

Table of Contents

Conference Information	
General Information	2
Deadlines.....	2
Conference Fees.....	2
ICDC Changes and Reminders	3
Policies and Procedures	5-8
Registration Information	9
Travel Information	
Travel Policy	10
Air Transportation	10
Airline Shuttle.....	10
Car Rentals.....	11
Hotel Information	12
Tentative Schedule	13-28
Voting Delegate Schedule	29
Competitive Event Abbreviations	30-31
Forms	
Registration	
Intent to Compete Form (A)	33
Registration Checklist/Summary (B)	35
Hotel Room Request Form (C).....	37
Advisor Responsibility Form (D).....	39
Adult Registration Form (E).....	41
ICDC Attendance Permission Form (F).....	43-44
Participant Code of Conduct (G)	45-46
Emergency Medical Treatment Authorization Form (H).....	47
LDA, SMI and Voting Delegate Application (I)	49
Advisor LDA, SMI and Voting Delegate Applicant Evaluation Form (J).....	51
Substitute Advisor Form (K)	53
Service for Special Needs Student (L)	55
National Officer Campaign Team Application.....	57
Appendix	
DECA ICDC Tours in Louisville	

Conference Information

International Career Development Conference
Kentucky Expo Center
Louisville, Kentucky
April 24-27, 2010

General Information

The coordination of this year's ICDC will be coordinated through Oregon DECA with travel arrangements left to the responsibility of the chapter (see Travel Policy, page 10). All questions regarding ICDC should be directed to:

Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
ph: 503.385.4742 | fax: 503.385.4875 | trina.lee@wesd.org

Deadlines

February 26, 2010 Intent to Compete Form (A) due to Oregon DECA by 5:00 p.m.
February 26, 2010 LDA, SMI, CMA and Voting Delegate Application (I/J) due to Oregon DECA by 5:00 p.m.
February 26, 2010 Letter of intent to serve as the Series Director and/or Assistant Series Director for HML at ICDC due to Oregon DECA by 5:00 p.m.
March 12, 2010 \$150 conference fee deposit, Forms B-H due and Excel registration spreadsheet to Oregon DECA by 5:00 p.m.
April 12, 2010 All changes/substitutions due to Oregon DECA by 5:00 p.m.
April 12, 2010 Balance of ICDC payment due to Oregon DECA by 5:00 p.m.
TBA Payment (paid in full) for preconference rates for DECA Discount Tour Tickets due to DECA Inc. **(Received by deadline, NOT a postmarked deadline.)**

Conference Fees

Conference fees are based on registration, ticket to Lady Antebellum concert, staff expenses, materials and hotel room occupancy (single, double, triple and quad) for **five nights**. The fees listed below DO NOT include airfare, ground transportation or other tour tickets. All student delegates will be assigned to quad rooms as much as possible. Expect that your students will be roomed with other chapters. Balance of ICDC payment is subject to the final invoice from Oregon DECA. **Please note that your chapter may receive an additional invoice after ICDC for actual expenses incurred during the conference.**

Single:	\$970	Based on Friday night (April 23) through Wednesday morning (April 28) hotel accommodations. Please inform me if hotel accommodations are needed for any additional days as soon as possible.
Double:	\$585	
Triple:	\$455	
Quad:	\$395	

These deadlines and fees will be strictly enforced.

ICDC Changes and Reminders

- Hotel accommodations WILL NOT be made for five to a room.
- Every advisor and chaperone associated with Oregon DECA will be assigned extra duty ICDC responsibilities. Specific assignments will be made prior to departing for the conference.
- Letters of intent to serve as the Series Director and/or Assistant Series Director for HLM at ICDC are due by **5:00 p.m.** on **Friday, February 26, 2010** to Oregon DECA. The Oregon DECA Board of Advisors' will make these appointments.
- Presenter substitutions can be made for Chapter Team Events only, but NO substitutions or additions can be made for ANY of the other written events.
- Please let me know of any changes that are made to your delegate list **at anytime**, so that changes can be made during onsite registration in order to avoid Oregon DECA appearing on the "No Show List."
- Please have your selected voting delegate(s) review the Tentative Voting Delegate Schedule on page 29.

Policies and Procedures

The following guidelines will govern the administration of ICDC 2010:

Advisor/Student Ratio

DECA Inc. has specified that there must be a minimum of **one (1) adult advisor for every eight (8) students** attending the conference. All students must be accompanied by their local advisor or be supervised by another advisor. School officials from both chapters must agree upon supervision by another advisor. Use the Substitute Advisor Form (J) to make the request. It is possible for an advisor who is bringing less than eight students to assist another chapter that requires additional coverage to meet the ratio. This requires that a written statement from the advisor volunteering to help be submitted to Oregon DECA with registration materials.

Unlike SCDC, all chaperones required to meet the student ratio must be paid registered delegates.

Student Supervision and Competitive Event Adult Assistants

All adults who assist with the supervision of students must understand that their responsibilities include attending sessions and recreational activities; checking rooms periodically during the day and all rooms at curfew; walking the halls for a period after curfew; and that they are subject to the Advisor Code of Conduct. Oregon works together to ensure appropriate delegate conduct and all adults are expected to supervise the behavior of all Oregon delegates.

