

**NEW YORK DECA
INTERNATIONAL CAREER DEVELOPMENT CONFERENCE
LOUISVILLE, KENTUCKY
April 23-APRIL 27, 2010**

Date: JANUARY 26, 2010
To: All New York DECA Advisors
Re: ICDC Registration Packet

Enclosed in this packet you will find the materials necessary to register your Chapter to attend the International Career Development Conference. This year New York DECA will be housed at the DOWNTOWN MARRIOTT, LOUISVILLE, KENTUCKY

The Board of Trustees attendance policy guarantees accommodations **first** to all contestants. If you wish to nominate a student for either LDA or SMI send your request in writing via email to Mary Peres at mperesnydeca@aol.com. Once Mary Peres approves your request, you will be notified to register your student. Do not register any student attending LDA Or SMI until it has been approved by Mary Peres.

**ALL ELECTRONIC FILES AND SCHOOL CHECKS MUST BE RECEIVED BY
MARCH 19, 2010**

NOT POSTMARKED!

A copy of your electronic registration is to be sent by March 19, 2010 to:
decareg@aol.com

Since the turnaround time is short, your school check payable to
NEW YORK DECA should be sent directly to:

**Ellen Katz
Calhoun High School
1786 State Street
Merrick, New York 11566---516-992-1315**

***FAILURE ON YOUR PART TO MEET ALL DEADLINE DATES
WILL RESULT IN YOUR CHAPTER NOT BEING ELIGIBLE TO
ATTEND ICDC. If your school check payable to NEW YORK DECA
and electronic file is NOT received, by March 19., 2010 move up's will be
immediately notified***

It is your responsibility once you become aware that your qualified student will not attend ICDC to notify Ellen Katz at decareg@aol.com

If your registration and check are not received by the deadline date of **MARCH 19, 2010** ...the next move up will be immediately notified.

Please review each document carefully. It contains the information necessary to register your Chapter. If you have any questions please ask. decareg@aol.com or mperesnydeca@aol.com

The following forms are required to process your ICDC Registration.:

- ~New York DECA Health Form
- ~ New York DECA Code of Conduct
- ~ ICDC Permission Slip,
- ~ICDC Health Form
- ~ICDC Code of Conduct
- ~Advisor Security Responsibility Sheet
- ~Advisor Designee Security Form
- The following are attached for informational purposes
- ~Competitive Event Dress Code-

National DECA Policy every competitor MUST wear a DECA Blazer when appearing before a judge!

- ~ Eligibility
- ~ Competitive Event Acronyms
- ~ Spreadsheet Template / Hotel Registration File
- ~ Hotel Responsibility Form ~
- ~Cancellation Policy/Form
- ~ Advisor Curfew Room Report Sheet

It is important for you to remember when using the **Excel Spreadsheet** that you list the full name of the competitor and the competitive event they are entered in. If a competitive event is **NOT** indicated your registration will be returned to you.

Failure on your part to list the correct **Competitive Event** could result in your student not being registered at ICDC. Review the attached list carefully.

Additional information regarding tours, flight information, and the Conference Schedule can be found at the New York DECA website.

Once again, if you have any questions, please do not hesitate to ask.

Cordially,

Ellen Katz, Chairperson
New York DECA

**NEW YORK DECA CAN NOT AND
WILL NOT
EXTEND CREDIT TO ANY CHAPTER
ALL BILLS MUST BE PAID BY THE DUE
DATE!
MARCH 19, 2010**

**DEADLINE DATES APPLY TO ALL ADVISORS
AND PARTICIPANTS!
NEW AND OLD ...
DEADLINE DATES ALONG WITH
CHAPERONE RATIO~~~~
WILL BE ENFORCED**

You are REQUIRED to pay for the exact number of rooms for which you have students/adults/chaperones/advisors registered.

For example, if you have registered 7 students, you must pay for 4 at the quad rate and 3 at the triple rate. If you place 2 adults in a room you must pay for the two adults in the room. **All prices are PER PERSON NOT per room**

No roll away beds will be provided simply because members of your chapter would prefer not to sleep two in a bed.

If roll a-ways are ordered you will be charged for the roll away and a triple rate by the hotel for that room.

ICDC CONFERENCE
Louisville, Kentucky
CHAPTER WORK SHEET
Marriott Downtown
280 West Jefferson Street
Louisville, KY 40202

REGISTRATION SUMMARY SHEET

CHAPTER NAME _____

Arrival Date _____ Arrival Time _____

FOUR NIGHT PACKAGE
Saturday April 24, 2010

____Adults for SINGLE Accommodations @ \$943.00 **per person** \$ _____

____Adults for DOUBLE Accommodations @ \$669.00 **per person** \$ _____

____Students for Triple Accommodations @ \$527.00 **per person** \$ _____

____Students for QUAD Accommodations @ \$492.00 **per person** \$ _____

TOTAL Amount Enclosed \$ _____

Advisor Name: _____

School Telephone Number :(Area Code) _____

Home Telephone Number:(Area Code) _____

Advisor E- Mail Address: _____

Advisor Cell Phone _____

CHAPTER WORK SHEET

**NEW YORK DECA
ICDC CONFERENCE
Marriott Downtown
280 West Jefferson Street
Louisville, KY 40202**

****Price reflects registration fee and concert tickets****

REGISTRATION SUMMARY SHEET

CHAPTER NAME

Arrival Date

Arrival Time

FIVE NIGHT PACKAGE
Friday April 23-April 27, 2010

___Adults for SINGLE Accommodations @ \$1,099.00 per person \$ _____

___Adults for DOUBLE Accommodations @\$750.0000 per person \$ _____

___Students for Triple Accommodations @ \$581.00 per person \$ _ _ _ _ _

___Students for QUAD Accommodations @ \$531.00 per person \$ _____

TOTAL Amount Enclosed \$ _____

Advisor Name: _____

School Telephone Number (Area Code)

Home Telephone Number: █

Advisor E- Mail Address: _____

Advisor Cell Phone



**Lady Antebellum Concert-
Monday, April 26**

**TICKETS CAN ONLY BE
ORDERED BY THE STATE.**

THE PRICE IS \$35 PER PERSON

**ALL OTHER EVENTS
SHOULD BE PRE ORDERED BY
THE CHAPTER ADVISOR**

THERE IS NO DANCE THIS YEAR!

