Oregon DECA

Conference Policies and Procedures

2026-2027

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

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contain the specific dates, deadlines, and information relevant to that conference.

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.

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 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.
- If paying by check please note that 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 a 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.

Hotel Policy

All participants (students, Advisors, chaperone, and alumni) are required to 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.

Hotel Overflow

- With our continued growth there is the possibility that some chapters will need to stay at an overflow property for a conference. Chapters will be prioritized to the main hotel with overflow assignments made according to the best fit (e.g. room counts and number of guests in each room).

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.
- 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

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.

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.

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.

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.
- 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.

Internet

- While there may be internet and WiFi available within the hotel, convention center, and other areas of a 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 a 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.

Parking

- Parking at conference venues may come at a cost. Chapters should plan and budget accordingly for your chapter's parking as needed (buses, chaperones, alumni). Parking charges are not covered by Oregon DECA.

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.
- Access to any social functions will be limited to those who are wearing the required lanyards, name badges, and wrist bands.

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. For SCDC, the conference fee will be waived for additional adults who are helping to chaperone 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.

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.

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 inquiries MUST be submitted by 7:00PM on Thursday.
- Inquiries should be addressed to the State Director in writing via the Inquiry Form provided.
- After the inquiry reporting deadline outlined in the previous bullet all competitive event outcomes and scores become final and concerns/grievances will not be considered.
- Only inquiries submitted by the official Advisor of the chapter will be accepted. Inquiries 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 inquiry form.

- Don’t submit an inquiry because you don’t like how the results turned out. Something needs to be wrong/inaccurate.
    - We rely on volunteer judges to assist in our competitive events process. As is the case in our interactions with individuals of all walks of life, we encounter a variety of personalities, opinions, and perspectives amongst our judges. Judging, by its very nature, is a subjective process. Each judge approaches the role based on their own life experience, professional background, and educational perspective.
    - We recognize that this invites variability in how scores are assessed from judge to judge and for that reason we enlist a score factoring model which is explained in greater detail below.

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

- Oregon DECA is allotted three (3) competitive event spots for series events and three (3) competitive event spots for prepared events:
    - 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 – 3 per event
    - Project Management Events – 3 per event
    - Entrepreneurship Events – 3 per event
    - Integrated Marketing Campaigns – 3 per event
    - Professional Selling Events – 3 per event

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.

ICDC Team Substitutions

- For Team Decision and Prepared events: adjustments to teams will be permitted as long as one original team member that competed on the team at SCDC stays on the team for ICDC, (i.e., chapters can add/drop/substitute the rest of the team … but at least one original team member must remain)
- 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.

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. 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 must 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.
- Once a member is submitted, they cannot be deleted. Make sure you have a commitment for their dues BEFORE submitting them. Substitutions for other students is not permitted.
    - 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.

OREGON DECA EVENT LIMITATIONS

Please carefully review the event listings.

Students may participate in 3 total events and are limited to 2 total cluster exams. (Change for the 2026-2027 year)

Oregon DECA Recommendation: Compete in 1 each day of SCDC.

