



MISSOURI  
**DECA**<sup>TM</sup>

October 19-20, 2014

# Fall Leadership and State Officer Election Conference

## DATE

October 19-20, 2014

## POSTMARK DEADLINE OF MATERIALS

September 26, 2014

### Send to

Missouri DECA Fall Leadership & State Officer Election Conference  
P.O. Box 480  
Jefferson City, MO 65102-0480

## STUDENT TRAVEL/ATTENDANCE POLICY

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

## LODGING & CONFERENCE SITE

[The Lodge of Four Seasons](#)

Lake Road HH  
Lake Ozark, MO 65049  
(573) 365-3000

## RATES

Student	\$105
Advisor Single	\$205
Advisor Double	\$155
Advisor Triple	\$130

Cost includes one night lodging, Sunday dinner, Monday lunch, registration, materials, speaker fees, conference t-shirt, refreshments, entertainment, tax and gratuities.

## STUDENT ROOMING

Please make every effort to put students in quad rooms. If you do not have full sets of four students per gender, Missouri DECA will room them in quads with students from other school districts.

## ADVISOR AND ADULT ROOMING

Every effort will be made to honor your request for advisor rooming. In an effort to keep the entire delegation at one property, advisor singles may not be available. In that case, you will be paired with another advisor in a double room and billed at the double rate.

## SUPERVISION

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.

## WHO MAY ATTEND

### VOTING DELEGATES

Please refer to the **voting delegates allotment chart** included in this packet to determine your chapter allotment. **The ratio is one voting delegate for every 7** on the chapter's roster, including professional members, and major fraction thereof. If you wish to base your allotment on this year's membership, you must submit your 2014-2015 DECA roster online before September 19. **Chapters that submit more names than their allotment will be contacted to correct their registration.** In addition to serving as voting delegates & to select their District Vice President, students will participate in workshops on Sunday evening and Monday morning:

- **WE ARE COMPETITIVE!**  
Based on the experience, Voting delegates, will attend a workshop for either role plays or written events.
- **WE CONNECT!**  
Voting delegates will discover leadership opportunities through these workshops

### ADVISORS/CHAPERONES

Advisors and Chaperones will be assigned duties to help with the management and operation of the conference. To show our appreciation, a reception will be held for Advisors prior to check-in.

### CONFERENCE CHECK-IN

**All advisors** are required to register in the Marbella Room from 3:30-4:30 p.m. on Sunday. Each District will be assigned a specific check-in time and will complete the registration process together. **Please understand that ALL chapter advisors from your district MUST be present prior to distribution of room keys.**



### DRESSED FOR SUCCESS

In the professional world, it's important to be **"Dressed for Success."**

Missouri DECA's Fashion Board will be looking for those members whose professional attire exceeds our dress code.

Those designated individuals will receive an exclusive **"Dressed for Success"** pin to wear!

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## ELECTION INFORMATION

## Fall Leadership and State Officer Election Conference

### CANDIDATE PROCEDURES—EXECUTIVE STATE OFFICERS & DISTRICT VICE PRESIDENTS

#### APPLICATIONS

All potential candidates must submit an application to the state office. *Chapter Advisors please print & read the letter before giving the application to interested students. The application packet is available on the Missouri DECA website under the “Conference” tab.* You may also direct interested candidates to the website and click on “State Officers”. **Applications for State Officer Candidates are due to the State Office and must be postmarked on or before September 24, 2014.**

Students considering either an Executive Officer position or District Vice President **need only complete one** application. However, it is imperative that the application have the specific positions marked appropriately.

#### REQUIREMENTS

- All requirements specified in the application packet **must be complete** or the candidate will **not** be allowed to proceed.
- **Each DECA chapter will be allowed** to submit one candidate per office for President, Vice President of Advocacy, Vice President of Communication, and Vice President of Community Service, and one candidate for District Vice President.
- The candidate must have a **counselor’s signature** verifying a cumulative 2.75 or higher grade point average on a 4.0 scale.
- **Students may run for both** an Executive Office and District Vice President, but may only serve in one elected position.
- **Conference Attendance** The four Executive State Officers and 12 District Vice Presidents are **required** to attend the State Officer Training Conference on **Nov. 8-9, 2014**, the **State CDC Planning Meeting** on **Jan. 17-18, 2015**, and the **State Career Development Conference** on **March 15-17, 2015**. These meetings will be held at The Lodge of Four Seasons in Lake Ozark. The President also must attend the **International Career Development Conference** from **April 24-29, 2015 in Orlando, FL**. Students should **not** run for office if they are unable to attend these conferences.

