Literacy Promotion Project
	FOR	Finance Operations Research Event
	HTPS	Hospitality and Tourism Professional Selling Event
	LEP	Learn and Earn Project
	PSE	Professional Selling Event
	PRP	Public Relations Project
	SEOR	Sports and Entertainment Marketing Operations Research Event

This year three testing sessions are being offered. Students can take one to three exams but cannot take two exams in the same testing session.

1st Testing Session

Marketing Exam

Monday Events		Tuesday Events	
ASM	IMCE*	AAM	MTDM
FMS	IMCP*	BSM	SEM
RMS	IMCS*	BTDM	PSE*
STDm		MCS	

2nd Testing Session

Business Administration Core Exam

Monday Events	Tuesday Events
PBM	PFN
PHT	PMK

Business Management & Administration Exam

Monday Events	Tuesday Events
BLTDM	HRM

Personal Finance Literacy Exam

Tuesday Event
PFL

3rd Testing Session

Entrepreneurship Exam

Monday Events	Monday Event	Tuesday Event
ENT	FTDM	BFS
ETDM	ACT	FCE*

Hospitality and Tourism Exam

Monday Events	Tuesday Events
HLM	HTDM
QSRM	RSFM
TTDM	HTPS*

*These events require exams, but are not considered Series Events.

COMPETITIVE EVENT GUIDELINES

Confidentiality

Advisors serving as Event Directors are not to divulge the results of any events to any person other than the Competitive Events Scoring Committee, State Specialist (if applicable), Executive Director, or other State Staff. The results of the event shall be reported *immediately* to Scoring Headquarters upon completion of the event.

Participation in Competitive Events

Students can participate in a maximum of four (4) events, which may not consist of more than two (2) series events (one per day) and/or two (2) written events (Professional Selling Events are considered Written Events).

Testing

Make-up testing will no longer be offered. All tests must be taken on the designated testing day. If there is a religious exception, the test must be taken by noon the following day. In the event that a student will miss their assigned testing session, the Advisor must contact Oregon DECA State Management *prior* to the conference for possible arrangements.

Written Events

- All project manuals will now be digitally uploaded prior to State Conference. There will be no need to physically deliver or mail entries. Students are more than welcome to come to State Conference with a copy of their project to use during their presentation, but this is no longer required. Full details and instructions can be found: oregondeca.org/scdc under “SCDC Registration Form D - Written Event Instructions”.
- Scoring Guidelines
 - Each judge will score the written portion of the event **before** they arrive at the conference.
 - Each judge will give the participant(s) a score for the interview portion of the event.
 - Each individual judge’s combined score (written and interview) will be averaged with the other judge(s’) score(s) to place the event.
 - All judges’ decisions are final.
 - Student score sheets will reflect the individual scores of judges, not the averaged scores.
- Preliminaries and Finals
 - If necessary, the event will be divided into two or three sections in the morning with the top students in each section re-interviewed in the finals during the afternoon.
 - All participants must check back at the written event check-in for times for their final interview.
 - Students that participate in finals will receive their score sheets from the finals portion of the event. Score sheets *may* be returned from preliminaries.
- Penalty Points
 - Penalty points will be applied to written events at SCDC the same way they are applied at ICDC. This means that penalty points WILL affect the overall scores and placing of the top two teams.
 - For example, previously, a team who scored in the top two with their event points could not be bumped out of top two due to their penalty points. Starting this year, penalty points will be factored into ALL written events with the final score including penalty points determining the top two placing teams.

Performance Indicators

DECA no longer allows the posting of performance indicators for Individual Series, Team Decision Making, and Principles Events. Performance Indicators will NOT be posted the night before. Students will receive their performance indicators along with their event scenarios during their competition prep period just before presenting before the judge according to the competitive event guidelines in the DECA Guide. In other words, the competition will be formatted just as it is at ICDC with students seeing performance indicators for the first time when they enter their prep-period.

Grievance Procedures

- All concerns/grievances regarding scoring or competitive events MUST be submitted no later than 7:00PM on the date that is two days after the close of the Conference. For example; if the conference ends on a Tuesday then grievances MUST be submitted by 7:00PM on Thursday. Concerns/grievances should be addressed to the State Advisor in writing via the Grievance Reporting Form provided in this packet.
- After the grievance reporting deadline outlined in the previous bullet all competitive event outcomes and scores become final and concerns/grievances will not be considered.
- Only grievances submitted by the official Advisor of the chapter will be accepted. Grievances from students, parents, alumni, or others will not be accepted.
- Scanned copies or images of the items of concern (e.g. score sheet, pages of a written project, picture of a presentation board, etc.) must accompany the grievance form.