To make the competitive experience beneficial for DECA members, DECA Inc. has asked Oregon to provide a Series Director and Assistant Series Director for Hotel and Lodging Management Series (HML). As compensation, Oregon DECA will cover the cost of hotel accommodations only (i.e., not conference registration, etc.) at the double rate for five nights in addition to up to \$100.00 in reimbursed ground transportation costs for both the Series Director and Assistant Series Director. If you would like to serve in this capacity, please submit a letter of intent to Oregon DECA by **5:00 p.m. on Friday, February 26, 2010**. The Oregon DECA Board of Advisors' will make these appointments. Please note that you will need to be present for the Series Directors and Assistant Series Director briefing at **8:00 a.m. on Sunday, April 24**.

We also have to provide 30 additional adult assistants to assist in the competitive events portion of the conference. This is an excellent opportunity to learn more about events and gain new ideas from advisors in other state associations. If we do not meet this requirement, Oregon participants may not be eligible to compete at ICDC.

DECA Inc. and Oregon DECA will assign adults to help provide the supervision during the specified events such as socials and late night hall duty, and to assist in the operation of competitive events. *Every advisor and chaperone associated with Oregon DECA will be assigned extra duty ICDC responsibilities. Specific assignments will be made prior to departing for the conference.*

Travel Policy

All participants at ICDC are to attend both state meetings, which mark the beginning and end of the conference. Advisor meetings will be held at 11:00 p.m. on Friday, April 23 and 8:00 a.m. on Saturday, April 24, 2010, at which time you will receive your conference registration materials (i.e.,

name badges, programs, pins, etc.) and other pertinent conference information. The first state meeting will be held at 6:30 p.m. on Saturday, April 24 at the Kentucky Expo Center. Our closing state meeting will be held directly following the closing session of ICDC the Kentucky Expo Center.

Conference Eligibility

Oregon DECA is allotted three (3) competitive event seats in each event (except for one Quiz Bowl team). The top-ranking individuals and teams from the State Career Development Conference will have first choice in competing at ICDC. If those individuals or teams choose not to participate, the competitive seat will be offered to the next ranking competitor/team.

Intent to Compete

All students qualifying to compete at ICDC 2010 must inform Oregon DECA of their intent to compete by 5:00 p.m. on Friday, February 26, 2010 by submitting the appropriate form. If Oregon DECA is not informed by that date, the student(s) will forfeit their opportunity and the competitive seat will be offered to the next ranking competitor/team.

Qualification in Multiple Events

Students may only compete in one event at the ICDC. If a student qualifies to compete in more than one event, he/she must choose which event he/she will compete in and notify Oregon DECA, using the Intent to Compete Form (A), by Friday, February 26, 2010.

Changes/Substitutions

All changes to original registration must be made in writing. No changes will be accepted after Friday, April 12, 2010. While no refunds can be given after this date, please let me know of any drops so that Oregon DECA does not have any "no shows" at ICDC.

Competitive Events

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 in individual series events — only a calculator.

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

All competitors need to bring the name, address and email address of their home newspaper to ICDC.

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, they will **NOT** be allowed to compete and will be dropped from the event or the team.

Written Events

Every effort will be made to strictly enforce the penalty points as printed in *The DECA Guide 2009-2010*. 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 2009-2010*. 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.

Presenter substitutions can be made for Chapter Team Events only, but NO substitutions or additions can be made for ANY of the other written events.

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

Leadership Development Academy (LDA)

The Leadership Development Academy (LDA) is open to members who are NOT participating in the ICDC competitive events program and is recommended for freshmen, sophomores and juniors. 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. Participants will complete the LDA experience at a special graduation ceremony.

Chapter Management Academy (CMA)

Upcoming chapter officers or emerging chapter officers are invited to participate in this dynamic academy that covers the essentials for a successful DECA year at the chapter level. Productive meetings, creating a program of work, group dynamics/committees, social activities and fundraising are just some of the topics that will be covered in the Chapter Management Academy (CMA). Special emphasis will be placed on community service. The academy will motivate your key members and teach them how to be a force in developing your DECA chapter.

Senior Management Institute (SMI)

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 serve as a bridge to real-world careers. The 12-hour Institute will prepare students to transition from high school to college and the business world. Part of the time will be spent creating an action plan for life, along with a personal mission statement. High on the list of skills the Institute develops are teamwork skills, group dynamics, decision making and conflict resolution.

On Thursday 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.

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 for each team to achieve success within their state or province.

School-based Enterprise Academy

Gold level certified and gold level re-certified school-based enterprise delegates who attend ICDC will participate in the School-based Enterprise Academy. Students will participate in round table discussions about school store operations and learn about best practices.

Attire for LDA, CMA, SMI and DECA LEADS

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

Advisor Academy—NAVA

The popular and useful Advisor Academy will provide two days of workshops featuring topics of interest to new and experienced advisors. Panels of experienced advisors will present the sessions, with the first day of workshops featuring basics for forming, running and financing a chapter. The second day of workshops branches out to include teaching through competitive events preparation and a few other Academy choices. State/provincial advisors should register teachers planning to attend this academy using the acronym NAVA.

New advisors—three years or less of experience—are encouraged to attend the basics on the first day of the Academy and supplement these with choices from the second day. Drop-ins are welcome, but those attending a set number of sessions will receive DECA's advisor certification. For more specifics, see the March issue of the Advisor.

If you are at all interested in attending, please let Oregon DECA know so that ample seating and materials can be provided.

Voting Delegates

Voting Delegates play an important role at the ICDC. These individuals coordinate caucusing activities and represent the state's choice for the new National Officer Team. Voting Delegates are also required to devote considerable time to any Oregon-sponsored candidate campaign activities. Excellent communication and leadership skills are essential. Students interested in serving, as a Voting Delegate at ICDC 2010, should submit Forms I and J and submit it along with accompanying registration material by the February 26, 2010 deadline.