#### CAMPAIGNING

**District Vice President campaigning is limited to the District Meeting on Sunday evening.** Candidates and their supporters may **not** campaign or distribute **materials** prior to this session. Campaign materials (written and printed) are confined to this session with the exception of transporting campaign materials to and from the session. No campaign materials will be allowed in the election session or in the “Meet the Candidates” session.

**Executive Officer campaigning will be confined to the “Meet the Candidates” session.** Candidates and their supporters may **not** campaign or distribute **materials** prior to this session. Campaign materials (written and printed) are confined to this session with the exception of transporting campaign materials to and from the session. No campaign materials will be allowed in the election session or outside the “Meet the Candidates” session.

#### “MEET THE CANDIDATES” SESSION

All Executive State Officer Candidates will have the opportunity to campaign at the “Meet the Candidates” session. Each candidate will have a 6-foot table to display campaign materials (handouts, brochures, flyers). **No food, beverage or items of monetary value are allowed.** **Set up should take place between 3:00-4:00 p.m. on Sunday.** The candidate may have one individual assist in setting up the campaign table. The session will take place from **9:45-10:30 p.m.** on Sunday. See the “State Officer Candidate Application Packet” for campaigning guidelines.

### IMPORTANT INFORMATION

#### NO ALCOHOL OR NARCOTICS ALLOWED

No alcoholic beverages or narcotics in any form shall be possessed by delegates at the Missouri DECA Fall Leadership and State Officer Election Conference. See Item 6 on the Delegate Code of Conduct Practices and Procedures.

#### 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 October 1.

#### NON-DISCRIMINATION POLICY

*It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. 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, Office of the General Counsel, Coordinator—Civil Rights Compliance (Title VI/ Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).*

#### NON-SMOKING POLICY

No smoking is allowed at the Missouri DECA Fall Leadership and State Officer Election Conference. Smoking is a violation of Item 7 on the Delegate Code of Conduct Practices and Procedures.

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## REGISTRATION INFORMATION

Fall Leadership and State Officer Election Conference

Please use the **EXCEL** registration interface to register your chapter. Mail directly to Missouri DECA your:

- Statement of Assurance
- Agreement to Supervise (if applicable)
- Check or copy of purchase order.

Do not rely on your school office or bookkeeper to submit your materials. Please keep a copy of all materials. The deadline for conference registration is **September 26, 2014**.

**FORMS** (All forms are attached. They may also be found on the [Missouri DECA website](#), click "Forms")

### COMPREHENSIVE CONSENT FORM:

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.

### ADVISOR HEALTH FORM:

DECA Advisors may voluntarily submit any or all of the above information to the address below. It would be helpful to include a copy of your health insurance card (front and back). This information will only be used should the need arise at a Missouri DECA sponsored conference.

### STATEMENT OF ASSURANCE FORM:

This form is completed by the DECA Chapter Advisor, signed by a school official and returned to the State Advisor prior to the first Missouri DECA Conference attended.

### AGREEMENT TO SUPERVISE FORM:

A chapter's conference delegation must meet the adult-to-student ratio established by the conference. Adults must be employees of the chapter's school district or chapter advisors who have submitted an *Agreement to Supervise* form with the appropriate signatures.

## REGISTRATION ACKNOWLEDGMENT

You will receive an acknowledgement once we receive your registration materials. If you do not receive this acknowledgement by October 1, please contact our office to verify that your registration has arrived.

## REFUND POLICY

Refunds are **not available**. Substitutions of the same gender are acceptable.

## T-SHIRTS

All conference participants will receive a t-shirt. **If a t-shirt size is not specified, a large will be ordered.** Please check your order carefully.

