

December 30, 2005

TO: Missouri and Kansas ΔEX Chapter Advisors
FROM: Marsha Ruetters, State Advisor
RE: 2006 ΔEX State Career Development Conference

This year's State Career Development Conference promises to be an outstanding opportunity for professional development, camaraderie, and service to others. The State Officers have been working hard to ensure the students will enjoy this experience.

As you review the attached materials, be sure to carefully note the deadlines so we can effectively make arrangements for all who wish to participate. Registration materials must be in to the State Office by **Tuesday, February 1, 2006**. All on-line rosters can be updated until February 15, but the dues must be in to the National Office by that time as well. Please work in advance of the deadline date so your students do not miss their opportunity to compete. Conference payment (purchase order or check - student checks aren't accepted) is due no later than at conference registration on **February 16, 2006**. Students must be listed on the roster in order to compete at the State CDC and International CDC (national dues are \$10 and state dues are \$2). As a reminder, each chapter's delegation must have at least one advisor or designated chaperone in attendance at the conference.

If you have any questions about the registration procedure or rosters, please feel free to call (573) 751-4367 or e-mail (marsha.ruetters@dese.mo.gov).

2006 Missouri ΔEX Career Development Conference Missouri ΔEX: Thinking Outside the Box!

When: Thursday, February 16 - Friday, February 17, 2006

Where: The Lodge of Four Seasons
Lake Road HH
Lake Ozark, MO 65049
(573) 365-3000

Parking: There is ample free parking at the hotel.

Reservations: The enclosed rooming list should be completed and faxed to the state office no later than **February 1, 2006**. The Lodge is holding our room block and must have an initial rooming list by that time. We will have the flexibility to make substitutions to our initial rooming list.

Registration: The following registration costs are the **per person** charges:

Single room registration	\$160.00
Double room registration	\$120.00
Triple room registration	\$102.00
Quad room registration	\$ 95.00

The 2006 Missouri ΔEX Career Development Conference, "Thinking Outside the Box" will prepare you for international competition in Dallas Texas.

This registration includes 1 night's lodging, awards, entertainment costs, awards banquet, judge expenditures, equipment rental, printing, supplies, and miscellaneous costs. If you want to make room reservations for the night before or after, please call the hotel directly and they will extend the group rate. You will need to provide them with a credit card guarantee and payment.

Delegates from the Kansas Association of Delta Epsilon Chi are invited to join our State Career Development Conference. They are eligible to participate in the competitive events program and their students will receive recognition for their state's performance. It is our pleasure to allow more students to participate in this worthwhile activity. Also, it would be wonderful to have the additional help of the Kansas advisors in running the competitive events program!

COMPETITIVE EVENTS

The following competitive events will be offered at the 2006 Missouri ΔEX CDC. Members may elect to compete at the state level in *one event* from **Group A** and *one event* from **Group B** OR *two events* from **Group A**. A member may also compete in Member of the Year and Chapter of the Year (state events only) at the State CDC in addition to the Group A and B events. However, an individual may only compete in one event at the International CDC.

Group A – Individual Events	Group B – Team Events
<p>Business Simulations Individual events</p> <p>AAML Apparel & Accessories RFSM Restaurant & Food Services RMML Retail Management HMM Hospitality FSMM Financial Services</p> <p>Prepared Business Presentations</p> <p>SRP Sales Representative</p> <p>Case Studies without Exam</p> <p>MDHR Human Resource Management Decision Making MM Marketing Management ECOM E-commerce Decision Making</p>	<p>Case Studies without Exam – Teams of 2</p> <p>BETH Business Ethics BLAW Business Law BBM Business-to-Business Marketing SEM Sports & Entertainment Marketing</p> <p>Prepared Business Presentations – One to 3 Participants</p> <p>ENP Entrepreneurship ADC Advertising Campaign</p> <p>State Events</p> <p>MOY Member of the Year COY Chapter of the Year</p>

Included in this packet is a registration form for the above events. Be sure to register your students by placing an “X” in the categories in which s/he wishes to compete. Competitors will be pre-scheduled for their events. Please refrain from making changes if possible, as minor changes can create master schedule conflicts.