Adult Registration

Please note that ALL conference attendees must be registered to attend ICDC, regardless of their status (i.e., spouse, parent, grandparent, etc.). If your chaperones elect to serve as a judge at ICDC, then they are exempt from having to pay the conference registration fee and their conference fee will be reduced. Spouses of advisors also do not have to pay the conference registration fee.

State Officer Registration

Although not a mandatory event, Oregon DECA will be assuming that all newly elected state officers will be attending ICDC, unless otherwise informed. State officers not competing will be registered for DECA LEADS, the state officer leadership development program at ICDC. Oregon DECA contributes \$100 toward the state officers' conference fee to ICDC and will reduce this amount directly from what the chapter owes the state. Please also note that state officers will be rooming together at ICDC and that every effort will be made to put them in quad rooms.

Registration Information

Registration forms, Excel registration spreadsheet and deposits for each ICDC participant must be received at the Oregon DECA State Office by 5:00 p.m. on **Friday, March 12, 2010**. Please note the exact amount of the conference fees. Failure to submit materials by the specified deadlines may result in not being able to participate in ICDC 2010 or the assessment of a late fee penalty. The amount of the late fee penalty will be based on extra charges associated with late purchases.

**All deposits and remaining balances should be paid with a school check.
Individual checks from participants will not be accepted.**

Conference Fees

Conference fees are based on registration, ticket to Lady Antebellum concert, staff expenses, materials and hotel room occupancy (single, double, triple and quad) for **five nights**. The fees listed below DO NOT include airfare, ground transportation or tour tickets to Louisville Bats game or Steamboat Races. For tour information from DECA, see appendix.

Single:	\$970
Double:	\$585
Triple:	\$455
Quad:	\$395

The following fee per participant must be received at Oregon DECA by 5:00 p.m. on Friday, March 12, 2010:

Conference Deposit Fee to Oregon DECA: **\$150.00**

The remaining balance of the conference fees is due by 5:00 p.m. on **Friday, April 12, 2010** at Oregon DECA and is subject to the final invoice from Oregon DECA. Please note that your chapter may receive an additional invoice after ICDC for **actual** expenses incurred during the conference. For example, if you are assigned to a double room, but for any reason end up staying in a single room at ICDC, you will need to pay the addition amount for these accommodations.

**Please use the appropriate forms when submitting your fees.
Incomplete registration will not be accepted.**

Travel Information

Travel Policy

All participants at ICDC are to attend both state meetings, which mark the beginning and end of the conference. Advisor meetings will be held at 11:00 p.m. on Friday, April 23 and 8:00 a.m. on Saturday, April 24, 2010, at which time you will receive your conference registration materials (i.e., name badges, programs, pins, etc.) and other pertinent conference information. The first state meeting will be held at 6:30 p.m. on Saturday, April 24 at the Kentucky Expo Center. Our closing state meeting will be held directly following the closing session of ICDC at the Kentucky Expo Center.

Air Transportation Information

Before considering the airlines below, check first about booking your flight on www.decatravel.org. DECA has partnered with YTB Travel Network and every travel accommodation that is booked through this Web site earns money for DECA and Delta Epsilon Chi.

DECA Inc. has selected American Airlines, Continental Airlines, Northwest Airlines and United as the official airline carriers for ICDC 2010.

American Airlines: 800.433.1790

Promotion Code: 2640AL

Discount: 5%

Travel window is April 12–May 2, 2010

For flights into Louisville, Cincinnati and Indianapolis

Continental Airlines: 800.468.7022

Agreement Code: A0ZE4Z

Z Code: ZGG9

Travel window is April 14–30, 2010

For flights into Louisville, Cincinnati and Indianapolis

Northwest Airlines: 800.328.1111

Discount Code: NM4S9

Travel window is April 14–30, 2010

For flights into Louisville, Cincinnati and Indianapolis

United Airlines: 800.521.4041

Call: Monday to Friday, 8:00 a.m. to 10:00 p.m. EST

Meeting ID/Tour Code: 584OJ

Travel window is April 14–30, 2010

Airline Shuttle Information

Information will be provided on the ICDC page at www.oregondeca.org/icdc.

Discounted Car Rental

Information will be provided on the ICDC page at www.oregondeca.org/icdc.

Hotel Information

Oregon DECA will be housed at:

Hampton Inn Clarksville
1501 Broadway
Clarksville, IN 47129
ph: 812.280.1501
fax: 812.280.8901
www.hamptoninnlouisvillenorth.com

Hotel Reservations

Oregon DECA will coordinate all hotel reservations for Friday night (April 23) through Wednesday morning (April 28). Please inform Oregon if hotel accommodations are needed for any additional days as soon as possible.

All student delegates will be assigned to quad rooms as much as possible. Preferred roommate(s) should be listed on the Hotel Room Request Form (C). Advisors should also note their preferred roommates and room type, if applicable, on Form C as well.

While every effort is made to meet the rooming requests, it is not always possible to meet all requests. Chapters must request all possible quads and may only request one room of each gender not in a quad-occupancy room.

Please note that your chapter may receive an additional invoice after ICDC for **actual** expenses incurred during the conference. For example, if you are assigned to a double room, but for any reason end up staying in a single room at ICDC, you will need to pay the addition amount for these accommodations.