Score Factoring

Because we enlist the volunteer support of a variety of judges in our competitive events it is important that chapters, Advisors, and students understand how scoring works in our competitive events program. In most events, because of the quantity of students competing, we need multiple judges to assess student performance and complete a score sheet. To help ensure that there is a fair playing field for all students competing in the event, regardless of which judge they see, we apply statistical factoring to normalize student scores.

Prior to factoring, students who had the “easy” judge - a judge that tends to give high scores - would all end up at the top of their event and therefore be called on stage and receive the awards. Not always necessarily because they were the top students in the event, but because they were scored by the judge that allocated the highest scores. While judges are carefully trained, each judge brings to the competition their own opinions and perceptions on what a certain score means. For some a 75 is a very good and solid score and for others awarding a 95 is how they identify the best students.

After looking at multiple years of scores and winners and comparing the outcomes of the scoring process it was decided, by the Board of Directors, to use statistical analysis and formulas to try to factor out the subjective nature of human scoring. This has been in place in Oregon since 1985. This mathematical factoring of scores to level the playing field has proven effective in normalizing the differences in judge scoring. The student scores, as awarded by their judge, are entered into a computer program. The program works by finding out where on the scale of 0 through 100 a judge tends to score and comparing that with how all judges together tend to score. This then provides the program the information needed to apply a mathematical factoring formula and adjust each student’s individual raw score (normalizing). This adjustment then produces the student’s factored score which becomes their official score. Because of this, you can potentially see two different scores on the score reports depending on what report you are viewing. One is the raw score and the other the factored score. It is the factored score that is used to determine winners and bring the students up to the stage.

Scoring Concerns/Grievances

- All concerns/grievances regarding scoring or competitive events **MUST** be submitted no later than 7:00PM on the date that is two days after the close of the Conference. For example; if the conference ends on a Tuesday then grievances **MUST** be submitted by 7:00PM on Thursday. Concerns/grievances should be addressed to the State Advisor in writing via the Grievance Reporting Form provided in this packet.
- After the grievance reporting deadline outlined in the previous bullet all competitive event outcomes and scores become final and concerns/grievances will not be considered.
- Only grievances submitted by the official Advisor of the chapter will be accepted. Grievances from students, parents, alumni, or others will not be accepted.
- Scanned copies or images of the items of concern (e.g. score sheet, pages of a written project, picture of a presentation board, etc.) must accompany the grievance form.

ICDC Team Substitutions

For Team Decision Making Events (the events that require a team of two), if a team member from a team that qualifies for ICDC is unable to attend ICDC, the full team loses their slot and the slot drops down to the next team in line.

For all events that are composed of teams of 1 to 3 (EXCEPT for Chapter Team Events) the team that competed at SCDC can drop team members and still compete at ICDC (as long as at least one remains) but cannot add any new team members to their team for ICDC.

For Chapter Team Events (because it is considered a chapter event and should involve participation by the chapter anyway) which currently consist of CSP, CMP, EPP, FLPP, LEP, and PRP; changes to the team **ARE** allowed for ICDC competition (up to a maximum of three total team members) regardless of whether it means dropping teammates, adding teammates, or completely changing the team.

Presenter substitutions can be made for Chapter Team Events. Presenter Substitutions are not allowed for any other team events. Students may be dropped from teams in events of 1 to 3 competitors, but no substitutions or additions are allowed. Team Decision Making event teams must remain intact (e.g. the same team that competes at state in a Team Decision Making Event must compete at ICDC.)

ICDC Qualifiers

At the International Career Development Conference, we will be able to take the following number of spots per event:

- 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
- Entrepreneurship Events – 2 per event
- Marketing Representative Events – 2 per event
- Professional Selling Events – 2 per event

Payment Policy

Oregon DECA incurs regular/annual expenditures that include but are not limited to awards, room rentals, competitive event licenses/printing/duplication, food and beverage, scoring, judge recruitment, State Officer program/travel, insurance, etc. In order to offset this, we utilize revenue that includes donations, membership dues, registration fees, conference fees, interest income, etc. Our budget, like any other institutions, is tight. Therefore, when estimated/promised earnings don't arrive or are significantly late, then it makes a serious impact on the financial health of the association and negatively impacts the experience of other DECA members and advisors who have planned accordingly and submitted their registration in a complete and timely fashion. In addition to the difficulty of managing association funds it has become increasingly difficult to plan/prepare for conferences and competitive events due to last minute changes/additions/substitutions. To that end, the following policies have been instituted:

Chapter Non-Payment Policy

Each school must have their state DECA account at a \$0 balance and all outstanding bills paid within 30 days after the last DECA event or they will be ineligible for participation in further DECA activities until the balance is zero.