**NEW YORK DECA
ICDC CAREER CONFERENCE
Marriott Downtown
280 West Jefferson Street
Louisville, KY 40202**

WORK COPY

ROOM REGISTRATION FORM

WORK COPY

Chapter: _____ Region: _____ Page ____ of ____

Last Name	First Name	M / F	<u>Room Type</u>
			Single _____
			Double _____
			Triple _____
			Quad _____

Last Name	First Name	M / F	<u>Room Type</u>
			Single _____
			Double _____
			Triple _____
			Quad _____

Last Name	First Name	M / F	<u>Room Type</u>
			Single _____
			Double _____
			Triple _____
			Quad _____

Last Name	First Name	M / F	<u>Room Type</u>
			Single _____
			Double _____
			Triple _____
			Quad _____



64th International Career Development Conference

The following information has been prepared for local DECA advisors; however, all local chapter conference and hotel registration MUST go through the state/provincial advisor. Your state/provincial advisor will submit your conference registration, your hotel registration and your competitive event registration to DECA Inc. Contact your state/provincial advisor for instructions and deadlines!

The DECA Inc. Board of Directors has specified that there must be a MINIMUM OF ONE ADULT ADVISOR FOR EVERY EIGHT HIGH SCHOOL DIVISION STUDENT DELEGATES. An adult advisor may be any adult named by the state/provincial DECA advisor to serve the state/provincial association in this capacity. He/she must register for the conference, pay the registration fee and be in attendance for the entire period of the conference. There are no restrictions on the number of adult advisors who may attend. In reference to the required minimum, all coordinators, parents, supervisors and teacher educators are eligible.

To be eligible to attend the International Career Development Conference, each high school division member must meet these basic criteria:

- Be an active member of a division of DECA. Membership must be recorded on an official DECA membership roster and be on file with DECA Inc.
- Have the approval of the state/provincial DECA advisor.
- Have the approval of the chapter DECA advisor.
- Have the approval of the school administration.
- Have the approval of parent or guardian unless 21 years or older.

In addition to the above criteria, high school division members must meet one (1) of the following criteria:

- Be a state/provincial participant in one of the international competitive activities. Dues must be paid by March 1.
- Be a participant in the DECA Quiz Bowl.
- Be an international scholarship award recipient.
- Be a state/provincial, area or regional officer.
- Be a voting delegate representing his/her state/provincial association for his/her division.
- Be a delegate to one of the following:
 - Chapter Management Academy
 - DECA LEADS
 - Leadership Development Academy
 - Senior Management Institute
 - School-based Enterprise Academy
- Be a state/provincial association delegate by receiving special permission from his/her state/provincial DECA advisor (limited to 1% of the state's/province's DECA Inc. membership in the high school division).

Allocation for competitors, voting delegates and state/provincial association representatives are based on each state/provincial association's membership in the high school division on June 30 of the previous calendar year. Please contact the state/provincial advisor for further information.

Conference Transportation

Transportation to the Kentucky Expo Center will be provided throughout the conference for all hotel guests in the Louisville area. Pick up/Drop off areas will be clearly marked at each hotel and the convention center.

Service for the Special Needs Students

We want to make every opportunity available for our special needs members to participate in the ICDC. A form is enclosed to identify students that need special services. We will work with the school and/or state/provincial association to provide the appropriate services. It is critical that DECA Inc. receives the attached form by the March 26 due date in order to arrange the appropriate services.

Fashion Show

This year's Fashion Show sponsored by the Fashion Institute of Design & Merchandising will be held as part of the closing awards session on Tuesday evening, April 27, at the Kentucky Expo Center.

ICDC Dress Code

Attached is a copy of the ICDC dress code and code of conduct. Please make certain that all conference attendees are made aware of the requirements. The dress code is also published in the *DECA Guide* and will be published in the ICDC program.

Competitive Events

Many of your chapter members will participate in the competitive events program at ICDC. Here are a few tips.

The use of cell phones and scientific calculators will not be allowed in the competitive event halls. Cell phones must be in the off position. Only a four-function calculator will be allowed. NO Palm Pilot type equipment will be allowed — only a calculator.

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

Every effort will be made to strictly enforce the penalty points as printed in the *DECA GUIDE*. I encourage the local advisors/competitors to review the competitive event guidelines carefully before submitting their event.

Decorative artwork or desktop publishing techniques may be used throughout the manual. Photographs within the manual must be scanned and placed as digital files.

Display materials must meet the guidelines published in the *DECA GUIDE*. Boards can be used on both

sides. All items mounted on the boards must fit within the dimensions of the board.

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

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

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

Leadership Academies

There is something for everybody at ICDC—those not fortunate to make the cut in competitive events, members who joined your chapter this spring, chapter officers, advisors and more. Read about the leadership academies and sign your members up to learn leadership and chapter management skills. Catch the DECA Spirit! Consult your state/provincial advisor to participate in leadership academies.

Senior Management Institute

The Senior Management Institute (SMI) is available to all high school seniors who are NOT participating in the ICDC competitive events program. The purpose of the Institute is to help seniors transition to their next stage of life, whether it be business or college. The Institute concentrates on teamwork skills, including committee work, group dynamics, decision-making and conflict resolution. Attendees will prepare an action plan for life and a personal mission statement.

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

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

DECA LEADS

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

Leadership Development Academy

The Leadership Development Academy (LDA) engages your members with DECA in all of the vital levels:
Learning life-long leadership skills
Catching the enthusiasm of this dynamic organization

Meeting like-minded students and making positive memories

Every student who attends this stimulating, interactive academy will leave with not only the knowledge of leadership and chapter management skills but with a new spirit and outlook for involvement in the DECA chapter, a spirit that will spill over to life outside of DECA and to any chosen career path as well. Students attending the academy are generally freshmen, sophomores and juniors and may not take part in the ICDC competitive events program. Participants will complete the LDA experience at a special graduation ceremony. Consult your state /provincial advisor for approval.