Please duplicate the enclosed Participant Update and Dress Code and share it with your chapter members to help them prepare for competition.

We have 5 Business Simulations, 7 Case Studies without Exam, and 3 Prepared Business Presentations available for competition. Please assist your members in making choices that will be of greatest benefit to them.

EVENT DIRECTORS

As Chapter Advisors, you will be asked to assist in directing the competitive events. Assignments will be provided at registration on Thursday. As always, your help in managing the State CDC is greatly appreciated and necessary to the success of this event.

MEMBER OF THE YEAR

Each chapter is eligible to submit one chapter member for the "Member of the Year" award. Criteria for this award will include scholarship (overall GPA and GPA in major), level of involvement in Δ EX (as identified by a letter of recommendation from the chapter advisor and a personal resume), and a personal interview. Please submit the required information with your chapter's conference registration and inform your candidate to be prepared for an interview at the State CDC. The candidates and the award recipient will be honored at the Awards Session.

STATE PRESIDENT CANDIDATES

Each chapter has an allocation of voting delegates (enclosed) and is eligible to submit candidates to serve as the 2006-2007 State President. The enclosed application and materials should be submitted with your chapter's registration by **February 1, 2006**. Strong leadership is important to the progress of our organization. Please encourage returning members who have exhibited responsibility, dedication, organizational skills, and leadership to apply for this position.

ORIENTATION SESSION

Competitive Events orientation will be shared during this session to ensure a successful and smooth meeting experience. All students will receive competitive events information at this session that immediately follows registration. Professional dress is required.

OPENING SESSION

The opening session/business meeting will take place Thursday at 8:00 p.m. in Granada A. Our keynote speaker is Taylor Hill, a graduate of University of Missouri – Kansas City with a bachelor degree in Economics. He served as High School DECA State President and started a fully licensed car dealership at age 18.

AWARDS LUNCHEON & CEREMONY

The Awards Luncheon will take place on Friday at 12:45 p.m. and will be followed by the Awards Ceremony. Semi-formal and Business attire is appropriate for this event.

CHAPTER SONGS

Every chapter has the opportunity to select a song to be played at the Awards Session when they have a first place winner. Please bring a CD of your Chapter's song clearly marked with the name of Chapter and title of the song. These should be delivered to Registration on Thursday. If music is not provided that evening, a song will be selected for you.

THURSDAY EVENING ENTERTAINMENT

Come join us for Casino Night and try your hand at Texas Hold 'Em, Black Jack, Craps, and Roulette. Non-gamblers can test their singing ability with a little Karaoke. High-rollers can use their winnings to purchase gifts. Each chapter is asked to contribute at least one door prize (value \$20-\$25). There will be plenty of socializing and maybe even some dancing. Casual attire is acceptable and all members are invited to relax and enjoy the fun! We are soliciting the help of the chapter advisors to run the game tables. If you or one of your chapter alumni is willing to offer your services, please indicate this on the Registration Checklist form.

STATEMENT OF ASSURANCE FORM & CONFERENCE ETHICS

It is essential that our organization present a positive professional image during this conference. The Comprehensive Consent Form (included in this packet) reviews guidelines for delegate conduct. You should have a completed and signed form in your possession for each student attending the conference. This is especially important if a student needs medical attention while at a conference. Please complete the "Statement of Assurance" form (included in this packet) and return it to the State Office. Submission of this form assures the state organization that your students agree to adhere to the delegate conduct code and that you are prepared with the medical consent information.

CONFERENCE T-SHIRTS

Conference t-shirts are *optional*. Shirts must be pre-ordered and can be picked up at registration. Additional shirts will not be available for purchase at the conference. Shirts are available in sizes small through XX-Large. Please submit your order with the registration materials. T-shirts are \$10.00 each.

