

# Registration Information

**Membership dues** must be submitted to DECA Inc. by **January 29, 2010** in order to participate in the State Career Development Conference (SCDC).

**All registration materials**, including written events, for SCDC must be RECEIVED by **5:00 p.m.** on **Thursday, January 21, 2010**. This is NOT a postmark deadline.

**Written Events CANNOT be submitted late.  
No exceptions will be made.**

All conference attendees, including students, adult advisors and chapter advisors, must be pre-registered by January 21, 2010. All DECA advisors must pay the full conference fee. The conference fee will be waived for additional adults who are helping to supervise a chapter, but if they wish to attend the Grand Awards Session, tickets must be purchased separately.

**Registration Fee:** \$100.00 per student  
 (Includes banquet ticket) \$100.00 per DECA advisor  
 \$15.00 for each additional Grand Awards Session ticket  
 \$10.00 for each registration change or substitution made 96 hours (4 days) after the participant confirmation report has been emailed out or after Tuesday, February 16.

**Late Registration:** **Additional \$15.00 per person** if received at the Oregon DECA State Office after **5:00 pm on January 21, 2010**.  
 Registration will not be accepted after 5:00 p.m. on January 29, 2010.

## Refunds

Full refund is only available for cancellations made before the registration deadline of January 21, 2010. A partial refund (dessert ticket only) will be made for cancellations made with the Oregon DECA office prior to 5:00 p.m. on February 12, 2010. Refunds will not be made for cancellations made after that time. All refund checks will be cut following SCDC.

## Substitutions

Substitutions may be made provided the substitute is an active state and national member and they are entering the same event(s) as the pre-registered individual. Substitutions made 96 hours (4 days) after the participant confirmation report has been emailed out or after Tuesday, February 16, will cost \$10.00 per change.

## **Participant Code of Conduct and Emergency Medical Treatment Authorization Form**

Advisors are responsible for insuring that both documents<sup>1</sup> are signed by the student, advisor, school official and parent/guardian,<sup>2</sup> and that the documents are in the advisors' possession for the duration of the State Career Development Conference, including conference travel. The advisor keeps the individual student forms and simply returns with registration the Statement of Assurance with the proper signatures.

### **Registration Procedures at the Conference**

The State Career Development Conference registration desk will be located in the hall near the main ballroom. The *chapter advisor* is to register his/her chapter delegation for the conference. The entire delegation should be registered at one time. The registration procedure is outlined below.

#### **Picking Up Registration Packets**

The SCDC registration packets will contain the official programs, conference name badges and other materials concerning the conference. *Students and adult advisors must wear their badges at all times during the conference.* Be prepared to confirm your participants and to give any changes or substitutions (with the exception of Quiz Bowl). Each change or substitution made during onsite registration will cost \$10.00. Also prepared to confirm your voting delegates' names.

#### **Dessert Tickets**

Seating at the Grand Awards Session is divided into three district sections. Between the three districts, seating is based upon the order in which completed conference registration is received at Oregon DECA. All tickets for special guests must be purchased through your conference registration; no dessert tickets will be sold on-site. Dessert tickets can be picked up at 3:00 p.m. on Tuesday at Conference Headquarters. *We recommend waiting until the Grand Awards Session to distribute tickets, as they are replaceable only by payment of another dessert ticket.*

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<sup>1</sup> Some parents may elect not to sign the Emergency Medical Treatment Authorization Form. Please take special note of these cases and call Oregon DECA at 503.385.4742.

<sup>2</sup> Please follow school policy for parent signatures for emancipated students.