Chapter Management Academy

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

School-based Enterprise Academy

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

Attire for Academies

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

New Advisor Academy

The ICDC New Advisor Academy, for new advisors with less than three years of experience, is the best place to learn about running a DECA chapter and to network with your colleagues. Topics are organized into essential basics and are conducted by some of DECA's finest master teachers. Sessions on Sunday deal with the most essential aspects of establishing a chapter and on Monday sessions will concentrate on preparing for competitive events. Your state/provincial advisor will help you make your ICDC arrangements.

SPECIAL ACCIDENT INSURANCE FOR REGISTERED ATTENDEES

Arrangements have been made with MUTUAL OF OMAHA to provide special insurance for each state/provincial association's delegates and advisors registered for the International Career Development Conference. Your delegates must be listed on the registration form. The policy No. T5MP-056074 has the following broad features:

\$25,000 Principal Sum for Accidental Death or Dismemberment

\$ 2,000 Medical Expense due to Accidents (the first \$25 of expense is deductible)

Each person subscribing voluntarily to this insurance will be covered by this policy up to three days before the conference (or whenever you leave home to travel to the conference, whichever is shorter), during the conference, and up to three days following the conference (or until you arrive home, whichever is shorter). Maximum GROUP coverage is \$750,000 for this conference. Some exclusions include: attempted suicide and war. Air travel coverage is limited to passengers. Coverage is subject to the full terms and conditions in the master policy.

If your delegates desire this insurance coverage, the following information must be included on the registration forms and mailed to DECA with the premium of \$1.50 per person:

Name of Beneficiary
Relationship to Attendee
Home Address of Beneficiary

CLAIMS

If anyone has a claim against this policy, you may go to <http://www.deca.org/pdf/ICDC-Claim-Form.pdf> to obtain a claim form. Also, please make sure to

Make copies of all medical bills for your file.
Send completed form with medical bills to

Mutual of Omaha
Attn.: Special Risk Services
PO Box 31156
Omaha, NE 68131

Retain a copy of ALL paperwork for your records.

Consult the state/provincial advisor for information.

COMPETITIVE EVENT ACRONYMS

Team Decision Making Events

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

Individual Series Events

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

Business Operations Research Events

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

Chapter Team Events

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

Business Management and Entrepreneurship Events

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

Marketing Representative Events

ADC	Advertising Campaign Event
FMP	Fashion Merchandising Promotion Plan Event
TSE	Technical Sales Event

Online Events

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

Special Activities

DQB	DECA Quiz Bowl
-----	----------------

Special Events

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

COMPETITIVE EVENTS AWARDS

DECA's competitive events provide recognition for competitors in a number of different areas. The following list describes the recognition provided for each competitive event.

PRINCIPLES OF BUSINESS ADMINISTRATION EVENTS

PBM	Principles of Business Management and Administration Event
PFN	Principles of Finance Event
PHT	Principles of Hospitality and Tourism Event
PMK	Principles of Marketing Event

CERTIFICATE OF ACHIEVEMENT . . . All competitors will receive a Certificate of Achievement recognizing the achievement necessary to qualify to participate in the International Career Development Conference.

CERTIFICATE OF EXCELLENCE . . . Competitors scoring a combined total score of 70 or better on the comprehensive exam and interview score will earn a Certificate of Excellence.

MINI-AWARDS . . . The competitor with the highest score in each section of the preliminary events will receive a **yellow** ribboned medallion. The highest **ten** individual scores on the comprehensive exam will also receive a yellow ribboned medallion.

MINI-AWARDS . . . The competitor's score for the comprehensive exam and the preliminary event will be added together. The top **two** scores in each section will be considered series finalists and receive the **blue** ribboned medallion.

GRAND AWARDS . . . The series finalists will compete in one final event. This score will be combined with the comprehensive exam and the total scores will be ranked. The top **ten** will be called to the stage with 1st, 2nd and 3rd places receiving trophies and all **ten** receiving **red-white-blue** ribboned medallions.

CASH AWARDS . . . Please consult the DECA GUIDE for cash awards and scholarship information.

TEAM DECISION MAKING EVENTS

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

CERTIFICATE OF ACHIEVEMENT . . . All competitors will receive a Certificate of Achievement recognizing the achievement necessary to qualify to participate in the International Career Development Conference.

CERTIFICATE OF EXCELLENCE . . . All competitors on each team scoring a combined total score of 70 on the comprehensive exam and interview scores will earn a Certificate of Excellence.

MINI-AWARDS . . . The highest **ten** individual scores on the comprehensive exam will receive a **yellow** ribboned medallion. The top team scores in each section of the interview component of the event will each receive a yellow ribboned medallion.

MINI-AWARDS: The competition team scores for the comprehensive exam and the interview component will be added together. The top **two** team scores in each section will be considered series finalists and receive the **blue** ribboned medallion.

GRAND AWARDS . . . The series finalists will compete in one final event. This score will be added to the comprehensive exam score and the total scores ranked. The top **ten** teams will be called to the stage with 1st, 2nd and 3rd places receiving trophies and all **ten** receiving **red-white-blue** ribboned medallions.

CASH AWARDS . . . Please consult the DECA GUIDE for more information on scholarships, cash awards and sponsorships.

INDIVIDUAL SERIES EVENTS

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

CERTIFICATE OF ACHIEVEMENT . . . All competitors will receive a Certificate of Achievement recognizing the achievement necessary to qualify to participate in the International Career Development Conference.

CERTIFICATE OF EXCELLENCE . . . Competitors scoring a combined total score of 70 or better on the comprehensive exam and two preliminary event scores will earn a Certificate of Excellence.

MINI-AWARDS . . . The competitor with the highest score in each section of the two preliminary events will receive a **yellow** ribboned medallion. The highest **ten** individual scores on the comprehensive exam will also receive a yellow ribboned medallion.

MINI-AWARDS . . . The competitor's scores for the comprehensive exam and the two preliminary events will be added together. The top **two** scores in each section will be considered series finalists and receive the **blue** ribboned medallion.