Tentative Schedule

High School Division

Friday, April 23, 2010

11:00 p.m. – 11:30 p.m. Oregon DECA Advisor/Chaperone Meeting (mandatory)
TBA, Hampton Inn Clarksville

Saturday, April 24, 2010

8:00 a.m. – 8:30 a.m. Oregon DECA Advisor/Chaperone Meeting (mandatory)
Hampton Inn Clarksville, TBA

6:30 p.m. – 7:30 p.m. Oregon DECA State Meeting I (mandatory)
Kentucky Expo Center, TBA

7:50 p.m. Oregon DECA State Photograph, Kentucky Expo Center

8:30 p.m. Grand Opening Session, Kentucky Expo Center

12:30 a.m. Curfew

Sunday, April 25, 2010

8:00 a.m. – 9:00 a.m. Career Exhibits Open (Advisors Only)
Kentucky Expo Center, Hall A

9:00 a.m. – 3:00 p.m. Career Exhibits Open (Open to All)
Kentucky Expo Center, Hall A

12:30 a.m. Curfew

Monday, April 26, 2010

8:00 a.m. – 9:00 a.m. Career Exhibits Open (Advisors Only)
Kentucky Expo Center, Hall A

9:00 a.m. – 4:00 p.m. Career Exhibits Open (Open to All)
Kentucky Expo Center, Hall A

12:30 a.m. Curfew

Tuesday, April 27, 2010

8:00 a.m. Second General Session, Kentucky Expo Center, Freedom Hall

9:00 a.m. – 6:00 p.m. Final Competition, Kentucky Expo Center

8:15 p.m. Fashion Show & Grand Awards Session, Kentucky Expo Center,
Freedom Hall

Following the Grand Awards Session Oregon DECA State Meeting II (mandatory)
Kentucky Expo Center, TBA

12:30 a.m. Curfew

DECA LEADS Academy (State Officers)

Saturday, April 24

1:00 p.m. Staff Briefing

Sunday, April 25

8:00 a.m. Adult Assistants Briefing

8:30 p.m. DECA LEADS Academy

Monday, April 26

8:00 a.m. Adult Assistants Briefing

9:00 a.m. DECA LEADS Academy

Leadership Development Academy

Saturday, April 24

1:00 p.m. Staff Briefing

Sunday, April 25

8:00 a.m. Adult Assistant's Briefing

8:30 a.m. Registration

9:00 a.m. Leadership Development Academy

Monday, April 26

8:00 a.m. Adult Assistant's Briefing

9:00 a.m. Leadership Development Academy

4:00 p.m. Graduation

Chapter Management Academy

Saturday, April 24

1:00 p.m. Staff Briefing

Sunday, April 25

8:00 a.m. Adult Assistants' Briefing

8:30 a.m. Registration

9:00 p.m. Chapter Management Academy

Monday, April 26

8:00 a.m. Adult Assistants' Briefing

9:00 a.m. Chapter Management Academy

Senior Management Institute (High School Seniors)

Saturday, April 24

1:00 p.m. Staff Briefing

Sunday, April 25

8:00 a.m. Adult Assistants' Briefing

8:30 a.m. Senior Management Institute

10:00 a.m. Executive Mentor Program

Monday, April 26

8:00 a.m. Adult Assistants' Briefing
8:30 a.m. Senior Management Institute

Advisor Academy

Sunday, April 25

9:00 a.m. Advisor Academy

Monday, April 26

9:00 a.m. Advisor Academy

Election Sessions

Saturday, April 24

9:00 a.m. Officer Candidates' Orientation/Testing
9:00 a.m. Nominating Committee's Briefing
10:00 a.m. Nominating Committee Interviews

Sunday, April 25

4:00 p.m. Voting Delegate's Briefing
4:00 p.m. Presidential and Regional Campaign Rally

Tuesday, April 27

11:00 a.m. Voting Delegate Seating
11:30 a.m. Election Session

Accounting Application Series

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

2:00 p.m. Series Director/Adult Assistants' Briefing

3:00 p.m. Participants' Briefing/Testing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:30 a.m. – 1:30 p.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. – 5:00 p.m. Competition Finals

Advertising Campaign

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Participants' Briefing/Testing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:30 a.m. – 6:00 p.m. Competition Preliminaries

Tuesday, April 27

8:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. – 5:00 p.m. Competition Finals

Apparel and Accessories Marketing Series

Saturday, April 24

8:00 a.m. Series Director/Assistants' Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:00 a.m. Participants' Briefing/Testing

Monday, April 26

1:00 p.m. Series Director/Adult Assistants' Briefing

1:30 p.m. – 6:30 p.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. – 5:00 p.m. Competition Finals

Automotive Marketing Series

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:00 a.m. Participants' Briefing/Testing

Monday, April 26

1:00 p.m. Series Director/Adult Assistants' Briefing

1:30 p.m. – 6:30 p.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. – 5:00 p.m. Competition Finals

Business Law and Ethics Team Decision Making Event

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

1:00 p.m. Series Director/Adult Assistants' Briefing

2:00 p.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:30 a.m. – 6:00 p.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. – 5:00 p.m. Competition Finals

Business Services Marketing Series

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:00 a.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Buying and Merchandising Team Decision Making

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

8:00 a.m. Series Director/Adult Assistants' Briefing

9:00 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Community Service Project

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:30 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Competition Finals

Creative Marketing Project

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:30 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Competition Finals