CHAPTER OF THE YEAR

Each chapter is eligible to enter the Chapter of the Year event. A team of two chapter members will be randomly selected from the **eligibility list** column on the registration form. The students will participate in a 15-minute interview. The enclosed guidelines provide specific instructions concerning the event. Eligible chapter members are those who have participated in the chapter since the fall semester and are attending the State CDC. Your submission of this information will serve as registration for this event on the Conference Event Registration Form on page 12.

HALL OF FAME AWARD

The Missouri Delta Epsilon Chi Hall of Fame award recognizes successful alumni. Each chapter may nominate one alumnus that has achieved success in the business field. Documentation should include a letter (2 page maximum) from the chapter advisor and/or chapter president recommending their nominee for induction into the Hall of Fame. One nominee will be chosen for induction into the Hall of Fame. This award will be presented at the Awards Ceremony. The recipient will be notified prior to the conference and invited to attend the luncheon at the expense of the State Association.

LIFETIME ACHIEVEMENT AWARD

The Missouri Delta Epsilon Chi Lifetime Achievement award was created to recognize individuals outside of the organization who have been instrumental in the success of individual chapters. Each chapter may nominate one person who has contributed to the well-being of the organization. Documentation should include a letter (2 page maximum) from the chapter advisor and/or chapter president recommending their nominee for the Lifetime Achievement Award. The Awards Committee will select one nominee to receive the award at the Awards Ceremony. The recipient will be notified prior to the conference and invited to attend the luncheon at the expense of the State Association.

COMMUNITY SERVICE PROJECT

The 2005-2006 State Officer Team has identified the American Red Cross as the focus for the annual ΔEX Community Service Project. Proceeds will be donated to American Red Cross Chapters in your respective communities. Please bring your chapter's contribution to the conference registration on February 16. Remember, the chapter with the greatest contribution will be awarded the traveling commemorative plaque. Let's do our best to reach out to others in need.

**2006 Missouri Δ EX
State Career Development Conference
Tentative Agenda**

Thursday, February 16, 2006

12:30 – 1:00 p.m.	Registration
1:15 p.m.	Orientation of Competitors
1:15 p.m.	Event Directors Meeting
1:30 p.m.	Judges' Orientation
1:30 p.m.	Preparation Check-in for Business Simulations and Case Study Events w/o Exam
1:30 p.m.	Sales Representative
2:00 – 6:00 p.m.	Testing (all students take the test as their schedule permits)
4:00 – 5:00 p.m.	Event Debriefing (check your individual schedule for specific time)
5:00 p.m. – 7:30 p.m.	Dinner on Your Own Check the Restaurant Flyer for nearby locations
8:00 p.m.	Opening Session & Annual Business Meeting - <i>Taylor Hill, Keynote</i>
9:30 p.m.	Casino Night and Karaoke

Friday, February 17, 2006

8:30 a.m.	Judge Orientation
8:30 a.m.	Preparation Check-in Case Studies without Exam
9:00 a.m.	Entrepreneurship Event
9:00 a.m.	Advertising Campaign
9:00 a.m.	Chapter of the Year
9:00 a.m.	Member of the Year

12:45 p.m.

Awards Luncheon

2:30 p.m.

Adjournment

Registration Checklist

DUE TO STATE OFFICE BY FEBRUARY 1, 2006!!!

Chapter _____

-

Name of Chapter President _____

Volunteer(s) for Casino Night _____

- Black Jack
- Texas Hold 'Em
- Craps
- Roulette

My chapter is participating in the Community Service Project.

- Yes
- No

My chapter will contribute a door prize(s).

- Yes
- No

My chapter will bring a CD with Chapter song for Awards luncheon

- Yes
- No

I have included the following forms in my registration:

- Registration Summary
- Check or P.O. (no personal checks, please)
- Competitive Events Registration Form
- Statement of Assurance Form
- State President Application Form
- Member of the Year Nomination
- Lifetime Achievement Award Nomination
- Hall of Fame Award Nomination
- Hotel Rooming List

Please return this form by **Feb. 1**
with all forms to:

Marsha Ruetters, Missouri ΔEX
P.O. Box 480
Jefferson City, MO 65102
FAX: 573/526-4261
marsha.ruetters@dese.mo.gov

2006 Missouri ΔEX Career Development Conference Registration Summary

Chapter _____

Advisor(s) _____

Instructions:

All participants must be paid members of ΔEX and listed on chapter rosters as of **February 15, 2006**. Payment must be received by National DECA in order to be considered an official member. State CDC Registration is due in the state office by **February 1, 2006**.

