



Oregon DECA

Conference Policies and Procedures
2023-2024

The purpose of this document is to outline the policies and procedures pertaining to participation in Oregon DECA. The items outlined in this document are applicable to ALL Oregon DECA Conferences, Events, and Activities. A conference “Registration Guide” will be provided for each respective conference which will contain the specific dates, deadlines, and information relevant to that conference.

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REGISTRATION INFORMATION

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.
- To be eligible to attend ICDC (as a competitor, candidate, campaign staff member, leadership academy participant, etc.); students must have attended the State Career Development Conference held in the same year. The only exception to this policy is in the case of online events as noted further below.

Conference Registration

- All registrations will be completed online. Please use the link provided in the Conference Registration 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.
- Some conferences will offer the option to pay by credit card.

Hotel Registration

- **All participants (students, Advisors, chaperone, and alumni) are required to stay at the official conference hotel for the duration of the conference. No exceptions.**
- If paying by credit card, please use the Credit Card Authorization Form that is provided with the Conference Registration Guide for the respective conference.
- **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: Advisors, alumni, and chaperones 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 chaperones must be in separate sleeping rooms from students.**
- Hotels have a limited number of rooms with more than one bed. Because of this rooms with more than one bed will be assigned in the following order of priority:
 1. Rooms with four students
 2. Rooms with two adults
 3. Rooms with three students
- If there are not enough rooms with more than one bed to go around the following may occur: A room with two adults may only have one bed. A room with two or three students may only have one bed. Chapters should plan accordingly.

Due Date Requirements

- All materials must be submitted by the due date for the respective conference. See the specific Conference Registration Guide for deadlines.
- Be sure to carefully review the registration checklist in the Conference Registration 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 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.

Conference Payments

- Once you have completed registration, you will receive an ESTIMATED Invoice. Do NOT make payment from this invoice. This is for your planning purposes only.
- Your registration will be verified for any corrections needed.
- After the registration deadline closes, you will receive your official invoice via QuickBooks.
- From the QuickBooks invoice you may make payment using a credit card or by processing a check. Checks will be mailed to: Oregon DECA / PO Box 1440 / Owasso OK, 74055

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 those 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. See the respective Conference Registration Guide for the change deadline.
- No on-site changes will be allowed, only substitutions (in same events). Note that this policy only applies the State CDC. On-site changes are not allowed for ICDC.
- Any changes made after the online registration system closes or that must be manually processed will be subject to a \$10.00 fee.

Ratio

- The adult/student ratio set by the Oregon DECA Board of Trustees for all in state events is one adult to every fifteen (15) students. This ratio is in place to assure the safety of students while also providing adequate supervision during times when advisors and/or chaperones are needed to work competitive events.
- The ratio for the International Career Development Conference is one adult to every eight (8) students.
- In both cases the first adult MUST be the designated DECA Advisor for the chapter. Additional chaperones must be 21 years or older and approved by your school administration to serve as chaperones.

Security

For security reasons, attendees are required to wear the provided lanyards and name badges at all times while attending any Oregon DECA event. When provided, wristband must also be worn on the wrist for the entirety of the event.

Chaperones

“Adult Advisors” (i.e. chaperones) 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. 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. Note the required adult/student Ratio noted in this document.

Internet

- While there may be internet and WiFi available within the hotel, convention center, and other areas of the conference; any cost associated with connecting will be at the responsibility of the individual or chapter.
- Most hotel properties provide free wireless internet access within the lobby and most common areas.
- Please note that the hotel may not have the ability to prevent internet charges like other incidentals. Any cost incurred will be billed directly to the chapter. Advisors are encouraged to discuss this with their students and carefully review hotel bills each day of the conference.

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.

Substitute Advisor Policy

In rare and limited circumstances where the designated advisor for a chapter is unable to attend a conference with the students from the chapter there are two available options for the chapter. These options are listed below and are the ONLY options available. The Substitute Advisor option should only be used in rare circumstances and cannot be enlisted as the standard approach for conference attendance (e.g. a chapter utilizing the Substitute Advisor Policy for one conference would be acceptable while a chapter attempting to use this policy for all, or a majority, of the conferences they attend would not be acceptable). This policy will be strictly enforced.