GRAND AWARDS . . . The series finalists will compete in one final event. This score will be combined with the comprehensive exam and the total scores will be ranked. The top **ten** will be called to the stage with 1st, 2nd and 3rd places receiving trophies and all **ten receiving red-white-blue** ribboned medallions.

CASH AWARDS . . . Please consult the DECA GUIDE for cash awards and scholarship information.

Apparel and Accessories Marketing
Automotive Services Marketing
Food Marketing
Hotel and Lodging Management
Quick Serve Restaurant Management
Retail Merchandising
Sports and Entertainment Marketing

BUSINESS OPERATIONS RESEARCH EVENTS
CHAPTER TEAM EVENTS
BUSINESS MANAGEMENT AND ENTREPRENEURSHIP EVENTS

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

Event

CSP	Community Service Project
CMP	Creative Marketing Project
EPP	Entrepreneurship Promotion Project
LEP	Learn and Earn Project
PRP	Public Relations Project
ENP	Entrepreneurship Participating Event Organizing an Independent or Franchising Business
ENW	Entrepreneurship Written Event
IBP	International Business Plan
IMP	Internet Marketing Plan Event

CERTIFICATE OF ACHIEVEMENT . . . All competitors will receive a Certificate of Achievement recognizing the achievement necessary to qualify to participate in the International Career Development Conference.

CERTIFICATE OF EXCELLENCE . . . All individual and team competitors scoring a combined total score of 70 on the presentation and written (where applicable) project scores will earn a Certificate of Excellence.

MINI-AWARDS . . . The top **two** scores in each section will be considered series finalists and receive the **blue** ribboned medallion.

GRAND AWARDS . . . The series finalists will compete in both the written (where applicable) and presentation components. The top **ten** will be called to the stage with 1st, 2nd and 3rd places receiving trophies and all **ten** receiving **red-white-blue** ribboned medallions.

CASH AWARDS . . . Please consult the DECA GUIDE for more information on scholarships, cash awards and sponsorships.

Finance Operations Research Event
Hospitality and Tourism Operations Research Event
Community Service Project
Entrepreneurship Participating Event (Organizing a Franchising Business)

Selected winners will receive an honorarium should the project be published by **DECA IMAGES**.

MARKETING REPRESENTATIVE EVENTS

ADC	Advertising Campaign Event
FMP	Fashion Merchandising Promotion Plan
TSE	Technical Sales Event

CERTIFICATE OF ACHIEVEMENT . . . All competitors will receive a Certificate of Achievement recognizing the achievement necessary to qualify to participate in the International Career Development Conference.

CERTIFICATE OF EXCELLENCE . . . Competitors scoring a combined total score of 70 on the written (where applicable) and presentation scores will earn a Certificate of Excellence.

MINI-AWARDS . . . The highest **ten** individual scores on the comprehensive exam will receive a **yellow** ribboned medallion. The top team (ADC/FMP)/individual (TSE) score in each section of the presentation component of the event will each receive a **yellow** ribboned medallion.

MINI-AWARDS . . . The competition team (ADCFMP)/individual (TSE) scores for the comprehensive exam and the presentation component will be combined. The top **two** team (ADC/FMP)/individual (TSE) scores in each section will be considered series finalists and receive the **blue** ribboned medallion.

GRAND AWARDS . . . The series finalists will compete in one final event. This score (where applicable) will be added to the comprehensive exam score and the total scores ranked. The top **ten** will be called to the stage with 1st, 2nd and 3rd places receiving trophies and all **ten** receiving **red-white-blue** ribboned medallions.

CASH AWARDS . . . Please consult the DECA GUIDE for more information on scholarships, cash awards and sponsorships.

Selected winners will receive an honorarium should their project be published by **DECA IMAGES**.

PRESIDENTIAL GOVERNANCE COMMITTEE

A Governance Committee will be appointed for the High School Division. The purpose of the committee will be to act upon all violations of the **Delegate Conduct Practices and Procedures** within the division. Collegiate and alumni members will be expected to follow the policies established for the High School Division since these divisions have chosen to meet during the High School Division Conference. The conduct guidelines were approved by the Board of Directors for DECA Inc. and apply to adult advisors as well as student delegates.

A copy of the **Delegate Conduct Practices and Procedures and ICDC Dress Code** may be found in this section. **The dress code applies to all participants while in the convention center and convention facilities.** The Board of Directors of DECA Inc. requires every student delegate to read and complete these forms as partial completion of ICDC attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the International Career Development Conference. State/Provincial advisors may wish to bring these forms with them to the conference for possible reference. PLEASE DO NOT MAIL TO DECA INC.

The state/provincial advisor will be notified (in writing) of all violations. Notices may require the committee to assemble and take such action as is outlined in the **Conference Conduct Practices and Procedures**.

CODE OF ETHICS FOR ADULT ADVISORS

Marketing education programs offer training to those students who have a career objective in the field of marketing, management or entrepreneurship. Individual conduct and appearance is a phase of this training. This phase of the education program becomes apparent at DECA's International Career Development Conference.

Since a good example is one method of teaching, and students participating in the conference are impressionable, a **Code of Ethics** is set for adult advisors.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be referred to the president of the Board of Directors for DECA Inc.

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall keep an agenda for each student so that they may be reached at any time during the conference.
- Each state/province shall arrange to have one advisor on call at all times.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- The rules as stated in the **Delegate Conduct Practices and Procedures** and the **Dress Code** are called to your attention for review and should govern the behavior of **advisors** as well as students.

DELEGATE CONDUCT PRACTICES AND PROCEDURES

The Board of Directors for DECA Inc. requires each delegate attending the International Career Development Conference to read and complete the **Attendance Permission Form** and return to the **state/provincial** DECA advisor as partial completion of attendance requirements.

- The term “delegate” shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products by delegates is prohibited at all DECA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and state/provincial advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc. for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- State/Provincial associations will be responsible for delegates’ conduct.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Tasteful casual wear will be accepted during specific social functions as designated during orientation.



