



CONFERENCE INFORMATION

CONFERENCE DATES

March 18-20, 2012

LODGING AND CONFERENCE SITES

The Lodge of Four Seasons

Lake Road HH
Lake Ozark, MO 65048
(573) 365-3000
www.4seasonsresort.com

Camden on the Lake Resort

2359 Bittersweet Rd.
Lake Ozark, MO 65049
(888) 365-5620
www.camdenonthelake.com

Country Club Hotel & Spa

301 Carol Road
Lake Ozark, MO 65049
(573) 365-2334
www.countryclubhotel.com

CHECK-IN

Room assignments and arrival times will be established after all districts' registration materials are received. You will receive your assignments in early March. **Please understand that ALL chapter advisors in a district MUST be present prior to room keys being distributed. Do not come earlier than your scheduled time** as rooms will not be ready prior to 4 p.m.

QUOTAS

The number of delegates from District CDC to State CDC is determined by a [quota system](#). Click to view the list of eligible delegates according to the quota system (or see attachment).

MISSOURI DECA

Linda Krehbiel Kathy Parrett
State Advisor State Treasurer
(573) 751-4367

[State Career Development Conference](#)

All registration, changes, room assignments, and other special needs must be processed by your District Competitive Events Director.

REGISTRATION MATERIALS

Chapter advisors will submit all registration materials to the District Competitive Events Director. Materials required for registration are listed below, attached to this email, and may be accessed from the [Missouri DECA Website](#):

- Chapter Registration Summary
- Chapter Registration and Rooming Form
- Check or Purchase Order for amount due *payable to Missouri DECA*
- Competitive Events Written Manuals which must be registered prior to the conference
- Statement of Assurance Form (if not previously submitted to the State office)
- Agreement to Supervise Form (if applicable)

When completing the Chapter Registration and Rooming Form, be sure to spell students' names correctly. Typed forms are requested. Use the attached form or access from our [website](#). **Check the names against those on your chapter roster and be certain they are a 100% match.** If the student is on a second semester additions roster, put an "A" after their roster number. Click here to use the proper [event abbreviations](#) (or see attachment)

WHO CAN ATTEND?

All delegates attending the Missouri DECA State CDC must qualify through participation in their respective event at the District CDC.

- Students must be on an official submitted DECA Roster.
- A student may participate in only one competitive event at the State CDC.
- Team members cannot be substituted.
- If a member of a team decision making event drops, you must drop the entire team and the teammate cannot attend the State CDC.

Refunds prior to **March 8**

Substitutions until **March 15**

The ICDC Registration Meeting will be held

Tuesday, March 20, following the Awards Session.

REGISTRATION INFORMATION

REGISTRATION COSTS

The following registration amounts **per person** include two nights lodging, four meals, conference materials, entertainment, awards, and facilities. Delegates will also receive a conference t-shirt, but size changes cannot be made to your order after you submit your registration. If no t-shirt is specified, a LARGE will be ordered.

STUDENTS —Quad	\$215	ADVISORS —Single	\$395
STATE OFFICERS,		Double	\$275
STATE OFFICER ADVISORS,		Triple	\$235
and LEADERSHIP ACADEMY DIRECTORS —No fee			

Please list State Officers and State Officer Advisors in a **SEPARATE** room on the Chapter Registration and Rooming form.

REFUND POLICY

Full refunds will be granted for requests received in writing to your District Competitive Events Director prior to **March 8**.

District Competitive Events Directors may substitute competitors until **March 15**.

All registration, changes, room assignments and other special needs must be handled through your District Competitive Events Director.

ADVISOR AND ADULT ROOMING

Every effort will be made to honor your request for advisor rooming. In an effort to keep your district's delegation at one property, advisor singles may not be available. If you request a single room and it is not available, you will be paired with another advisor of the same gender in a double room and billed at the double rate.

COMPREHENSIVE CONSENT FORMS

Advisors must have a signed **"Comprehensive Consent Form"** for each student attending the conference. Keep these forms in your possession and **return your signed "Statement of Assurance" form** with registration materials (if not previously submitted to the State office).

STUDENT TRAVEL/ATTENDANCE POLICY

Students are not allowed to drive to any state, regional, or international DECA event. All delegates to these conferences are expected to attend the entire conference and complete all conference activities.

TRANSPORTATION

Shuttle transportation will operate offsite for those chapters not housed at the Lodge of Four Seasons. However, do not expect immediate service. If you want transportation at your convenience, consider asking your school transportation to remain onsite for the duration of the SCDC.

CHAPERONES / BUS DRIVERS

School administrators and counselors are welcome to attend all or part of the DECA State CDC. **Be sure to include them on the registration form.** If you need lodging for a bus driver, it must be indicated on your registration.