- Option 1: If the designated DECA advisor is unable to attend a conference another certificated faculty member from the same school may attend in their place and serve as the Substitute Advisor for the conference. A fully completed Substitute Advisor form must be submitted prior to the conference.
- Option 2: If the designated DECA advisor is unable to attend a conference then a substitute advisor from another DECA chapter who is attending the conference can serve as the Substitute Advisor, but only if the substituting advisor is a certificated district employee from the SAME School District. In addition, the advisor of the chapter requesting that a substitute advisor go in their place must certify that doing so does not conflict with their school/district policies/procedures regarding chaperoning of students and will not exceed the required Adult to Student ratio (1 to 15 for in state events and 1 to 8 for out of state). A fully completed Substitute Advisor form must be submitted prior to the conference.

MEMBERSHIP

Initial Roster Deadline

- The Initial Roster Deadline is November 15th each year. This is the date that your initial membership roster needs to be submitted in the online membership system. Don't forget to "submit" the roster to DECA once you've completed it. This is a common oversight. Many will enter the students into the system but forget to go back and submit their membership. By November 15th each year you should have your initial list of members entered into the system.

Members Deadline for Conference Eligibility

- You can continue to add members after the Initial Roster Deadline. As you add members note three key things:
 - Don't forget to keep track of where you are in the membership tiers. For example, if you have 9 students and 1 Advisor (Advisors count the same as students for purposes of total membership count) you are in the 1-10 membership tier. If you add another student, you'll have a total of 11 members (10 students and 1 Advisor) which will bump you up to the 11-20 membership tier.
 - A student must be in the membership system and the roster submitted to DECA prior to the registration deadline for any conference they will be attending. For example, if they are going to the State Conference, they need to be a registered member by the State Conference deadline.
 - For ICDC, all attending Advisors and students must be **paid** with a visible green "Member" next to their name in the Membership Portal. Failure to do so by the Oregon DECA ICDC registration deadline will prevent a chapter from selecting them in the registration system and could result in the student being ineligible to attend ICDC.

Final Membership Deadline

- February 15th of each year is the final membership deadline. Any and all members should be entered into the memberships system and rosters submitted no later than this date each year.

Membership Invoicing

- If members are not entered into the Membership Portal all at once, please be mindful that additional invoices will be generated as you submit and level up to another tier. Chapters will be responsible for each respective invoice.
 - In many instances, an Advisor may unknowingly initially submit themselves when logging in, this will automatically place them in the 1-10 membership tier (\$180), and invoice accordingly for \$180.
 - If the following day, they enter 9 students, they will remain in the same tier with no additional invoice.
 - If the following day, they enter 10 students, that will bump them to the 11-20 membership tier (\$360) and generate another invoice for \$180; the difference from the first invoice.
- Chapter Affiliation and school site licensing payments are to be paid directly to DECA Inc.:
DECA Inc. / attn: DECA Membership / 1908 Association Drive / Reston, VA 20191
- Payment through credit card can be made directly only on the Membership Portal, under the "Invoice History" tab, and then the red "Pay Invoices" button.

ONLINE CONFERENCE REGISTRATION INSTRUCTIONS

The link to the online registration site for the respective conference will be provided in the conference registration 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 username and password that you use for the DECA online membership system. If you have forgotten your username and/or password, type in your e-mail address in the blank provided at the bottom of the screen, and click **Send**. Your username 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.

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 username 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.

The invoice generated from the conference registration system is your **ESTIMATED** invoice. This is for your planning purposes. Once registration closes, you will receive your Official Invoice via QuickBooks. This QuickBooks invoice will have a link that you can use for credit card payments or process a check using the instructions on 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 INFORMATION

All conference attendees must stay at the Holiday Inn Portland – Columbia Riverfront during SCDC. If there is a need to use an overflow hotel, reservations will be moved there only by request and based upon the order in which they are received.