A check or school purchase order for the total number of persons attending should be submitted no later than **February 16, 2006** at the conference registration. It is preferred that payment arrive prior to that time, however!

This includes 1 night's lodging, awards, entertainment costs, awards luncheon, judge expenditures, equipment rental, room rental, printing, and miscellaneous costs.

<u>Type of Room</u>	<u>Reg. Fee</u>	<u># Participants</u>	<u>Total Due</u>
Single room registration	\$160.00	X _____	= _____
Double room registration	\$120.00	X _____	= _____
Triple room registration	\$102.00	X _____	= _____
Quad room registration	\$ 95.00	X _____	= _____
 T-shirts	 \$10.00	 X _____	 = _____
	Total Due	_____	= _____

Please return this form by **Feb. 1**
with your registration summary to:

Marsha Ruetters, Missouri ΔEX
P.O. Box 480
Jefferson City, MO 65102
FAX: 573/526-4261
marsha.ruetters@dese.mo.gov

Make checks payable to:
Missouri Delta Epsilon Chi

REGISTRATION AND ROOM ASSIGNMENTS

College _____

page _____ of _____

Last Name, First Name	T-shirt (S, M, L, XL, XXL)	Gender M/F	Advisor (A) or Student (S)	Room Preference
Room No.				Single _____
1.				Double _____
2.				Triple _____
3.				Quad _____
4.				
Last Name, First Name	T-shirt (S, M, L, XL, XXL)	Gender M/F	Advisor (A) or Student (S)	Room Preference
Room No.				Single _____
1.				Double _____
2.				Triple _____
3.				Quad _____
4.				
Last Name, First Name	T-shirt (S, M, L, XL, XXL)	Gender M/F	Advisor (A) or Student (S)	Room Preference
Room No.				Single _____
1.				Double _____
2.				Triple _____
3.				Quad _____
4.				
Last Name, First Name	T-shirt (S, M, L, XL, XXL)	Gender M/F	Advisor (A) or Student (S)	Room Preference
Room No.				Single _____
1.				Double _____
2.				Triple _____
3.				Quad _____
4.				
Last Name, First Name	T-shirt (S, M, L, XL, XXL)	Gender M/F	Advisor (A) or Student (S)	Room Preference
Room No.				Single _____
1.				Double _____
2.				Triple _____
3.				Quad _____
4.				

2006 Missouri ΔEX Career Development Conference Event Registration Form

Chapter _____

Advisor(s) Attending _____

*Type or print each participant's first and last name. Identify the event(s) s/he will participate in by putting an "X" in the appropriate box(es). If in a team event, identify team members by using Team 1, Team 2, etc. for each category (i.e. BETH). Participants may elect to compete in *one* event from **Group A** and *one* event from **Group B** OR *two* events from **Group A**. A member may also compete in Member of the Year and Chapter of the Year (state events only) at the State CDC in addition to the Group A and B events. However, an individual may only compete in one event at the International CDC.

Participant's Name	Group A									Group B							
	AAML	RFSM	RMML	HMM	FSMM	SRP	MDHR	MM	ECOM	MOY	COY "X" for all eligible	BETH Team #	BLAW Team #	BBM Team #	SEM Team #	ENP Team #	ADC Team #

Please Type/Print

College _____

Received: _____

Advisor _____

**MISSOURI ΔEX
STATEMENT OF ASSURANCE**

_____, have properly completed and signed copies of the Missouri
Advisor's Name
ΔEX Comprehensive Consent Form on file for each student attending Missouri ΔEX activities

.By signing below I am also indicating that I will have the Missouri ΔEX Comprehensive
Consent Form in my possession for the duration all ΔEX activities, including travel to and from
these activities. I also understand the following:

1. Missouri ΔEX will not collect the Comprehensive Consent Form prior to or at Missouri ΔEX activities.
2. The Missouri ΔEX Comprehensive Consent Form, when properly and totally completed, provides the best protection for my student's medical needs and my liability during either of these activities.