Late Registration Policy

Registrations received after the conference registration deadline will be subject to a late fee of \$20.00 per person. Late registrations will not be accepted without late fees. This policy applies to all DECA Conferences.

Refund Policy

All registration fees are non-refundable. There are no exceptions to this rule. Registration fees are due and owing as soon as the registration is submitted (regardless of whether payment has been made). No drops are allowed once registration is submitted. No exceptions.

Substitution/Change Policy

Substitutions after the registration deadline are accepted, up to the stated deadline for receiving changes/substitutions. The expectation is that substituting student(s) will compete in the same event(s) as the student for whom they are substituting since event changes impact event counts and make planning difficult. Reminder, no refunds are permitted. There is a \$10.00 change fee for each substitution/change that is made (this fee is per change; if three students are substituted or there are changes made to registrations for three students it is a total of \$30.00). Verbal changes are not accepted; all changes must be in email and on the proper forms.

Membership Policy

The official membership roster and dues must be received by DECA Inc by November 15th of each membership year. Students may be added to the roster until the final membership deadline which is March 1st of each membership year. HOWEVER, to be eligible to compete, students MUST be registered DECA members *prior* to the registration deadline for the conference they are competing in. If a student has been found competing in a conference, and their dues have not been paid, the student/school will forfeit any awards, recognition, and qualifications to advance to higher competition. Further, DECA is a unified dues organization. It is unacceptable to receive dues locally for members and then, for example, only submit the state/national portion in order to make them eligible for a conference. Local chapters are permitted to assess a reasonable amount for local membership dues.

Payment Remittance

For all Oregon DECA *events* (membership dues are paid directly to DECA Inc), the option of check or credit card payments are available.

- Credit Card- An online credit card processing link will typically be included with the digital invoice. If that is not found or needed, please contact the State Management Team.
- Check- Can be made out and mailed to: Oregon DECA / PO Box 1440 / Owasso, OK 74055

Oregon DECA – Conference Registration Policies and Procedures (January 2019)

ADVISOR DUTIES/RESPONSIBILITIES

As leaders and teachers of young professionals it is important that we prepare our students and set the proper tone and standard for their participation in any DECA event. Please carefully review the following reminders of Advisor duties and expectations for conference involvement.

Onsite Chaperoning

Having your students check in with you at least three times per day is vital. Doing room checks and ensuring that students are in at curfew is a requirement. As their Advisor, you can help to eliminate frustrations on the part of your students. It also makes things run more smoothly for your chapter. If needed, check with experienced Advisors for help – no one is perfect and knows everything. It is important that you ask your students how things are going and about any challenges or frustrations they are experiencing. Again, be positive and supportive. Most challenges can be solved with patience, and by working through the situation. Asking your student officers to help with chapter management can be a great support.

Let your students know of your whereabouts. Be sure that they are aware of your conference assignments so that they can quickly locate you if a challenge arises. Have your students work together to help each other in case of conflicts. Encourage them to remind each other of the times and locations for their activities. Remind students to thank those who run and manage the conference and events. All event staff and judges are volunteers. If you plan to use parent chaperones, encourage your student officers plan a special way to thank them at the conference.

Conduct room checks at curfew and ensure that your students stay in their rooms for the night. This does mean that Advisors must stay up for a period of time after curfew to ensure that their students are in their rooms and settled in for the night. Meet challenges head-on in a positive manner! Do not let things get out of hand – do your part, tactfully. Ask other Advisors for ideas if you are not sure how to handle minor situations.

Publicity

Your chapter and Oregon DECA, in general, need all of the publicity they can get. Use participation in the conference to generate some positive publicity. A news release for your chapter is always a good idea. It is always nice for the public to know about your chapter's successes.

Service for Students with Special Needs

If you have a student who has special learning or other special needs, please indicate those needs on the "Service for Students with Special Needs" form. Please fill in the information as completely as possible to help us provide a positive learning experience for all of our conference participants and be sure to submit the form along with your registration materials by the registration deadline outlined in this packet.

Standards of Behavior

Strict adherence to the conference Code of Conduct by all participants is essential. Please review the code of conduct and discuss appropriate standards of behavior with your students before they participate in each event.