SUPERVISION RATIO AND PROCEDURES

The supervision ratio for this conference is **one advisor for every 10 students**. If you wish to assign students to another advisor outside of your school district for supervision purposes, complete and return the **"Agreement to Supervise"** form. Otherwise, one person who is **employed by your school district** must accompany every 10 students. *If you are in a multiple chapter school district and the quota is met district-wide, you do not need to submit this form.*



SPECIAL RECOGNITION

Missouri DECA will recognize

- ★ **Scholarship Award Recipients**
- ★ **LEAD 63 Award Recipients**
- ★ **Friends of DECA, Diamond Award and Crystal Catalyst Recipients**
- ★ **Membership Recognition** for Chapters achieving increases

ADA ACCOMMODATION

In compliance with the Americans with Disabilities Act, Missouri DECA will make all reasonable efforts to accommodate persons with disabilities at its meetings. Please call 573-751-4367 with your requests before February 25.

NON-DISCRIMINATION POLICY

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson St., Jefferson City, MO 65102-0480; 573-526-4757 or Relay Missouri 800-735-2966.

NON-SMOKING POLICY

No smoking is allowed at the Missouri DECA State Career Development Conference. Smoking is a violation of Item 8 on the Delegate Conduct Practices and Procedures.

COMPETITIVE EVENTS INFORMATION

PHOTO ID REQUIREMENT

Students should bring photo identification with them to competition in order to verify they are the individual registered. This DECA policy will be practiced at ICDC. The student will need photo identification during **all competitive events components**. If for any reason the student does not have photo identification, he or she must locate the chapter advisor and proceed to Terrace 2 where the chapter advisor will complete a verification form for the student to use during competition.

COMPETITIVE EVENTS SCHEDULES

Schedules for **team and written events** will be posted in the Lobby of the Lodge of Four Seasons on Sunday. Schedules for Individual Series events will be distributed at event check-in/testing on Monday. No scheduling adjustments or considerations will be made. Delegates must stay for the duration of the conference.

CLUSTER EXAMS

DECA's competitive events have been categorized by career clusters. Comprehensive exam questions and performance indicators used in role-plays and case studies will be drawn from instructional areas relevant to the career cluster in which events are categorized. Specific performance indicator lists and sample exams may be viewed at <http://www.deca.org/competitions/highschool/>.

WRITTEN EVENT REGISTRATION

The following entries must be registered with Missouri DECA by your District Competitive Events Director. Please check with this individual for the deadline in your district. Submit only **one** copy of each event.

- **Business Operations Research** Events (BOR, BMOR, HTOR, SEOR)
- **Chapter Team Events** (CMP, CSP, EPP, FLPP, LEP, PRP)
- **Entrepreneurship Written**

Your District Competitive Events Director registers the following events during the registration meeting at the State CDC on **March 18**. Submit only one copy. Students should retain a copy for use during the presentation.

- **Entrepreneurship Participating**
- **Advertising Campaign**
- **Fashion Merchandising Promotion Plan**
- **Sports & Entertainment Promotion Plan**
- All written events must be submitted in an **official DECA written folio** (available at [DECA Images](#)). The older style written event folios will be accepted at State CDC and ICDC.
- Be sure that the [Written Event Statement of Assurances](#) (clickable) is completed and included with all events for which it is required. Check the "Checklist Standards" for each event to determine if it is required. Projects missing this form will be assessed a 15 point penalty.
- All written entries must have a **label** on the **upper right corner** of the folio with the School Name, Missouri DECA District Number, and Event Abbreviation.

School Name
District Number
Event Abbreviation



DRESS CODE

Per the DECA Guide, *"from the opening session until the end of the closing session, students, advisors and professionals shall adhere to the Dress Code requirements. It is the Chapter Advisors' responsibility to see that their students and themselves comply with the rules established for proper dress code. Advisors should monitor students' dress at all functions."*

Students, advisors, and chaperones are required to wear professional attire to Sunday Dinner, Opening Session, during Competition, at Tuesday's District Meeting, and at the Awards Session.

Missouri DECA has established a quality image with many business professionals in attendance at State CDC. Dress should not distract from our environment, and participants should use good judgment when deciding what to wear.

Professional Business Attire

MALES

- Suit, sport coat or DECA blazer
- Tie
- Collared dress shirt
- Slacks
- Dress socks (no sport/athletic socks)
- Dress shoes (no athletic shoes)

FEMALES

- Professional dress, business suit (skirt or dress slacks), business skirt/pants and blouse with separate jacket or DECA blazer
- Dress shoes (no flip flops, athletic footwear, etc.)