## DRESS CODE

Students, advisors, and chaperones shall adhere to the Dress Code requirements for the entirety of the conference. The Chapter Advisor is responsible for communicating the dress code requirements to all conference attendees and for ensuring compliance with the rules established for proper dress.

Missouri DECA maintains a quality learning environment for conference participants. Dress should not distract from the learning environment. Participants should use good judgment when deciding what to wear. Professional business attire should be worn to all activities other than "Meet the Candidates" session, and **WE ARE SOCIAL!** activities.

### Professional Business Attire:

<p><u>Males</u></p> <ul style="list-style-type: none"> <li>• Suit or sport coat or DECA blazer</li> <li>• Tie</li> <li>• Collared dress shirt</li> <li>• Slacks</li> <li>• Dress socks (no sport/athletic socks)</li> <li>• Dress shoes (no athletic shoes)</li> </ul>	<p><u>Females</u></p> <ul style="list-style-type: none"> <li>• Professional dress, business suit (skirt or dress slacks), business skirt/pants and blouse with separate jacket or DECA blazer</li> <li>• Dress shoes (no flip flops, athletic footwear, etc.)</li> </ul>	<p><b>Unacceptable Casual Attire:</b></p> <ul style="list-style-type: none"> <li>• Tops with spaghetti straps, halter tops, tube tops</li> <li>• Athletic gear including bike shorts, mesh shorts, and rippled-sleeve shirts</li> <li>• Clothing items with inappropriate or unhealthy language or logos</li> <li>• Clothing items that do not provide appropriate coverage of the midriff, back, and undergarments</li> </ul>
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**VOTING DELEGATE ALLOTMENT**

**Fall Leadership and State Officer Election Conference**

**VOTING DELEGATES ( \*\*Any chapter that was not in existence last year will be allowed to bring up to 2 voting delegates. )**

Each chapter may submit one voting delegate for every 7 student and professional members based on the 2013-2014 rosters. Chapters wishing to submit the 2014-2015 roster must do so online before September 19 and may base the voting delegate quota on the new membership. **Students running for State Officer positions do not count against a chapter's quota.**

**DISTRICT 1**

Chapter	Members	Delegates
Cameron High School	37	5
Excelsior Springs Career Center		
Kearney High School	68	9
Liberty High School	7	2
Liberty North High School	67	9
North Kansas City High School	32	4
Oak Park High School	3	2
Park Hill High School	81	11
Park Hill South High School	43	6
Platte County High School	68	9
Savannah High School	84	12
Smithville High School	89	12
St. Joseph-Benton High School	85	12
St. Joseph-Central High School	150	21
St. Joseph-Lafayette High School	65	9
Staley High School	25	3
Winnetonka High School	22	3

**DISTRICT 2**

Chapter	Members	Delegates
Boonslick Career & Tech Center**		
Columbia-Hickman High School	57	8
Frederick Douglass High School		
Fulton Sr High School	22	3
Hannibal Career & Tech Center	43	6
Kirksville Area Tech Center		
Linn County Area Career & Tech	18	2
Mexico Area Voc-Tech School	21	3
Moberly Area Tech Center	107	15
Montgomery County High School	12	2
Putnam County High School	33	4
Rock Bridge Sr High School	77	11
Scotland County High School	46	6

**DISTRICT 3**

Chapter	Members	Delegates
Belton High School	56	8
Blue Springs High School	246	35
Blue Springs South High	271	38
Center Sr High School	54	7
Grandview Sr High School	22	3
Independence Academy High School		
KC Central High School		
KC East High School		
KC Northeast High School	13	2
KC Paseo Academy		
Lee's Summit North High School	148	21
Lee's Summit Sr High School	70	10
Lee's Summit West High School	87	12
Raymore-Peculiar Sr High School	67	9
Raytown South Sr High School	33	4
Raytown Sr High School	67	9

Ruskin High School 11 2

**DISTRICT 3**

Chapter	Members	Delegates
Truman High School	67	9
Van Horn High School		
William Chrisman High School	23	3