Ratio and Chaperoning

A minimum of one Advisor or chaperone (21 or older) must attend for every 15 students registered from a chapter (*note that this ratio is for instate events. Out of state events have different ratios. The ratio for the International Career Development Conference is one Advisor for every 8 students*). Each chapter Advisor is responsible for his/her chapter's supervision. Advisors and chaperones will be in same hotel and as close as possible to student rooms. Advisors bringing over 15 members MAY NOT share a room with another Advisor (supervision requires that Advisors be located with their chapters). A chapter Advisor must be registered with each chapter. All alumni must also be paid members of a DECA chapter.

Student Forms

All Advisors are responsible for bringing the Oregon DECA Student/Alumni Member Release Code for the students attending the conference. It is NOT necessary to bring extra copies to turn in at registration. Just be sure you have them completed and with you! (If you have already collected one you may use the same form for the entire school year, but must bring a copy with you to the conference). It is the Advisors' responsibility to ensure these forms are complete and in hand for every conference.

Dress Code

All conference activities are considered professional with the exception of dances. All else remains the same – no spaghetti straps, no halter tops, no midriff-bearing tops, no tube tops, no hats, no diagonal cut tops, no pajamas/slippers outside of sleeping rooms, and no sweats except to go to the exercise room or exercising – i.e. jogging. See the dress code provisions provided in the student Code of Conduct for more details on dress.

Competitive Event Staffing

All Advisors and chaperones will be needed to assist with competitive events. As our competitor numbers grow it makes the need for help during the conference critical. Advisors will be expected to help all days of the conference. Final assignments will be made and communicated in February by the Series Events Coordinator, the Written Events Coordinator and the Executive Director. Please plan to arrive 15 minutes prior to the student briefing/testing time on Sunday to receive your assignments from the coordinators and directors.

Advisors' Meetings

There will be two (2) Advisor Meetings held on Sunday. It is mandatory that all Advisors attend one of the two meetings. It is highly recommended that all chaperones (other adult Advisors) attend as well. Conference policies, state news, conference procedures and student conduct will be discussed.

Sessions

Chapters are expected to attend all general conference sessions and stay through the duration of the session. Important information will be given during these sessions. No food service will be provided during any of the sessions. Chapters may wear chapter t-shirts during Opening Session ONLY on Sunday night. All other sessions students are expected to be in the appropriate attire. Tuesday's Grand Awards Session is traditionally considered a formal event. Formal to semi-formal attire is the norm; however, business attire is also very suitable.

OREGON DECA ADVISOR CODE OF CONDUCT

Advisors play an important and critical role in ensuring that all conferences are a success. Oregon DECA needs the help and assistance of all Advisors in order to deliver each conference and provide the best possible experience for our students. To ensure that all Advisors play an active role in the success of our conference we ask that the following expectations be met:

1. Please walk your student through the conference dress code prior to each conference and let students know that they will be required to adhere to all provisions of the dress code. We ask that Advisors be models of this conduct and also follow the dress code for each conference.
2. Advisors may not drink alcohol at any time during a DECA conference if it is a conference where students are participants; including at meals, in the evenings, or during pre and post conference times.
3. Ensure that students are quiet and respectful at the hotel in the evening hours leading up to and after curfew. Check rooms at curfew to be sure all students are where they need to be. Stay up at least 30 minutes past curfew to be sure all is quiet in each of your rooms.
4. Oregon DECA will assign Advisors and chaperones to assist in the operation of competitive events and other conference functions. Every Advisor and chaperone will be needed to ensure the success of the conference.
5. Be on time for all assignments and even a few minutes early to ensure that you can begin right away. Stay through to the completion of your assignment and offer assistance to other Advisors who may need it.
6. At times conduct and other issues will arise with students at conferences. Handle all infractions of the rules with calmly and assertively. Be sure to follow your school district policies for handling such situations and consult the conference code of conduct that each student signed. If an issue happens to arise with a student not from your school, immediately seek their Advisor and allow them to handle the issue.
7. Advisors are responsible for knowing the whereabouts of all of their students at all times. Each Advisor must have with them at all activities and conferences:
 - i. Each participant's signed Participant Code of Conduct/Permission Form;
 - ii. A list of each student's names, parent's/guardian's names, and emergency contact phone numbers.
8. Handle disputes and disagreements with students, Advisors, chaperones and DECA staff in a calm and professional manner. It is never appropriate or acceptable to yell at or otherwise demean anyone at a conference, whether student or adult.
9. Never confront judges regarding competitive event results or processes. If you see something that you feel should not have happened or has unfairly impacted a competitor, you must follow the official Oregon DECA grievance process.
10. Ensure that your students are punctual and respectful for all general sessions. Advisors and students are required to attend all general sessions and stay until the end of the session. Be sure your students act

appropriately during the sessions. No booing, no excessive celebrations, nothing disrespectful. Ensure that you and your students follow the dress code and have the proper attire for the session.