DECA Quiz Bowl

Saturday, April 24

10:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

8:00 a.m. Series Director/Adult Assistant's Briefing

9:00 a.m. Participants' Briefing/Testing

Monday, April 26

8:00 a.m. Series Director/Adult Assistants' Briefing

9:00 a.m. Competition Preliminaries and Finals

Entrepreneurship Participating Event, Creating an Independent Business

Entrepreneurship Participating Event, Creating a Franchising Business

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

8:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

8:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Entrepreneurship Promotion Project

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:30 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Competition Finals

Entrepreneurship Written Event

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:30 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Competition Finals

Fashion Merchandising Promotion Plan

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

8:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Financial Analysis Team Decision Making Event

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

1:00 p.m. Series Director/Adult Assistants' Briefing

2:00 p.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Financial Literacy Promotion Project

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:30 a.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Competition Finals

Food Marketing Series

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:00 a.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Hospitality Services Team Decision Making Event

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

8:00 a.m. Series Director/Adult Assistants' Briefing

9:00 a.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Hotel and Lodging Management

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

2:00 p.m. Series Director/Adult Assistants' Briefing

3:00 p.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

International Business Plan Event

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:30 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Competition Finals

Internet Marketing Plan Event

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:30 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Competition Finals

Learn and Earn Project

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:30 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Competition Finals

Marketing Management Series

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:00 a.m. Participants' Briefing/Testing

Monday, April 26

1:00 p.m. Series Director/Adult Assistants' Briefing

1:30 p.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Principles of Business Management and Administration

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

2:00 p.m. Series Director/Adult Assistants' Briefing

3:00 p.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Principles of Finance

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

2:00 p.m. Series Director/Adult Assistants' Briefing

3:00 p.m. Participants' Briefing/Testing

Monday, April 26

1:00 p.m. Series Director/Adult Assistants' Briefing

1:30 p.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Principles of Hospitality and Tourism

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

2:00 p.m. Series Director/Adult Assistants' Briefing

3:00 p.m. Participants' Briefing/Testing

Monday, April 26

1:00 p.m. Series Director/Adult Assistants' Briefing

1:30 p.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Principles of Marketing

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

2:00 p.m. Series Director/Adult Assistants' Briefing

3:00 p.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing

9:30 a.m. Competition Finals

Business Operations Research Events:

- Business Services
- Buying and Merchandising
- Finance
- Hospitality and Tourism
- Sports and Entertainment Marketing

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistant's Briefing

10:30 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Competition Finals

Public Relations Project

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing

10:30 a.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing

8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing

11:00 a.m. Competition Finals

Quick Serve Restaurant Management Series

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

2:00 p.m. Series Director/Adult Assistants' Briefing

3:00 p.m. Participants' Briefing/Testing

Monday, April 26

1:00 p.m. Series Director/Adult Assistants' Briefing

1:30 p.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Restaurant and Food Service Management Series

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

2:00 p.m. Series Director/Adult Assistants' Briefing
3:00 p.m. Participants' Briefing/Manual Registration

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Retail Merchandising Series

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing
10:00 a.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Sports and Entertainment Marketing

Saturday, April 24

8:00 a.m. Series Director's/Assistant Series Director Briefing

Sunday, April 25

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Testing

Monday, April 26

1:00 p.m. Series Director/Adult Assistants' Briefing
1:30 p.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Sports and Entertainment Marketing Team Decision Making Event

Saturday, April 24

8:00 a.m. Series Director's/Assistant Series Director Briefing

Sunday, April 25

9:00 a.m. Series Director/Adult Assistants' Briefing
10:00 a.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Stock Market Game

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

8:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, April 27

10:00 a.m. Series Director/Adult Assistants' Briefing
11:00 a.m. Competition Finals

Technical Sales Event

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 p.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Travel and Tourism Marketing Team Decision Making Event

Saturday, April 24

8:00 a.m. Series Director/Assistant Series Director Briefing

Sunday, April 25

8:00 a.m. Series Director/Adult Assistants' Briefing
9:00 a.m. Participants' Briefing/Testing

Monday, April 26

7:30 a.m. Series Director/Adult Assistants' Briefing
8:00 a.m. Competition Preliminaries

Tuesday, April 27

9:00 a.m. Series Director/Adult Assistants' Briefing
9:30 a.m. Competition Finals

Virtual Business Challenge

Sunday, April 25

8:00 a.m. Participants' Briefing
9:00 a.m. Virtual Business Team Challenge, Sports
9:30 a.m. Virtual Business Team Challenge, Retail

Monday, April 26

9:00 a.m. Virtual Business Team Challenge, Sports
9:30 a.m. Virtual Business Team Challenge, Retail

Tentative Voting Delegate Schedule

Saturday, April 24

TBA Oregon DECA Voting Delegate Meeting
TBA

Sunday, April 25

9:00 a.m. Visiting Campaign Booths and Schedule All Caucuses

10:00 a.m. – 2:00 p.m. Oregon Delegate Caucus Session
Kentucky Expo Center, TBA

4:00 p.m. Voting Delegate’s Briefing
TBA
Presidential and Regional Campaign Rally
TBA

Tuesday, April 27

11:00 a.m. Voting Delegates’ Seating
TBA

11:30 a.m. Election Session
TBA

Competitive Event Abbreviations

Individual Series Events

AAM	Apparel and Accessories Marketing Series
ACT	Accounting Applications Series
ASM	Automotive Services Marketing Series
BSM	Business Services Marketing Series
FMS	Food Marketing Series
HML	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

Management 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 Marketing Team Decision Making Event