**DISTRICT 4**

Chapter	Members	Delegates
Carrollton Area Career Center	27	3
Cass Career Center	117	16
Clinton Technical School	37	5
Ft. Osage Career & Tech Center	35	5
Ft. Osage Independence Center	47	6
Leeton High School	14	2
Lexington High School	8	2
Montrose High School		
Oak Grove High School		
Odessa High School	91	13
Pleasant Hill High School	70	10
Saline County Career Center	57	8
Smith Cotton High School	34	4
Warrensburg Area Career Center	37	5
Windsor High School		

**DISTRICT 5**

Chapter	Members	Delegates
California High School	37	5
Camdenton High School	40	5
Eldon Career Center	15	2
Hermann High School	36	5
Morgan County R-I High School		
Morgan County R-II High School	52	7
Nichols Career Center	17	2
Owensville High School	46	6
Rolla Technical Institute	31	4
School of the Osage	25	3
St. Elizabeth High School		
Tipton High School	64	9
Waynesville Career Center	46	6

**DISTRICT 6**

Chapter	Members	Delegates
Four Rivers Career Center	95	13
Francis Howell Central High	191	27
Francis Howell High School	188	26
Francis Howell North High	173	24
Ft. Zumwalt East High School	40	5
Ft. Zumwalt North High School	93	13
Ft. Zumwalt South High School	39	5
Ft. Zumwalt West High School	62	8
Holt Sr High School	175	25
Timberland High School	100	14
Troy Buchanan High School	29	4
Union High School	111	15

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Warrenton High School	40	5	Rockwood Lafayette Sr High	46	6
<b>DISTRICT 6</b>			<b>DISTRICT 9</b>		
<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>	<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>
Winfield High School	21	3	Rockwood Summit Sr High School	36	5
<b>DISTRICT 7</b>			Seckman Sr High School	52	7
<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>	Webster Groves High School	96	13
Hazelwood Central High School	38	5	Windsor High School	11	2
Hazelwood East High School	90	12	<b>DISTRICT 10</b>		
Hazelwood West High School	15	2	<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>
Jennings High School	23	3	Carthage Technical Center	23	3
McCluer High School	42	6	Diamond High School	31	4
McCluer North High School	47	6	East Newton High School	38	5
McCluer South-Berkeley High	21	3	El Dorado Springs High School	60	8
Normandy High School	13	2	Franklin Technology Center	61	8
Orchard Farm Sr High School	47	6	Lamar Career & Tech Center	48	6
Pattonville Sr High School	53	7	McDonald County High School	14	2
Ritenour Sr High School	24	3	Neosho High School		
Riverview Gardens Sr High School	29	4	Nevada Regional Tech Center	39	5
St. Charles High School	35	5	Sarcoxis High School	19	2
St. Charles West High School	16	2	Scott Regional Tech Center	25	3
<b>DISTRICT 8</b>			Webb City High School	30	4
<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>	<b>DISTRICT 11</b>		
Clayton High School	34	4	<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>
Confluence Prep Academy**			Bolivar High School	11	2
Gateway High	18	2	Branson High School	10	2
Ladue Horton Watkins High School	78	11	Dora High School		
Pacific High School	46	6	Gainesville High School	15	2
Parkway Central High School	86	12	Gibson Technical Center		
Parkway Fern Ridge High School			Logan-Rogersville High School	25	3
Parkway North High School	30	4	Ozark High School	53	7
Parkway South High School	230	32	Ozark Mountain Tech Center	40	5
Parkway West High School	71	10	Republic High School	11	2
Roosevelt High School			Seymour High School	38	5
St. Clair High School	31	4	South Central Career Center		
Sullivan Sr High School	85	12	Springfield-Central High School	17	2
University City Sr High School	15	2	Springfield-Glendale High School	61	8
Vashon High School	27	3	Springfield-Hillcrest High School		
<b>DISTRICT 9</b>			Springfield-Kickapoo High School	38	5
<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>	Springfield-Parkview High School	61	8
Affton High School	58	8	Willard High School	70	10
Bayless Sr High School	51	7	<b>DISTRICT 12</b>		
Crystal City High School			<b>Chapter</b>	<b>Members</b>	<b>Delegates</b>
DeSoto Sr High School	14	2	Cape Girardeau Career & Tech	120	17
Eureka Sr High School	32	4	Caruthersville High School		
Festus Sr High			Dexter High School	31	4
Fox Sr High School	88	12	Fredericktown High School	15	2
Hancock Sr High School	33	4	Kennett Career & Tech Center	36	5
Kirkwood Sr High School	84	12	Park Hills-Central High School	24	3
Lindbergh Sr High School	145	20	Perryville Area Career & Tech Ctr	12	2
Marquette Sr High School			Poplar Bluff High School	21	3
Mehlville Sr High School	87	12	Richland High School		
Northwest High School	26	3	Sikeston Career & Tech Center	82	11
Oakville Sr High School	23	3			