INTERNATIONAL CAREER

DEVELOPMENT CONFERENCE

ATTENDANCE PERMISSION FORM

State/Provincial Association _

DRESS CODE FOR ICDC

Approved by the DECA Board of Directors, August 1993

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

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

Professional Business Attire/When Appearing Before Judges

Females

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

Males

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

DECA Sessions/Workshops/Meal Functions

Females

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

Males

- Business suit or sport coat with dress slacks, collared dress shirt and necktie
- Dress shoes (no tennis shoes or flip-flop sandals) and dress socks

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

Event Briefing/Manual Registration and Testing/Leadership Academies

Females

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

Males

- Collared dress shirt and necktie with dress slacks (blazer optional)
- Dress shoes and dress socks

DECA Business Casual

- Casual slacks, blouse or shirt, socks and casual shoes
- Jeans, t-shirts and athletic shoes are NOT included in business casual attire.

The following are unacceptable during DECA activities:

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Leggings or graphic designed hosiery/tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Athletic clothing
- Swimwear

ATTENDANCE PERMISSION FORM (continued)

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

ATTENDANCE

This is to certify that _____ has _____ my permission to attend the above named DECA activity. I also do hereby on behalf of him/her absolve and release the school officials, the DECA chapter advisors and the assigned state/provincial DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

EMERGENCY

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs:

Hospital

Jewish Hospital
217 East Chestnut Street
Louisville, KY 40202
(502) 587-4011

Norton Hospital
200 East Chestnut Street
Louisville, KY 40202
(502) 629-8000

University of Louisville Hospital
530 South Jackson Street
Louisville, KY 40202
(502) 562-3000

Urgent Care

Airport Norton Immediate Care Center
200 High Rise Drive
Louisville, KY 40213
(502) 212-1309

East End Norton Immediate Care Center
10284 Shelbyville Road
Louisville, KY 40223
(502) 244-5827

We have read and agree to abide by the DECA Code of Conduct. We also agree that the school officials, the DECA chapter advisors, the state/provincial DECA staff, or the Conference Conduct Committee members have the right to send

_____ home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment.

Student Signature

Parent/Guardian Signature

Phone

Chapter Advisor Signature

School Official Signature

Insurance Company Name

Policy Number



PERMISSION FORM/ICDC DRESS CODE

High School Division

International Career Development Conference

I certify that a permission form that includes an explanation of the ICDC dress code has been completed for each student attending the International Career Development Conference.

State/Provincial DECA Advisor

State/Province

This form should be turned in at conference registration on April 23 or April 24.

DECA Service for Special Needs Students

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

Name of Student

State/Provincial Association

Competitive Event/Conference Activity _____

Special Needs Condition _____

Services Requested _____

Contact Person for ICDC _____

Telephone Number (____) _____

Email Address _____

Return this form to Mary Peres
mperesnydeca@aol.com by MARCH 19, 2010

Student Name: _____ Chapter: _____

NEW YORK DECA CONFERENCE VERIFICATION FORM

Name of Conference: _____

Date of Verification: _____

Region _____

Place of Verifiacion _____

Item	Advisor Signature	Regional Representative Signature	Regional Representative Signature	Date Submitted
2009-2010 Code of Conduct 26 Item Document				
New York DECA Health Form National DECA Health Form				
Advisor Designee Form				
Hotel Responsibility Form				
Emergency Contact Form				
Principal Memo				

NEW YORK DECA

PRINICIPAL MEMO

For your reference, the following procedures are in place for each and every New York DECA/ DECA Conference.

- At each New York DECA/DECA Conference it is the responsibility of the Advisor or adult assistants to conduct a nightly room check in. This check in is to take place at curfew.(11:30 PM)
- Each student is required to sign in at curfew.
- This “sign in sheet” is to be hand delivered on a nightly basis to the New York DECA Security Chairperson.
- Upon submission of the sign in sheet, the Advisor/Adult Assistant must sign a verification form stating that each student from their chapter is safe in their rooms.

If an Advisor /Adult Assistant fail to turn in the bed check sheets and sign in with the Security Chairperson , as Principal of _____ High School you will be notified.

I _____ have discussed the contents of this memo with _____ the Chapter Advisor from _____ High School. _____ Chapter will comply as outlined.

Principal Signature _____ Date _____
Advisor Signature _____ Date _____

NEW YORK DECA

Health Information Form

Student's Name _____ Date of Birth _____

Parent's/Guardian's Name _____

Home Phone () _____ Work Phone () _____

Cell Phone (____) _____

Emergency Contact _____ Phone _____

In the event that a parent cannot be reached, please list a name and phone number of another person that can be contacted in an emergency situation:

In the event of a medical emergency, the procedure will be to call the parent or guardian, time permitting, before taking the student to a physician or hospital. However, when neither parent can be reached, this form may permit the hospital to perform treatment.

We/I _____ hereby give permission for the New York DECA advisor(s) or designee to transport my/our child to or from a physician or hospital for emergency treatment.

We/I _____ hereby give permission for the DECA advisor(s) or designee to sign any consents which may be necessary to allow hospital personnel and/or a licensed physician to examine my/our child and perform any emergency procedures, treatment or surgery which may be necessary and to consent to the administration of any drugs or medication necessary to such emergency care.

My/our child _____ is allergic to the following drugs and/or medications:(If none, so state)

My/our child _____ is in good physical health and has no ailments or maladies except: **(If none, so state)**

List any and all medications which must be taken:

We/I hereby agree to hold New York DECA free and harmless from and indemnify New York DECA for any expenses incurred in the rendering of such care and treatment and from any liability, which may arise as the result of such care, and treatment.

Date: _____ Health Insurance Policy Name: _____

Number: _____

Parent/Guardian Signature(s) _____

Student Name: _____

Chapter:

2009-2010 CODE OF CONDUCT

Dear Student/Parent/Advisor/Chaperone:

The following is an explanation of the New York DECA Code of Conduct. Education, not punishment, is the primary function of New York DECA. Discipline shall focus on prevention and the establishment of a climate in which individuals are encouraged to be good citizens in school, work, the community and at New York DECA, DECA and/or National DECA conferences and events.