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 Entertainments 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
ENPF	Entrepreneurship Participating Event (Creating a Franchising Business)
ENPI	Entrepreneurship Participating Event (Creating 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

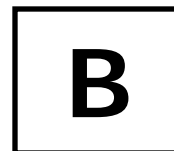
DQB	DECA Quiz Bowl
-----	----------------

Special Events

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

Registration Checklist/Summary

Deadline: March 12, 2010 at 5:00 p.m.
Mail or Fax To: Oregon DECA
 Oregon Career and Technical Student Organizations
 2611 Pringle Rd SE
 Salem, OR 97302
 fax: 503.385.4875



**All forms must be typed or neatly printed in black ink.
 Photocopy all forms and checks for your files before mailing.**

Chapter Information

Chapter: _____ Advisor: _____

Required Forms

- Registration Checklist/ Summary (B)
- ICDC Registration Spreadsheet (YourChapterName.ICDC.Registration.2010)
- Hotel Room Request Form (C)
- Advisor Responsibility Form (D)
- Adult Registration Form (E)
- ICDC Attendance Permission Form (F)
- Participant Code of Conduct (G)
- Emergency Medical Treatment Authorization Form (H)

Optional Form

- LDA, CMA, SMI and Voting Delegate Application (I)
- Advisor LDA, CMA, SMI and Voting Delegate Applicant Evaluation Form (J)
- Substitute Advisor Form (K)
- Service for Special Needs Students (L)

Registration Deposit Summary

Total Number of Students Registered	_____	x	150.00	=	_____
Total Number of State Officers Registered	_____	x	50.00	=	_____
Total Number of Advisors Registered	_____	x	150.00	=	_____
Total Number of Chaperones Registered	_____	x	150.00	=	_____
Total Number of Advisors' Spouses Registered	_____	x	58.50	=	_____
Total Number of Judges Registered	_____	x	58.50	=	_____

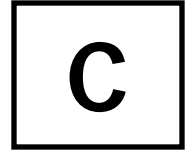
Total Number of Delegates: _____

Total Amount Due = _____

Hotel Room Request Form

Deadline: March 12, 2010 at 5:00 p.m.

Mail or Fax To: Oregon DECA
 Oregon Career and Technical Student Organizations
 2611 Pringle Rd SE
 Salem, OR 97302
 fax: 503.385.4875



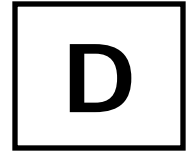
Oregon DECA will coordinate all hotel reservations for Friday night (April 23) through Wednesday morning (April 28). Please inform Oregon if hotel accommodations are needed for any additional days as soon as possible. List all possible student delegates by quad occupancy. Each chapter may only request one room of each gender in a room of less than quad occupancy. It is strongly advised that you figure out roommates, potentially from another chapter, before completing this form. Advisors should also be listed with their preferred roommates. If you are bringing your spouse and/or children to ICDC, they need to be listed on this housing form, as well as being accounted for on Form B. State officers of the same gender will be rooming together at ICDC.

Chapter: _____ **Advisor(s):** _____
Roommate(s): _____

I am willing to share room costs by rooming with another advisor: Yes No

Males (XY)		Females (XX)	
1		1	
2		2	
3		3	
4		4	

Advisor Responsibility Form



Deadline: March 12, 2010 at 5:00 p.m.
Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875

Each advisor attending ICDC 2010 must sign this form.

Chapter: _____ **Advisor:** _____

Agreement

As an advisor at the 2010 DECA International Career Development Conference in Anaheim, California April 24-27, 2010, I agree and understand that:

1. Advisors stand in loco parentis (in place of the parent) with respect to the student during the time the student is under control of the school while attending all ICDC activities.
2. I am in full authority of my students from the time of departure to the ICDC through and including return home from ICDC.
3. I must be concerned with my measure of responsibility since I have authority-adequate supervision is must.
4. The established conduct code must be adhered to and I am responsible for enforcing it.
5. I am required to obtain a signed copy of the Participant Code of Conduct/Emergency Medical Treatment Authorization Form each ICDC delegate. I am responsible for having these forms in my possession for the duration of the ICDC and for sending a copy to the state with the registration materials.
6. I agree to assist DECA Inc. and Oregon DECA in ensuring that the conference experience is a strong educational opportunity for the student delegates. I understand that I may be asked to assist with certain events, and I agree to accept these assignments and carry out the necessary responsibilities.
7. Advisors and students attend conferences, field trips, etc. purely for their own benefits and advantage; thus control and liability rest with the local school and its agents. I will provide twenty-four hour security at the ICDC.

Each school district has established their own requirements on accepted principles regarding student control on educational trips, which correlate with accepted principles stated above.

Certification

I have read and understand this Advisor Responsibility Code, as well as the Oregon DECA Advisor Code of Conduct signed for 2009-2010, and am fully aware of the information contained herein.

Chapter Advisor Signature

Date

Adult Registration Form



Deadline: March 12, 2010 at 5:00 p.m.

Mail or Fax To: Oregon DECA
 Oregon Career and Technical Student Organizations
 2611 Pringle Rd SE
 Salem, OR 97302
 fax: 503.385.4875

Chapter: _____

All adults who assist with the supervision of students must understand that their responsibilities include attending sessions and recreational activities; checking rooms periodically during the day and all rooms at curfew; walking the halls for a period after curfew; and that they are subject to the Advisor Code of Conduct. *Every advisor and chaperone associated with Oregon DECA will be assigned extra duty ICDC responsibilities. Specific assignments will be made prior to departing for the conference.*

Please list the names of all the adults that will be in attendance at ICDC and check ✓ below if individual is a chapter advisor, chaperone, advisor's spouse or judge.