UNACCEPTABLE Casual Attire

- Tops with spaghetti straps, halter tops, tube tops
- Athletic gear including bike shorts, mesh shorts, and rippled-sleeve shirts
- Clothing items with inappropriate or unhealthy language or logos
- Clothing items that do not provide appropriate coverage of the midriff, back, and undergarments

INTERNATIONAL DECA CDC: April 27-May 2

STATE TO ICDC QUOTAS

The following outlines the eligibility qualifications to represent Missouri at the ICDC in Salt Lake City, Utah.

- Principles of Business Administration (Top 4)
- Individual Series (Top 6)
- Team Decision Making (Top 5)
- Business Operations Research (Top 4)
- Chapter Team Events (Top 4)
- Business Management and Entrepreneurship (Top 4)
- Marketing Representative (Top 4)
- Professional Selling (Top 4)

The top 8 finalists will be called to the stage at the State CDC Awards Session.

If your student makes it to the stage during the Awards Session and receives a medallion, you should plan to attend the registration meeting in the event your student becomes eligible to attend the ICDC due to drops. **Failure to attend this meeting results in the forfeit of your students' opportunity to register for the ICDC** should they become eligible.

- Virtual Business Challenge (All identified National Qualifiers)
- Leadership Delegates (24)
- State Officers (If not competing, may serve as Voting Delegates)

ICDC REGISTRATION

Missouri DECA will travel *as a state delegation* to the [International Career Development Conference](#) in Salt Lake City, UT. Departure is **Friday, April 27**, and return is **Wednesday, May 2, 2012**. Neither students nor advisors may attend only part of the conference or provide their own travel arrangements.

Please ask students to make a commitment prior to the State CDC whether or not they will attend the ICDC if they qualify.

Registration will occur at the **ICDC Registration Meeting** immediately following the State CDC Awards Session on **Tuesday, March 20**.

Chapter advisors with qualifying students **must** attend. Only students and their advisors who have qualified may attend ICDC conference.

Approximate registration costs for the ICDC are:

- Quad \$915.00
- Triple \$985.00
- Double \$1165.00
- Single \$1600.00

This amount includes conference registration, air and ground transportation, five nights lodging, and state activities.



MAKE ICDC REGISTRATION EASY

- Think about ICDC **before** State CDC.
- Discuss ICDC with your administrator to obtain approval **before** attending State CDC.
- Have your students (and their parents) decide **before** attending State CDC if they will attend ICDC if they qualify.
- Attend the ICDC Meeting if your students qualify—even if they drop.
- Listen attentively during the ICDC registration meeting.

GENERAL ICDC INFORMATION

- ICDC Tentative [Conference Agenda](#)
- [Chapter Advisor Conference Information](#)
- [About Salt Lake City](#)

DECA is excited to announce that the **Eli Young Band** will perform a DECA-clusive concert at DECA's ICDC.

More details and ticket prices coming soon.



CHAPTER REGISTRATION SUMMARY

SCHOOL: _____

DISTRICT: _____

Submit the following forms to your **DECA District Competitive Events Director** by the deadline established by your district. No cash or student checks will be accepted.

- | | |
|--|-------------|
| • Chapter Registration Summary (this form) | CED Initial |
| • Chapter Registration and Rooming Form | _____ |
| • Check or Purchase Order with administrator signature payable to Missouri DECA | _____ |
| • Competitive Events Written Manuals for those that require pre-registration | _____ |
| • Statement of Assurance Form (if not previously submitted) | _____ |
| • Agreement to Supervise Form (if applicable) | _____ |

Number	Delegate Type	Amount	Total
_____	State Officers, State Officer Advisors, Leadership Academy Directors	X <u>\$0.00</u>	= \$ _____
_____	Students	X <u>\$215.00</u>	= \$ _____
_____	Advisor, single	X <u>\$395.00</u>	= \$ _____
_____	Advisor, double	X <u>\$275.00</u>	= \$ _____
_____	Advisor, triple	X <u>\$235.00</u>	= \$ _____
_____	TOTAL ADVISORS AND STUDENTS		\$ _____

- Your district will not be able to check in at State CDC until EVERY chapter in your district is present and has completed all registration requirements with the District Competitive Events Director.
- **All outstanding payments should be sent to Missouri DECA, P.O. Box 480, Jefferson City, MO 65102.**

TRANSPORTATION

If your district is housed offsite, will you provide your own transportation for the duration of the conference?

_____ Yes _____ No

ADVISOR ASSIGNMENTS

All advisors will be assigned to a conference management task, most of which will involve serving as a competitive events facilitator. Please be prompt to your assigned tasks and treat all advisors and students with respect. Missouri DECA thanks you for your assistance in making this a rewarding and positive experience for all involved.