11. Meet conference registration deadlines and follow all appropriate conference procedures (both during the registration process and onsite at the event).
12. Advisors are responsible to be available to their students and other Advisors 24 hours per day. This responsibility begins from the time parents/guardians leave students with the Advisor until the time they pick them up after the activity.
13. Carefully review the conference program and conference announcements and updates. Be informed of times and locations as well as requirements of the conference and ensure that your students are briefed and knowledgeable of their responsibilities at the conference.
14. Attend Advisor Meetings at conferences and be on time.
15. Ensure that conference balances are paid in full and by the stated deadline for the respective event.
16. Follow the DECA membership procedures including entering initial rosters by November 15 and ensuring that all members are entered prior to conference registration deadlines.
17. Ensure that your chapter complies with the official Oregon DECA ratios of adults to students for each conference. The adults must be in attendance throughout the conference at stay at the conference hotel with the chapter.
18. Generally, be helpful and assist other Advisors and DECA staff at conferences.
19. Each Advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.

This list is non-exclusive, and Advisors are expected to be role models exemplifying adult behavior at all times. If an Advisor fails to abide by these guidelines, intervention from the Board of Directors may occur.

GRIEVANCE REPORT

Concerns about event management, judging or competition results can only be communicated by the registered DECA Advisor to the State Advisor using this form. All concerns/grievances regarding scoring or competitive events MUST be submitted no later than 7:00PM on the date that is two days after the close of the Conference. (For example; if the conference ends on a Tuesday then grievances MUST be submitted by 7:00PM on Thursday.) The Board of Directors and State Advisor have the final say and right to deny the grievance or obtain more information about the grievance from any source.

To process a grievance all of the following must be done:

1. Those in question or involved in the grievance may not be approached directly by the Advisor, student or anyone connected to the chapter (i.e. a parent, Advisor, chaperone or student should never approach a judge to confront them about a result, process, or score).
2. Do not approach a student from another school regarding the grievance.
3. Remain professional in your actions and words involving the grievance.
4. Actions and/or conduct which are unprofessional or not in keeping with the conference code of conduct are grounds for dismissal of the grievance.
5. The grievance must be submitted to the State Advisor by the registered chapter Advisor. Grievances submitted by students, parents, judges, or anyone else will not be accepted.
6. Scanned copies or images of the items of concern (e.g. score sheet, pages of a written project, picture of a presentation board, etc.) must accompany this grievance form.

Date: _____

Chapter Name: _____

Event: _____

Contestant's Name: _____

Person Filing Grievance: _____

Describe the incident in question and your preference for action to be taken. Please be specific.

Chapter Advisor Signature

Date

Sample News Release

FOR IMMEDIATE RELEASE *(insert date)*

CONTACT:

Name of Chapter Advisor and/or Public Relations Officer
Phone Number

(Name of High School) STUDENTS TO ATTEND DECA STATE CAREER DEVELOPMENT CONFERENCE

The following students from *(Name of High School)* will be attending the Oregon DECA State Career Development Conference in Portland at the Jantzen Beach Red Lion, *(insert date)*: *(List the students attending the conference)*.

DECA is an international student marketing association which: 1) prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe and 2) promotes understanding and appreciation of the free enterprise system as well as the responsibilities of citizenship.

By attending this conference, students have the opportunity to compete in a variety of simulated business situations. Many of the competitions reflect the actual business atmosphere. Judges are professionals from the business sector who are able to provide a true representation of the industry. Approximately 125 business professionals evaluate the estimated 850 members competing. The award winners at this conference will proceed to the DECA International Career Development Conference this spring in *(location of ICDC)*.

DECA's competitive events program directly supports its mission to prepare emerging leaders and entrepreneurs in marketing, finance, hospitality and management. DECA's competitive events program uses time-tested techniques that apply learning, connect to business and promote competition to directly contribute to every student being college or career ready.

Additionally, conference delegates will elect the State Officers for the coming school year, have the opportunity to meet DECA members from all over the state, and interact with business and community leaders.

For more information about *(name of high school)* DECA and how you can help, contact *(name of Advisor)* at *(school phone number)*.