Adult(s) in Attendance	Advisor	Chaperone	Advisor's Spouse	Judge

ICDC Attendance Permission Form

State Association:
Oregon

F

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 dress should also be worn to all conference sessions including workshops and special meal function such as luncheons.

For a more polished, professional appearance, it is recommended that students wear appropriate hosiery/socks.

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

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

Males: Official DECA blazer with dress slacks, collared dress shirt and necktie; dress shoes and dress socks

DECA General Sessions, Meal Functions:

Females: Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress; dress shoes

Males: Business suit or sport coat with dress slacks, collared dress shirt and necktie; dress shoes and dress socks

Event Briefing, Manual Registration and Testing, Leadership Activities/Institutes:

Females: Dress blouse or dress sweater with dress skirt or dress slacks (blazer optional) or business dress; dress shoes

Males: Collared dress shirt and necktie with dress slacks (blazer optional); dress shoes and dress socks

Participant Code of Conduct

Students and Supervisory Adults

For All Oregon DECA Conferences and Activities

Deadline: March 12, 2010 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875



DECA and related Marketing Education programs offer training to students with career objectives in the field of marketing, management, entrepreneurship, and leadership. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in disqualification from competition, being sent home at the individual parent and/or guardian expense, removal from DECA office, forfeiture of awards, suspension from future DECA activities, and/or other appropriate measures.

1. Participants must abide by all rules and regulations of DECA, appropriate school district policies, and applicable laws and ordinances from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. There shall be no defacing or stealing of property. Any damages to any property or furnishing must be paid or replaced by the individual or chapter involved. Violators may be referred to the police and sent home.
3. No narcotics in any form shall be illegally possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
4. No alcoholic beverages shall be illegally possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
5. Possession of weapons and/or any action causing bodily harm or fear of life will not be tolerated. Violators will be referred to the school administrator, police authorities and sent home.
6. Student use of tobacco products will not be permitted from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
7. Participants will participate in all conference general sessions (such as opening and awards) and assigned activities. (Including workshops, competitive events, meetings, etc.)

8. Participants should keep their adult advisors informed of their activities and whereabouts at all times. Identification badges are to be worn at all appropriate times.
9. Students of the opposite sex shall not be permitted to be in the same room unless the door is fully open so that someone in the hall may have a clear view into the room or the advisor is present.
10. Sexual conduct, material, and/or behavior are prohibited
11. The Dress Code will be followed at all times.
12. Curfew regulations shall be interpreted to mean:
 - All student delegates will be in their assigned rooms at the time stated in the agenda until 6:00 a.m. the following morning.
 - The noise level will be inaudible to anyone passing in the hall.
 - Room-to-room telephone calls will cease *at* curfew.
 - No delivery of food items to rooms *after* curfew.
13. Participants in the presence, and/or having direct knowledge (not hearsay or rumor) of conduct violations must immediately separate themselves from the situation and report the violation to their advisor. Failure to do so will be viewed as the equivalent to participating in the transgression.
14. Minimum penalties for violations of this conduct code may be imposed at the discretion of the advisor, conduct management team, and/or the Board of Advisors. Additional penalties may also be imposed at the discretion of the chapter advisor and/or school officials according to individual school district policies and guidelines.
15. Participants with any concern about event procedures and/or judging of events MUST refer to the Advisor Code of Conduct, Item 11, to follow the correct procedure. Judges will not be personally confronted at any time.

 Participant's Signature

 Date

 Parent's Signature

 Date

 Administrator's Signature

 Date

 Chapter

Revised November 2002

Emergency Medical Treatment Authorization Form



Deadline: March 12, 2010 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875

Name of Student: _____ Date: _____

Home Address: _____ Home Phone: _____

Parent/Guardian Daytime Phone Number: _____ Evening Number: _____

Name of High School: _____ School Phone: _____

Name of Activity: **International Career Development Conference, April 24-27, 2010**

Advisor(s) in Charge: _____

This is to certify that *the above named student* has my permission to attend the above named DECA activity. I also do hereby, on the behalf of *the above named student* absolve and release the school officials, the DECA chapter advisors and the DECA staff from any claims for personal injuries which might be sustained while he/she is in route to and from or during the DECA sponsored activity. I authorize the above named advisor or DECA staff to secure the services of a doctor or hospital. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs. My student and I have read and agree to abide by the Oregon DECA Participant Code of Conduct. I also agree that that the school officials, the DECA chapter advisors, and the state DECA staff or the Conference Conduct Committee, have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation of the Participant Code of Conduct warrants it.

Medical Information

Known allergies (drug or natural) _____

Is student on special medication? (if so, please list) _____

Does student have a history of: heart condition, asthma, and/or epilepsy? _____

Does your student have any physical restrictions or other conditions that should be known?
(if so, please list) _____

Student's Date of Birth: _____

Family Physician: _____ Phone: _____

Insurance Company: _____ Policy Number: _____

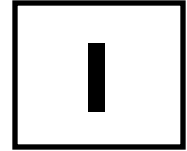
Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Chapter Advisor Signature: _____ Date: _____

School Official Signature: _____ Date: _____

LDA, CMA, SMI and Voting Delegate Application



Deadline: February 26, 2010 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875

Any student desiring to attend ICDC 2010 to participate in the Leadership Development Academy (LDA), the Chapter Management Academy (CHA), the Senior Management Institute (SMI) or to be an Oregon DECA Voting Delegate must complete this form and submit requested additional material. Incomplete or late applications will not be considered.