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated as indicated by my signature appearing below.

Date

Chapter Advisor Signature

School Official Signature

PLEASE RETURN THIS FORM TO STATE ADVISOR PRIOR TO ATTENDING YOUR FIRST STATE ACTIVITY.

Missouri ΔEX Voting Delegates

According to Bylaw III, Section I, Missouri ΔEX will exercise its membership voting privileges through Voting Delegates. Each local chapter shall have five base votes per Chapter Charter, and one additional vote per each additional ten members in excess of the base Chapter Charter requirements. The basis for the number of voting delegates shall be determined by the number of members identified on the roster received by the state office for the second semester deadline.

The Fall Semester rosters have been used to identify the following number of delegates per chapter:

Chapter Delegates	Current Roster Membership	# Voting
Columbia College	14 (unpaid)	6
ITT Technical Institute	13	6
Lincoln University	20	7
Missouri Southern State University	15	7
Moberly Area Community College	5 (unpaid)	5
North Central Missouri College	16 (unpaid)	7
Northwest Missouri State Univ.	0	0
Southeast Missouri State University	23 (unpaid)	7
Southwest Missouri State University	3 (unpaid)	5
Saint Louis University	8 (unpaid)	6
Three Rivers Community College	39	9
Truman State University	0	0
University of Missouri-Columbia	10 (unpaid)	6
Westminster College	14	6

In order for a student to compete, their name must appear on the on-line roster and the dues must be paid to the National Office by February 15, 2006.

Any changes made to your on-line roster will be reflected in the number of your voting delegates. This information will be provided at the Registration on February 16.

RESERVATIONS HOTEL

Instructions:

1. Using the attached rooming list, indicate the conference participant's name and gender.
2. Identify the type of room desired (single, double, triple, quad).
3. Submit your rooming list with your registration forms by **February 1, 2006**.

We are required to submit a rooming list to the hotel by **February 1, 2006** in order to hold our room block. Please fax this to me at 573/526-4261 so that I can compile the master list and meet our deadline. Thanks for your consideration in this matter.

Please inform your students that check-in time is 4:00 p.m. It is highly likely that the rooms will be ready upon your arrival. However, prepare the students for the published check-in time.

Check-out time is 11:00 a.m. on Friday. Advisors have late check-out times, so that all luggage can be safely stored. Please be sure to have students pay any incidental charges and clear their accounts.

2006 ΔEX CHAPTER OF THE YEAR GUIDELINES

1. A team of two State Conference participants will be randomly chosen to represent their chapter in the Chapter of the Year interview. Chapter Advisors will be informed of the selection during the registration procedure. This allows the team members time to discuss their approach with their chapter members.
2. Each chapter is asked to develop an overview that gives the following information.
 - a. History of the chapter
 - b. Description of the community in which school is located (populations, socioeconomic information, demographics, industry, needs of the community, etc.)
 - c. Description of the college (number of students, extra-curricular activities, programs available, etc.)
 - d. Civic activities in which the chapter was involved
 - e. Career preparation activities in which the chapter was involved (guest speakers, field trips, etc.)
 - f. Social activities in which the chapter was involved
 - g. Leadership development activities in which the chapter was involved
 - h. Activities involving high school DECA members in which the chapter participated

Notecards may be used. This will be presented at the beginning of the interview. All chapter members should be familiar with this information in the event they are chosen to be interviewed.

3. Interviews will be 15 minutes in length. The overview/introduction will be presented at the beginning of the interview. The judges will interview participants concerning activities in which the chapter participated.
4. The chapter with the highest point total will be awarded the Chapter of the Year trophy at the Awards session.