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 Holiday Inn Portland – Columbia Riverfront. The Holiday Inn will send confirmations of rooms directly to you.
- Hotel arrangements for the State Officers will be made by the State Director.
- If you request a suite, you will be charged a suite rate, which is significantly more than the rates published in the registration guide.

Hotel Policy

All participants (students, Advisors, chaperone, and alumni) are required stay at the official conference hotel for the duration of the conference. No exceptions. We have provided some of the background and rationale related to this policy below:

- We are concerned about students coming and going from the conference and the liability this creates for the school, the chapter, and Oregon DECA and the risk it poses to the students. It creates challenges with providing adequate supervision for students as they are transporting between the school site and the hotel, hotel to school site, home to hotel, hotel to home, and any other origins or destinations in between (work, sporting events, etc.). It becomes challenging to keep track of when students arrive and depart and who is responsible for the students at which times and when that responsibility begins and ends. It is safer to know that students are arriving on site at the start of the conference and departing at the conclusion of the conference and will be in the advisor’s care for the time in between. We are concerned about students traveling in private vehicles and students traveling unchaperoned and the increased risk of accident/injury that comes with all the back and forth.
- Our conference programming is dynamic and extensive. We have events and activities which start early in the morning and wrap up late in the evening. We are concerned about students traveling when it is dark outside and when they may be tired which can create hazardous driving conditions for the students or those transporting them to/from the event.
- We negotiate contracts with the hotels based on an overall package. Part of that package includes consideration of the revenue the hotel generates for sleeping room nights. Without that revenue the hotel would charge a fee for the use of the conference facilities, and we would need to significantly raise conference registration fees. With the hotel room nights, we do not pay rental fees for the use of the meeting space where all the conference functions are held. Chapters would essentially be looking at the same per student cost, but instead of paying those costs as registration fees and sleeping room fees they would be paid as larger registration fees.
- We do believe that the student engagement afforded by being onsite and able to interact with their peers rather than coming and going from the event is part of the overall conference experience and an integral element of the conference.

Late Housing

According to the contract with the Holiday Inn, *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 Holiday Inn 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 in writing 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 11:00AM. 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 the conference 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 will be charged to the *occupants* of that room.

Hotel Quiet Time and Curfew

- The Holiday Inn Portland – Columbia Riverfront 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.

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-officers/candidates

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 select 2 student members.
- 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.

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 conference materials. 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.

General Session Seating Policies

Seating for all sessions, Opening, Recognition, and 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.
- All guests will be asked to check in upon arrival according to instructions in the Conference Registration Guide.

COMPETITIVE EVENTS SCHEDULE

Students can participate in a maximum of four (4) events, which may not consist of more than one (1) Role Play and one (1) Written/Prepared event each day. Where possible we encourage students competing in multiple events with an exam component to choose events that take the same test. Note that Professional Selling events count in the Written/Prepared events category.