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## TENTATIVE SCHEDULE

### SUNDAY, OCTOBER 19

- 3:30 — Advisor Reception & Registration** Marbella
- 4:30 PM** All advisors from each district must be present to register and receive conference materials.
  
- 3:00 Executive Officer Setup** Exhibit Hall
- 4:00 PM** Executive Officer Candidates can set up for this evening's Meet the Candidate session. Each candidate may have an additional assistant to help. District Vice President candidates will NOT need to set up any materials.
  
- 4:00 PM State Officer Candidate Testing** Valencia
- State Officer Candidates (Executive & DVP) report to receive instructions and complete testing. A reception will follow testing in Escollo. (Professional dress required)
  
- 5:00 PM State Officer Candidate Reception** Escollo
  
- 5:30 — Opening Session and Dinner** Granada
- 6:30 PM** Professional dress is required for dinner session. Please wait to begin eating until after invocation.
- 6:30 PM Board Meetings**
  
- 7:00 — District Meetings**
- 7:45 PM** Each District will have time to conduct team building as well as District Vice President speeches and elections.
  
- 8:00 — WE ARE COMPETITIVE! Workshops** Granada
- 9:30 PM** According to individuals schedule Voting delegates, will attend a workshop for either role plays or written events.
  
- 8:00 — Screening & Nominating Interviews for**
- 9:45 PM District Vice President Candidates**
- District Vice President Candidates will receive instructions and report for interviews
  
- 9:45 — Meet the Candidates** Exhibit Hall
- 10:30 PM** Visit with the Executive State Officer candidates and gather information for the election session
  
- 10:15 — WE ARE SOCIAL!**
- 11:15 PM** Meet new friends from across the state. Appropriate casual attire. Dance in Marbella, Movie in Cordoba, Social (Media) Lounge in Sea Chase
  
- 11:30 — Curfew**
- 6:00 AM** All delegates return to their assigned rooms for the evening. Advisors will be available for supervision.

## Fall Leadership and State Officer Election Conference

### MONDAY, OCTOBER 20

- 6:45 — Breakfast (On Your Own)** HK's
- 7:45 AM** Fast food breakfast service available in HK's.
  
- 7:00 AM Executive Officer Interview Schedules**
- Candidate interview schedules will be posted outside of the Executive Board Room
  
- 8:00 AM General Session** Exhibit Hall
- All conference participants attend this session featuring Keynote Speaker, Judson Lappily
  
- 9:00 AM Screening and Nominating Interviews**
- Interviews begin for the top Executive State Officer Candidates :

  - President – Palma**
  - Vice President Communications – Valderrama**
  - Vice President Community Service – Terrace 2**
  - Vice President Advocacy – Executive Board Room**

  
- 9:00 — WE CONNECT! Workshops** Granada
- 11:00 AM** Advisors and Voting Delegates will attend Workshops to enhance their leadership skills and develop their DECA potential.
  
- 10:00 AM Soda Break**

  - Valencia and Granada Hallways**

  
- 11:15 AM Lunch**

  - Marbella and HK's**

  
- 12:15 PM District Caucus Sessions**
  
- 12:30 PM Election Session and Installation of Officers**

  - Exhibit Hall**

- Voting Delegates hear candidate speeches, receive instructions for their responsibilities and cast their ballots for Missouri DECA's new Executive State Officers.
- Please refer to your conference program upon arrival for the most up-to-date agenda.*