Missouri ΔEX Member of the Year

This award honors ΔEX members who have made outstanding contributions to the association at the local and state levels. Each local chapter is eligible to submit one nominee. The nominee must attend the State Career Development Conference in order to receive recognition.

Nomination Procedures

1. A resume (2 page maximum) outlining the member's participation in ΔEX and a letter of recommendation from the local chapter advisor should be sent to the state office with the registration materials.
2. Participate in a brief interview at the State CDC.

Criteria

1. Submitted resume and letter of recommendation from Chapter Advisor.
2. Participated in a project with business and industry as a planned chapter function.
3. Participated in a project to benefit a civic/community organization.
4. Organized a major chapter function.
5. Served as a local or state officer or a committee chair.
6. Attended a ΔEX state or national conference or participated in assisting with a high school DECA function.
7. Represented ΔEX before a civic, professional, or school group.

Judging

The committee considers the above criteria and the interview in the selection of the Missouri ΔEX Member of the Year. A plaque is presented to the winner. The runners up will be recognized with certificates. Recognition will take place at the Awards Session of the State CDC.

Missouri ΔEX State President Candidate Guidelines

- 1.** Submit the application and endorsement by **February 1, 2006**.
- 2.** Deliver a brief statement (3-5 minutes maximum) to the delegation at the State President Election Session. Content of the message should include introductory information, reasons for interest in the position, qualifications, and involvement in ΔEX. You may use note cards.
- 3.** Answer questions asked by Voting Delegates in a 10 minute Question & Answer period.
- 4.** Following the questioning, voting delegates will cast their ballots for the State President. The candidate with the most votes will be announced at the Awards Session.

Missouri ΔEX State President Application

Name _____

Home Address _____

Home Phone (_____) _____ Date of Birth _____

College _____ Advisor _____

E-mail address _____ Shirt Size _____

Will you be able to serve the term of office for one school year? _____

Are you willing to attend the following conferences as a part of your responsibilities? _____

State Officer Training Conference (September 2006)

Fall Leadership Conference (November 2006)

State Career Development Conference (February 15 & 16, 2007, Lake Ozark)

Will you adhere to the conference guidelines and code of ethics in the Missouri ΔEX Consent Form? _____

Will you clear any absences association with Missouri ΔEX in advance with your instructors? _____

Why do you wish to be the Missouri ΔEX State President?

Candidate's Signature

Advisor's Signature

Participant Update

Please be certain you review these guidelines so that you are prepared for the competitive events. If you should have any questions, please ask your chapter or state advisor for clarification.

- *Carefully select the event(s) in which you wish to compete. All interviews will be set prior to the conference. Any changes that need to be made must be made before the conference.*
- *If you have any questions about your event while at the conference, please speak with the event director.*
- *You may use a calculator during the comprehensive written exam.*
- *Be prepared by bringing a #2 pencil, pen, and scratch paper.*
- *Professional dress and conduct is an important part of your total presentation. If you are not sure as to the appropriateness of your attire, check with your chapter advisor for a second opinion.*
- *Report to your scheduled event at least 5 minutes prior to your appointment time. This will insure that you are in the right place at the right time, giving you added confidence.*
- *Competitors should plan to attend the debriefing of their competitive events if their schedule allows. All debriefing times will be posted outside the Terrace 3. Debriefings will take place in the Cinema.*
- *As a professional, adherence to the "NO ALCOHOL" rule during official conference activities is expected. This is an important professional development activity and should be treated in the same manner as a job interview. This is a great opportunity for networking - use it to your best advantage!*
- *Headquarters is in Terrace 1.*

Missouri Delta Epsilon Chi
DRESS GUIDELINES

"Dress for Success!"

All Delegates are expected to:

- *Wear business attire to the general sessions, competitive events, & workshops*
- *Wear casual attire at the social functions*

Females:

- Businesslike blouse & skirt
- Business suit
- Business dress

Males:

- Dress shirt & tie
- Dress slacks & sportcoat
- Suit

Your local advisor will be able to provide guidance concerning questions.