Desired Position (check one)

- Leadership Development Academy Senior Management Institute Academy Voting Delegate
 Chapter Management Academy

Student Information

Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address:		
City:		Zip Code:
School:		Grade in School: 9 10 11 12
Home Phone:	School Phone:	Email Address:

Questions

Attach a resume and answer the following questions on a separate sheet:

1. How have you made a noticeable impact on your local DECA chapter this year?
2. How do you plan to use the skills gained by your participation to benefit DECA?

Chapter Advisor

Please fill out the Advisor LDA, CHA, SMI and Voting Delegate Applicant Evaluation Form (I) and attach a letter of recommendation for each individual applicant.

Student Signature

Date

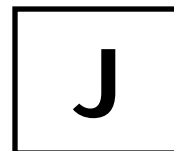
Chapter Advisor Signature

Date

Advisor LDA, CMA, SMI and Voting Delegate Applicant Evaluation Form

Deadline: February 26, 2010 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875



Please rank your applicants overall:
_____ / _____

Oregon DECA finds a candid evaluation helpful in choosing from among a highly qualified pool of applicants for the limited positions for LDA, CHA, SMI or to be an Oregon DECA Voting Delegate. We are grateful for your assistance.

Chapter: _____
Advisor: _____
Student: _____

Student's Desired Position (check all that apply and indicate preference)

- Leadership Development Academy Senior Management Institute Voting Delegate
 Chapter Management Academy

Background Information

1. How long have you known the student and in what context?

Rating (check the appropriate box)						
No Basis	Area	Below Average	Average	Above Average	Excellent (Top 10%)	One of the best I have encountered (Top 1%)
	Creative, original thought					
	Motivation					
	Independence, initiative					
	Intellectual Ability					
	Potential for growth					
	DECA involvement					
	DECA Leadership					
	Summary Evaluation					

Recommendation

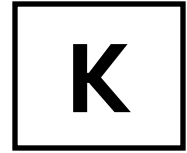
Please attach a letter of recommendation for this student. Please feel free to include information on DECA involvement, leadership abilities, and potential for bringing information and lessons back to your chapter.

I understand that the purpose of the ICDC is to provide worthwhile activities to assist students in career development. It is my belief that the above named student will benefit by attending this conference. I am confident that his/her conduct and participation will be representative of the principles of Oregon DECA.

Chapter Advisor Signature

Date

Substitute Advisor Form



Deadline: March 12, 2010 at 5:00 p.m.

Mail or Fax To: Oregon DECA
 Oregon Career and Technical Student Organizations
 2611 Pringle Rd SE
 Salem, OR 97302
 fax: 503.385.4875

Chapter Information

School: _____ Advisor: _____
 School Address: _____ City, Zip: _____
 School Phone: _____ School Fax: _____ Email Address: _____

Students Attending

Name	Event
1.	
2.	
3.	
4.	

Agreement

The above named students from our school will be participating in the DECA International Career Development conference April 24-27, 2010 in Louisville, KY. The local chapter advisor, or other locally designated official, will not be able to attend the conference with them. We have arranged with the below named individual to accompany the students to and from the ICDC and to take responsibility for them during the conference. This includes supervising the students' activities, seeing they participate in all conference activities, enforcing curfew, and any other supervisory activities that may be required. We will be sure that the below-named individual has a complete and signed Participant Code of Conduct/Emergency Medical Treatment Authorization Form for each of the above named students.

Signatures

Chapter Advisor:	Date:
School Administrator:	Date:

Agreement

I agree to take responsibility for the above named students throughout ICDC 2010 including travel to and from.

 Substitute Chapter Advisor Signature

 Date

Service for Special Needs Student

Deadline: March 12, 2010 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875



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

Name of Student

Event Name

Special Needs Condition: _____

Services Requested: _____

Contact Person for ICDC: _____

Telephone Number: _____

Email Address: _____

National President Campaign Team Application



Deadline: February 26, 2010 at 5:00 p.m.

Mail or Fax To: Oregon DECA
Oregon Career and Technical Student Organizations
2611 Pringle Rd SE
Salem, OR 97302
fax: 503.385.4875

Any student interested in attending ICDC 2010 to participate as a member of Anne Marie Sketch's National DECA President Campaign Team must complete these forms and submit the requested additional information. Incomplete or late applications will not be considered.

Campaign Team Information:

While at ICDC, all campaign team members will take part in helping at the campaign booth. Shifts will be decided prior to ICDC to allow planning of activities with your chapter. Participants of the team must abide by all campaign rules and will be subject to dismissal if any are violated. All costs of attendance to the conference will be the chapters or campaign team members' responsibility.

Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address:		
City:		Zip Code:
School:		Grade in School: 9 10 11 12
Home Phone:	School Phone:	Email Address:
Cell Phone Provider:	Texting Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	Unlimited texting?: <input type="checkbox"/> Yes <input type="checkbox"/> No

Questions

Please attach a resume and answer the following questions on a separate sheet:

1. Why are you interested in helping Anne Marie Sketch with her campaign for National DECA President?
2. How will you use your DECA experience to accurately represent the campaign?

Chapter Advisor

Please provide a letter of recommendation for the applicant.

Student Signature

Date

Chapter Advisor Signature

Date