

# Appendix 1

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## Sample Fall Conference Registration Materials

# District 1 Fall Leadership Conference

## DATE · PLACE

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<b>Date</b>	DATE
<b>Location</b>	Vatterott College 8955 East 38 <sup>th</sup> Terrace Kansas city, MO 64129 816-861-1000
<b>Who Can Attend</b>	Student Members Advisors/Chaperones
<b>Registration</b>	Return these forms to the District Advisor: <ul style="list-style-type: none"><li>• Registration Summary</li><li>• Statement of Assurance</li></ul>

**Deadline for Materials: DATE**  
DECA District 1 Fall Leadership Conference

**Conduct and Consent Forms:** You must have a signed “*Delegate Conduct*” and “*Medical 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.

**Supervision:** Although there is no set number or ratio for the district leadership conference, please make sure you have enough supervision to take care of your own chapter delegates, especially if you have been asked to do another job during the conference.

**Registration:** Registration is one for every 5 student members and major fraction thereof. If you wish to base your allotment on this year’s membership, you must submit your 2004-2005 DECA rosters with this registration. ***Chapters that submit more names than their allotment will be contacted to correct their registration***

These students will participate in the conference events and activities.

**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 that learning environment, and participants should use good judgment when deciding what to wear.

**Professional Business Attire:**

Females:

- Blazer/business suit with dress blouse, or
- Skirt or dress slacks with dress blouse or dress sweater, or
- Business dress, and
- Dress shoes (pumps, heels, or flats)
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Males:

- Business suit with collared dress shirt and necktie, or
- Sport coat/dress slacks, collared shirt and necktie, and
- Dress shoes and socks

**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



**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 the District Advisor with your requests.

**Non-smoking Policy:** No smoking is allowed at the DECA District 1 Fall Leadership Conference. Smoking is a violation of Item 8 on the Delegate Conduct Practices and Procedures.

**Registration Acknowledgement:** You will receive an acknowledgement once we receive your registration materials. If you do not receive this acknowledgement in a timely fashion, please contact the District Advisor to verify that your materials have arrived.

If you should have any questions or comments, please contact DISTRICT ADVISOR NAME, District Advisor, at PHONE.

**REGISTRATION SUMMARY**  
**District \_\_\_\_ Fall Leadership Conference**

**DECA District # \_\_\_\_ School \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_**

Number of STUDENTS (S) \_\_\_\_\_  
Number of Adults (ADV) \_\_\_\_\_  
**Total Attending** \_\_\_\_\_

**Student last name, first name**

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- 40.

**If you need additional space, please number and include on school letterhead.**

## Fall Leadership Conference Vatterott – Kansas City Campus

8:30 - check in and tour of school (juice, coffee, bagels, fruit, etc. will be served)

9 am – Workshop-*The Art of Interviewing and Job Search*

10 – break

10:10 – team building exercises (scavenger hunt, etc)

11 – break

11:15 – speeches

12 – lunch – Sandwiches and such catered by Hy-Vee

12:30 – workshops

1:30 Adjourn