It is the belief of the Board of Trustees that each individual should be treated as a person who can reasonably be expected to be responsible for his or her own behavior. New York DECA and its Board of Trustees and advisors will assist each individual in this program of personal responsibility with a few sensible rules of conduct, focusing on safety and respect for the rights and property of others. The Code of Conduct will be consistently applied at New York DECA, DECA and National DECA conferences and events. Students who do not accept this responsibility and who violate New York DECA rules will be required to accept the appropriate consequences. New York DECA advisors are to uphold their duties and responsibilities as well and may be subject to disciplinary action for any misconduct and/or dereliction of duties.

The Board of Trustees recognizes the need to make its expectations for individual conduct while engaged in a New York DECA, DECA, and/or National DECA function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Moreover, delegates shall allow New York DECA to use conference photographs, videos, digital images, recordings and their names for promotional purposes.

A student may be searched when there is reasonable suspicion that the student is engaging in any proscribed activity which is in violation of this Code. New York DECA reserves the right to conduct any other search which is consistent with law, including, but not limited to, random searches, searches of New York DECA property and consent searches. New York DECA property is subject to search at any time and without consent. There is no reasonable expectation of privacy in any New York DECA, DECA and/or National DECA storage area or area being used for storage by New York DECA, DECA and/or National DECA including, but not limited to, desks, computers, offices and tables. An authorized representative of New York DECA shall have the right to question delegates. In addition, an authorized New York DECA official may enter the hotel room of a delegate without permission during a sanctioned New York DECA, DECA, and/or National DECA conference or event requiring an overnight stay for the express purpose of safeguarding the well-being of a delegate where there is reasonable suspicion that the safety and/or well-being of a delegate is being threatened and/or is danger. Where warranted, local law enforcement will be contacted. By signing below, you are hereby acknowledging and consenting to an authorized New York DECA official taking the above action.

Students who are given penalties other than a verbal warning are entitled to have their matter heard before a Code of Conduct Committee ("Conduct Committee") at a time and location determined by the Board of Trustees. A Code of Conduct Committee Hearing may be scheduled to occur immediately after the incident, regardless of the hour, or for a later date and time. The decision as to scheduling is left to the sole discretion of the Code of Conduct Committee, and the student delegate and his/her parents and home school advisor or any other individual, by signing below, hereby expressly consents to such scheduling.

The provisions and procedures set forth at Section 7 of the New York DECA Constitution shall govern the Conduct Committee hearing. Any disciplinary action taken will be firm, fair and consistent. All policies regarding student conduct and discipline shall be uniformly enforced and distributed annually to the students, parents, advisors.

Student Name: _____

Chapter:

For the purpose of this Code of Conduct:

- A) The term "delegate" shall mean any New York DECA, DECA and/or National DECA member, including advisors and adult chaperones, attending any conference, event and/or function of New York DECA, DECA and/or National DECA.
- B) Individual chapters or delegates violating or ignoring any of the following rules will be dealt with in accordance with the procedures adopted hereunder pursuant to the Constitution and/or Bylaws of New York DECA, and the penalties thereafter. Such penalties will be consistent and appropriate to the violation and points assigned to each violation.
- C) Students found to have violated the New York DECA Code of Conduct may be subject to the following penalties. New York DECA's Board of Trustees, and/or a duly delegated body authorized to act on its behalf, are authorized to impose that penalty. The range of penalties include: (1) verbal warning and/or reprimand; (2) parent, home school and/or home school advisor notification and/or disciplinary referral to home school; (3) probation; (4) sent home from a New York DECA event or function at the student's expense; (4) removal of the delegate's title and/or position within New York DECA; (5) suspension from New York DECA; (6) Restrictive Movement; and/or (7) expulsion.

Any individual violating or ignoring any of the rules may be "expelled" from New York DECA, sent home at their own expense or placed on "Restrictive Movement" depending on the decision of the Conduct Committee. "Restrictive Movement" means the delegate will constantly be accompanied by his/her advisor or designated adult chaperone at ALL times, except after curfew when the delegate shall be in his/her room. Chapter advisors will be held accountable for student delegate conduct.
- D) In determining the disciplinary action imposed against a student(s), each situation will be considered on a case-by-case basis. Factors, including, but not limited to, the following will be considered: (1) the student's age; (2) the nature of the infraction and the circumstances which led to the infraction; (3) the effectiveness of other forms of discipline; (4) information gleaned from individuals present at the infraction; and (5) any extenuating circumstances.
- E) All delegates must follow all rules stated by New York DECA, DECA and/or National DECA and further those set forth in the New York DECA Constitution, its Bylaws and the Code of Conduct.
- F) The Conduct Committee, with authority delegated to it by the Board of Trustees, reserves the right to interpretation and application of the Code of Conduct as necessary. The decision of the Conduct Committee shall be final, except some matters may be appealed to the Board of Trustees.
- G) Delegates shall respect and abide by the authority delegated by the New York DECA Board of Trustees, the Executive Council, the Conduct Committee, presiding officer, committee chairpersons, and any advisor or authorized representative of New York DECA.
- H) The following penalty system will be used to deal with violators and the penalty points that apply:

Student Name: _____

Chapter:

The ranges of penalties and the penalty points with corresponding infractions as listed herein are for guidance only. New York DECA reserves the right to impose any penalty as warranted under the specific circumstances.