| Monday Events | Tuesday Events |
|--|--|
| Role Play | Role Play |
| ASM Automotive Services Marketing | AAM Apparel & Accessories Marketing |
| BFS Business Finance Series | ACT Accounting Applications |
| ENT Entrepreneurship | BSM Business Services Marketing |
| FMS Food Marketing | SEM Sports & Entertainment Marketing |
| HLM Hotel & Lodging Management | MCS Marketing Communications |
| RMS Retail Merchandising | HRM Human Resources Management |
| QSRM Quick Serve Restaurant Management | RFSM Restaurant & Food Service Management |
| PFN Principles of Finance | PBM Principles of Business Management & Administration |
| PHT Principles of Hospitality & Tourism | PMK Principles of Marketing |
| PFL Personal Financial Literacy | |
| BLTDM Business Law & Ethics Team Decision Making | FTDM Financial Services Team Decision Making |
| HTDM Hospitality Services Team Decision Making | TTDM Travel & Tourism Marketing Team Decision Making |
| BTDM Buying & Merchandising Team Decision Making | MTDM Marketing Management Team Decision Making |
| STDM Sports & Entertainment Marketing Team Decision Making | ETDM Entrepreneurship Team Decision Making |
| Written/Prepared | Written/Prepared |
| EBG Business Growth Plan | BMOR Buying & Merchandising Operations |
| EFB Franchise Business Plan | BOR Business Services Operations |
| EIB Independent Business Plan | FOR Finance Operations Research |
| EIP Innovation Plan | HTOR Hospitality & Tourism Operations |
| ESB Start-Up Business Plan | SEOR Sports & Entertainment Operations |
| IBP International Business Plan | |
| PMBS Business Solutions Project | PMCA Community Awareness Project |
| PMSP Sales Project | PMCG Community Giving Project |
| PMCD Career Development Projects | PMFL Financial Literacy Project |
| IMCE Integrated Marketing Campaign - Event | FCE Financial Consulting Event |
| IMCP Integrated Marketing Campaign - Product | HTPS Hospitality & Tourism Professional Selling Event |
| IMCS Integrated Marketing Campaign - Service | PSE Professional Selling Event |

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 Director (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.

Testing

Testing will be administered online on individual campuses during a designated time period. Advisors and students will be provided with more specific information in the weeks prior to testing. Advisors will need to submit Form C for any students requiring accommodations. Form C can be found at orgondeca.org/scdc.

Written Events

- All project manuals will 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: orgondeca.org/scdc under “SCDC Registration Form D - Written Event Instructions”.
- 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 teams.
 - Penalty points will be applied online by qualified and experienced staff.
- 20-page Events
 - One judge will score the written portion of the event **before** they arrive at the conference.
 - One judge will give the participant(s) a score for the presentation portion of the event.
 - Combined scores will determine the overall winners.
- 10-page Events
 - One judge will score the written portion of the event **before** they arrive at the conference. Scoring will be based specifically on the components the judge will be seeing (no evaluation on appearance, presentation, or visual aids).
 - One judge will give the participant(s) a score for the presentation portion of the event. Scoring will be based specifically on the components the judge will be seeing (no evaluation on executive summary or written entry).
 - Combined scores will determine the overall winners.

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.

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 Trustees 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 Procedure

- 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 Director 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 considered.
- 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.

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

ICDC Eligibility:

- 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.
- Students must have attended SCDC (in the same year) to be eligible to attend ICDC in any capacity (competitor, candidate, campaign staff member, leadership academy participant, etc.).
 - ICDC qualifiers in online events (SMG, VBC, challenges, scholarships, SBE) do not have to attend SCDC to be eligible for ICDC.
- Students may only participate in one event at ICDC (and that includes leadership academies). 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.

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
- Personal Financial Literacy Event – 3 per event
- Team Decision Making Events – 3 per event
- Individual Series Events – 3 per event
- Business Operations Research Events – 2 per event
- Project Management Events – 2 per event
- Entrepreneurship Events – 2 per event
- Integrated Marketing Campaigns – 2 per event
- Professional Selling Events – 2 per event

ICDC Team Substitutions

- For Team Decision Making Events substitution is allowed as long as one member of the original team remains. Teams must be two students (cannot register one student).
- For Written Events composed of teams of 1 to 3 teams can drop team members or substitute team members and still compete at ICDC as long as one member of the original team remains.
- For VBC and SMG: chapters may drop members of the team as long as at least one original member remains. Chapters cannot add or substitute members of the team.

Intent to Compete Process

- **The ICDC Intent to Compete process is a binding process.** This is the process whereby Chapter Advisors notify Oregon DECA who, among the qualifiers at the State Conference, will go on to represent Oregon DECA at the International Career Development Conference (ICDC).
- Chapter Advisors should only include on their Intent to Compete form those students who are ready, willing, and able to attend ICDC. Do not place students on this form who “think they want to go to ICDC.” Only place on the Intent to Compete form the names of those students are committed to attending ICDC.
- Chapters who drop students after the Intent to Compete Deadline, but before the Registration Deadline for ICDC, prevent students from having the ICDC experience by holding a slot that is later left vacant. This must not happen. Please plan accordingly and be sure that your students who are on

your Intent to Compete form for ICDC are fully committed to attending the conference and will not drop out at a later date.