Series Events – Principles of Business Administration – Team Decision Making

EVENT	EXAM – 100 Question	ROLE PLAY	CODE
Principles of Business Management and Administration	Business Administration Core Exam	One Role Play	**PBM**
Principles of Entrepreneurship	Business Administration Core Exam	One Role Play	**PEN**
Principles of Finance	Business Administration Core Exam	One Role Play	**PFN**
Principles of Hospitality and Tourism	Business Administration Core Exam	One Role Play	**PHT**
Principles of Marketing	Business Administration Core Exam	One Role Play	**PMK**
Personal Financial Literacy	Financial Literacy Exam	One Role Play	**PFL**
Accounting Applications	Finance Cluster Exam	Two Role Plays	**ACT**
Apparel & Accessories Marketing	Marketing Cluster Exam	Two Role Plays	**AAM**
Automotive Services Marketing	Marketing Cluster Exam	Two Role Plays	**ASM**
Business Finance	Finance Cluster Exam	Two Role Plays	**BFS**
Business Services Marketing	Marketing Cluster Exam	Two Role Plays	**BSM**
Entrepreneurship	Entrepreneurship Exam	Two Role Plays	**ENT**
Food Marketing	Marketing Cluster Exam	Two Role Plays	**FMS**
Hotel & Lodging Management	Hospitality and Tourism Cluster Exam	Two Role Plays	**HLM**
Human Resources Management	Business Management and Administration Cluster Exam	Two Role Plays	**HRM**
Marketing Communications	Marketing Cluster Exam	Two Role Plays	**MCS**
Quick Serve Restaurant Management	Hospitality and Tourism Cluster Exam	Two Role Plays	**QSRM**
Restaurant & Food Service Management	Hospitality and Tourism Cluster Exam	Two Role Plays	**RFSM**
Retail Merchandising	Marketing Cluster Exam	Two Role Plays	**RMS**
Sports and Entertainment Marketing	Marketing Cluster Exam	Two Role Plays	**SEM**
Business Law & Ethics	Business Management and Administration Cluster Exam	One 15 min. Case Study	**BLTDM**
Buying & Merchandising	Marketing Cluster Exam	One 15 min. Case Study	**BTDM**
Entrepreneurship	Entrepreneurship Exam	One 15 min. Case Study	**ETDM**
Financial Services	Finance Cluster Exam	One 15 min. Case Study	**FTDM**
Hospitality Services	Hospitality and Tourism Cluster Exam	One 15 min. Case Study	**HTDM**
Marketing Management	Marketing Cluster Exam	One 15 min. Case Study	**MTDM**
Sports & Entertainment Marketing	Marketing Cluster Exam	One 15 min. Case Study	**STDM**
Travel & Tourism	Hospitality and Tourism Cluster Exam	One 15 min. Case Study	**TTDM**

Prepared Events & Written Events

Note: These events include an online submission and a 15-minute presentation.

EVENT	PARTICIPANTS	EXAM – 100 Question	CODE
Integrated Marketing Campaign - Product	1-3 team members	Marketing Cluster Exam	**IMCP**
Integrated Marketing Campaign - Service	1-3 team members	Marketing Cluster Exam	**IMCS**
Integrated Marketing Campaign – Event	1-3 team members	Marketing Cluster Exam	**IMCE**
Financial Consulting Event	1 (individual competitor)	Finance Cluster Exam	**FCE**
Hospitality and Tourism Professional Selling	1 (individual competitor)	Hospitality and Tourism Cluster Exam	**HTPS**
Professional Selling	1 (individual competitor)	Marketing Cluster Exam	**PSE**
Innovation Plan	1-3 team members	No Exam	**EIP**
Start-Up Business Plan	1-3 team members	No Exam	**ESB**
Franchise Business Plan	1-3 team members	No Exam	**EFB**
Independent Business Plan	1-3 team members	No Exam	**EIB**
Business Growth Plan	1-3 team members	No Exam	**EBG**
International Business Plan	1-3 team members	No Exam	**IBP**
Business Services Operation Research	1-3 team members	No Exam	**BOR**
Buying and Merchandising Operations Research	1-3 team members	No Exam	**BMOR**
Finance Operations Research	1-3 team members	No Exam	**FOR**
Hospitality and Tourism Operations Research	1-3 team members	No Exam	**HTOR**
Sports and Entertainment Operations Research	1-3 team members	No Exam	**SEOR**
Business Solution Project	1-3 team members	No Exam	**PMBS**
Career Development Project	1-3 team members	No Exam	**PMCD**
Community Awareness Project	1-3 team members	No Exam	**PMCA**
Community Giving Project	1-3 team members	No Exam	**PMCG**
Financial Literacy Project	1-3 team members	No Exam	**PMFL**
Sales Project	1-3 team members	No Exam	**PMSP**
School Based Enterprise	1-2 team members	No Exam	**SBE**

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 Oregon DECA Advisor Code of Conduct (separate document). This document covers all the Advisor roles and duties and in signing and submitting, you agree that you will abide by those guidelines at all conferences you and your chapter attend.

INQUIRY FORM/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