POINTS	PENALTY
1 & 2	Reprimand/Warning; Parent, Home School, Advisor Notification;
3	Reprimand/Warning; Parent, Home School, Advisor notification; Probation

Student Name: _____

Chapter:

4 & 5	Reprimand/Warning; Parent, Home School, Advisor notification; Probation; Sending the student home from a New York DECA event or function at the student's expense; Suspension; Restrictive movement; and/or Expulsion.
-------	--

APPEAL PROCESS A person or chapter expelled or suspended from New York DECA may appeal the decision of the Code of Conduct Committee to the Board of Trustees by filing a written notice of appeal with the Secretary of the Board of Trustees. The notice of appeal must be in writing and received within seven (7) days after the individual and/or the student's home chapter has received notice of the Code of Conduct Committee's decision. **The student delegate and his/her parent or guardian and the home school expressly agree to pay the costs involved for Board members to attend the appeal. This includes, but is not limited to, airfare and travel expenses to and from the appeal, room and board and for the Board of Trustees' reasonable counsel fees. In the event the student delegate's appeal is successful; i.e., results in a lessening of a previously imposed punishment administered by the Code of Conduct Committee, such fees and costs incurred by Board members hearing the appeal will be borne by New York DECA. Under no circumstance, shall New York DECA pay or reimburse the student delegate, his/her parent/or guardian, home school advisor, or other guardian or advisor, chapter, and/or school/school district in connection with an appeal regardless of the outcome.** For additional information refer to the New York DECA Constitution and By Laws Section 7

Student Name: _____

Chapter:

NEW YORK DECA

CODE OF CONDUCT RECOMMENDED PENALTY POINTS FOR BREACH OF RULES

- 2 1. Student delegates who have sought and obtained prior special permission from the Board of Trustees so as not to be required to stay overnight in a hotel/conference center during a New York DECA, DECA and/or National DECA conference or event must be off the grounds of the hotel/conference center and remain off such grounds at all times designated by the Conference Committee.
- 3 2. In traveling to, during and from all New York DECA, DECA and/or National DECA conferences and events, student delegates, regardless of age, must be accompanied by their home school administration, advisor and/or an adult chaperone designated by their advisor, and only with the prior written permission of the student delegate's parent and/or adult guardian. Such written permission must be received by the student's Chapter Advisor concurrently with the student delegate's registration materials and payment.
- 3 3. No student delegate shall leave the conference hotel or a leadership session or meeting without first obtaining the express permission from the student delegate's Chapter Advisor.
- 2 4. Absent the express, advance consent of the Board of Trustees, student delegates are required to attend all general sessions, and activities assigned, including, but not limited to, workshops and committee meetings.
- 1 5. Proper conference attire is designated as a DECA blazer (or jacket), shirt, tie, and dress pants for boys; and a DECA blazer (or jacket), dress, skirt and blouse, or pantsuit for girls. Jeans and/or dungarees are not acceptable. Proper conference attire is required at all conference functions except dances and swim parties, at which suitable but more casual attire is permitted. *THIS DRESS CODE WILL BE IN EFFECT AT ALL TIMES.*
- 2 6. Smoking in public is not permitted while wearing a DECA blazer and/or when a delegate is acting in his or her official capacity as a representative of New York DECA, DECA and/or National DECA or participating in conference functions and events.
- 1 7. Delegates should be prompt for all activities and plan on arriving 5-10 minutes early. Lateness to scheduled functions and activities may result in a penalty point.
- 2 8. Student delegates are responsible for keeping their adult advisors informed of their activities and whereabouts at all times.

Student Name: _____

Chapter:

- 1 - 4 9. Delegates are required to wear name badges at all New York DECA, DECA and/or National DECA functions and events, except when they are in their own rooms.
- 1 - 5 10. Student delegates are prohibited from acting in a rude, discourteous and/or unprofessional manner towards fellow delegates, advisors, Board Members and third parties at New York DECA, DECA and/or National DECA conference events and functions.
- 3 11. Meetings between student delegates shall be restricted to authorized activities and between student delegates only; i.e., there is to be no unauthorized fraternizing of any kind with non-delegates beyond scheduled conference events and activities without first obtaining the express consent of the delegate's Chapter Advisor.
- 5 12. No student delegate is permitted inside a public dance hall, bar, or club during a New York DECA, DECA and/or National DECA conference or event without authorization from the delegate's home advisor. For the purpose of this rule, entering a publicly recognized restaurant which is proper and suitable for minors but may sell alcohol in addition to food, such as TGIF's, Outback, and Appelbees, is not prohibited. Under no circumstance, however, may a student delegate consume or order an alcoholic beverage.
- 5 13. No student delegate shall be in the possession of, imbibe, sell or knowingly be in the same hotel room where alcohol is present.
- 3-5 14. No student delegate shall use, possess or sell any illegal or controlled substances or drug paraphernalia during a New York DECA, DECA and/or National DECA conference or event.
- 3-5 15. No student delegate shall be in a room knowing that an illegal and/or controlled substance is present during a New York DECA, DECA and/or National DECA conference or event.
- 5 16. No delegate shall violate any New York DECA, home school district policies, rules, ordinances and/or regulations, local, state or federal laws at any New York DECA conference or event.
- 1 - 4 17. All conference delegates will be in their assigned rooms at or before curfew, which will be designated at each conference, and shall remain in their room the entire night until at least 6:00 am. Student delegates will be quiet at curfew, and shall refrain from making any loud, offensive and/or derisive comments and statements to another student delegate and/or third party at any time. All room doors and connecting room doors must be closed and locked at curfew and remain such until no earlier than 6:00 am.

CURFEW WILL BE ENFORCED.

Student Name: _____

Chapter:

- 1-3 18.** All delegates have the responsibility of informing their Chapter Advisor, the Registration Chairperson and Security Chairperson if they are assigned to a room that adjoins a room with members of the opposite sex.
- 5 19.** No unsupervised student delegate may be in a room with a member(s) of the opposite with the door closed at any time for any reason. This includes hallway doors and adjoining connecting room doors in hotels. In addition, if a student delegate is in a room with a member(s) of the opposite sex, an adult must also be present and the door(s) must be fully ajar.
- 2 – 5 20.** Delegates are expected to act and behave in a responsible and appropriate manner. Acts such as throwing objects from windows; loud, profane, lewd, vulgar and/or abusive language; obstructing vehicular or pedestrian traffic; hazing; gambling; stealing; vandalism; harassment; using electronic and/or digital equipment, communications and/or other device in an inappropriate manner and/or to carry out any of the objectionable conduct set forth in this Code of Conduct; sexually suggestive or provocative dancing; indecent exposure of private body parts in a lewd or offensive manner; improper touching of oneself or another; committing an act of violence such as hitting, biting, punching and scratching another delegate, advisor, chaperone, or third party; possessing a weapon or threatening to use and/or using a bomb, explosive or device, weapon or other instrument or any object in a dangerous manner; threatening any act of violence; willfully pulling a fire alarm without cause; reporting a false bomb threat or other false emergency and/or failing to comply with reasonable requests or direction from an advisor, chaperone and/or hotel personnel and conference attendees will not be tolerated.
- 1 - 4 21.** Delegates who make unreasonable noise in (talking, music, or other sounds that can be heard from outside the room) and/or outside their assigned rooms at any time while attending a New York DECA, DECA and/or National DECA conference or event will be given one (1) warning. If the noise continues, the advisor(s) of the delegates in the room will be called, and appropriate penalties assigned.
- 4 22.** There will be no defacing of public property. Any damages of any property, including, but not limited to, property or furnishings in the hotel rooms or buildings must be paid by the individual or chapter responsible. Any chapter whose members are found responsible for such damages at a conference will be required to place a refundable \$250 Damage Deposit with the Conference Registration Chairman at each subsequent conference, for a period of one (1) year.
- 1 23.** Delegates shall be responsible for payment of non-New York DECA related charges incurred such as telephone calls, damages to room or hotel, and meals and related expenses not otherwise explicitly included as part of the event.
- 1 - 4 24.** Delegates are prohibited from engaging in verbal or physical abuse, and/or name calling.
- 1 – 4 25.** Delegates shall respect the rights and safety of other hotel guests at all times.
- 1 – 5 26.** Any other action that is insubordinate, disruptive, dangerous, violent and/or threatening to the safety, morals, health and/or welfare of the delegate or others is prohibited

Student Name: _____

Chapter: _____

I have read and fully understand the entire Code of Conduct, including, but not limited to the introduction and 26 Items of misconduct and agree and consent to the terms contained herein. I hereby further agree to fully comply with these guidelines and I am aware of the consequences that may result from a violation of any of the above guidelines. Your signature below indicates that you have read and fully understand the contents of this document.

Student Signature _____ Parent Signautre _____

Advisor Signature _____ Principal Signature _____

Student Name: _____

Chapter:

NEW YORK DECA
EMERGENCY INFORMATION FORM

In case of any emergency involving the advisor(s) and chaperone(s) from this chapter, it may be essential to be able to contact a school administrator. With this in mind, please complete the form below in order to provide us contact to an administrator 24 hours per day while the conference is in session. This information shall be held in the strictest of confidence and shall be used ONLY in case of an emergency situation.

In case of an emergency, the following local administrator(s) should be contacted:

Name

Title

School Phone Home Phone

Hours Available

Name

Title

School Phone Home Phone

Hours Available

o Name

Title

School Phone Home Phone

Hours Available

Student Name: _____

Chapter:

No unsupervised student delegate may be in a room with a member(s) of the opposite with the door closed at any time for any reason. This includes hallway doors and adjoining connecting room doors in hotels. In addition, if a student delegate is in a room with a member(s) of the opposite sex, an adult must also be present and the door(s) must be fully All delegates have the responsibility to inform their advisor, chaperone, registration and security chairpersons if there is a connecting room with members of the opposite sex. This will be strictly enforced. Advisors are responsible to duplicate this form

ADVISOR/AND/ OR/ SCHOOL DESIGNEE SECURITY FORM

I _____ , as a New York DECA advisor, and/or/school supervisor designee hereby agree to uphold and enforce the New York DECA Code of Conduct and the accompanying Advisor /and/or/School Supervisor Designee Pathways of Action for Emergency and Non-Emergency Situations, and all New York DECA rules, policies and procedures at the ICDC/State Career Conference, As an Advisor, and/or/school supervisor designee I agree to and accept the responsibility of supervising and overseeing the students assigned to me for the duration of the conference. I further agree that I will have each student assigned to me initial and/or sign a curfew compliance form indicating that the student was in his/her room at curfew each night of the conference. I will provide a completed curfew compliance form to New York DECA security by the end of my shift each evening.

I have read and fully understand the aforementioned New York DECA Code of Conduct and Advisor/and/or/School Supervisor Designee Pathways of Action for Emergency and Non-Emergency Situations, and I agree to obey and comply with the guidelines set forth therein, the New York DECA By-Laws and Constitution, and New York DECA policies and procedures in addition to all applicable laws, rules and regulations. My failure to enforce the Code of Conduct, the terms of this Agreement and the documents referred to herein, and/or any New York DECA rule and policy may result in disciplinary action taken aCAinst me.

AGREED AND ACCEPTED

Date:

Supervisor Signature

Principal Signature

Student Name: _____

Chapter: _____

**New York DECA
ROOM DAMAGE CHECKLIST**

(For check-in and check-out)

Room Number _____ **Hotel** _____

Chapter _____

Advisor's Signature _____

It is our suggestion that you check each room carefully before students enter for the first time and after students leave the room for the last time. Please remind students that rooms that have clothing on the floor cannot be cleaned. All towels should be put in the bathroom or you will not get clean towels. This report is due by 10 AM on Wednesday for chapters that arrive on Tuesday and by 10PM on Wednesday for chapters that arrive Wednesday. If we do not receive a form you will not have protection against damage claimed by the hotel.

Broken Box Spring/Bent Frame	Damage None
Broken Headboard Ripped fabric on bed Broken lamps/ lampshades	Damage None
Wall Damage (i.e. Holes) Spills/Graffiti on Walls	Damage None
Spills on Carpet	Damage None
Spills on Bedspreads	Damage None
Ground in food on rugs and floors	Damage None
Garbage not in plastic bag	Damage None
Damage to furniture	Damage None
Damage to towel racks in bathroom	Damage None
Damage to commode Damage to tub	Damage None
Air Conditioner/Heater Cover & knobs	Damage None
Damage to draperies	Damage None

CANCELLATION POLICY

NATIONAL CONFERENCES

*DO NOT PROVIDE FOR CANCELLATION
REFUNDS*

THIS IS NATIONAL DECA POLICY

There WILL BE NO REFUNDS

Only Room substitutions

MALE/MALE- - -FEMALE/FEMALE

Only!