- Oregon State Director will release the Oregon ICDC Delegation by the date listed in the Conference Registration Guide.
- After the delegation is announced, Advisors will complete the Final Forms submission.
- After the Final Forms is submitted, the Advisor will receive an Official Invoice via QuickBooks for payment of registration and lodging.

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 owed 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

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 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.

Chaperoning

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, unless otherwise indicated in the Conference Registration Guide. 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 prior to the conference by the Series Events Coordinator, the Written Events Coordinator, and the State Director. Please follow instructions emailed prior to the conference for report times and assignments.

Advisors' Meetings

There will be an Advisor Meeting held on the first official day of the conference. It is mandatory that all Advisors attend. 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. All other sessions students are expected to be in the appropriate professional attire.

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 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 and 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 Trustees may occur.

GRIEVANCE REPORT

Oregon DECA is dedicated to continuous improvement and welcomes feedback from our DECA community (e.g. advisors, members, alumni, partners, administration, parents, etc.).

Specific critique, ideas, suggestions, grievances or questions about DECA operations, governance/policies, competitive events results, inclusivity, etc. should be addressed in writing to the Executive Director/State Director and/or Board Chair.

Inquiries can be made in email, letter, or by completing the Grievance Form. The Board Chair and State Director will respond within five (5) business days with requested information or identifying the next steps in elevating the request for successful review and determination (e.g. meeting with staff, convening a special meeting of Board or Board Committee, consultation with Oregon Department of Education, etc.). This process will serve for all inquiries related to DECA chapter, region, state or international concerns, suggestions, or complaints.

To process a grievance, all of the following must be followed:

- If Competitive Event and Officer Election related, grievances must be submitted within one week of the event.
- Individuals or parties related to the inquiry or grievance (e.g. judge, candidate, another advisor, students from a different school, state officers, etc.) may not be approached directly by the advisor or anyone tied to the chapter (e.g. parent, competitor, chaperone, administrator, etc.)
- Inquiries must remain professional in action, conduct and communication throughout the process (e.g. not airing grievances on social media, contacting news media or emailing outside parties, aggressive or threatening tone and tact, etc.).
- Inquiries may only be considered from the advisor of an active affiliated chapter in good standing from a school who has adhered to the DECA Values and Code of Conduct.

Inquiries and grievances not following this process may result in any of the following:

- Dismissal of the Grievance or inquiry
- Suspension of eligibility for competitors, candidates, and members for future events
- Assignment of probation or prohibition for the chapter for up to one year from DECA state and international events
- Engagement of appropriate authorities (e.g. school administration, public authorities, parents, etc.)

In the event that a conflict of interest may potentially exist regarding a grievance or complaint involving the Board Chair (or the Board Chair's chapter/business), the inquiry can be made to the Board Vice Chair and/or Executive Director/State Director.

Cases in which the advisor or persons affiliated with the chapter fail to follow this protocol will result in the dismissal of the inquiry/grievance. The Board of Directors and/or Executive Director/State director are permitted to seek additional information from any source in order to substantiate the merits of the inquiry and to seek additional facts for the fullest consideration of the request. The Board of Directors decision is final in all inquiries.

Oregon DECA prides itself in conducting business affairs and dealings in a professional, constructive, and equitable manner. Going to the source with ideas and inquiries to the leaders of the volunteer Board of Trustees and Management Team is the ideal starting point for enlisting the appropriate due diligence and stewardship of inquiries, complaints, or ideas for fair consideration, deliberation, and resolution.

Date: _____

Chapter Name: _____

Event: _____

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, *(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)*.