

# Advisor Information

As leaders and teachers of young professionals, it is important that we prepare our students for the events to come. The following information will help you to plan for the State Career Development Conference and prepare your students with important information about the conference.

As with every year, we anticipate a significant number of state business partners or potential partners to be attending and volunteering at the conference. Our members, or in other words, our product, will be on “display” at all hours. Please keep this in mind when determining who represents your chapter.

## Curfew

The Oregon DECA Board of Advisors, state officers, and staff have established policies, including SCDC curfew, for a purpose. Curfew is for **all students on all nights**. Pizza, etc., does not qualify as an exception to curfew.

Once again, please do not take your students out for pizza, etc., if you cannot get back to the hotel on time. This also means **NO pizza deliveries by delivery persons after curfew**, no running for the soda machine, or chapter meetings in an advisor’s room so late that students will be in the hall after curfew. As an advisor, please do your part to help make the system work for the benefit of everyone and make other arrangements for late night food supplies for your students.

Chapter advisors are responsible for the conduct of their chapter members. Unfortunately, simply checking to make sure your students are in their rooms at curfew does little to ensure they will stay there. At least one chapter advisor should be visible in each hall for at least one hour past the published curfew.

## Onsite Chaperoning

Having your students check in with you at least three times per day is vital. As their advisor, you can help to eliminate frustrations on the part of your students. It also makes things run more smoothly for your chapter. If needed, check with experienced advisors for help – no one is perfect and knows everything, and it is important that you ask your students how things are going and about any challenges or frustrations they are experiencing. Again, be positive and supportive. Most challenges can be solved with patience, and by working through the situation. Asking your officers to help with chapter management can be a great support.

Let your students know of your whereabouts. Use your room door as a message center. Have your students work together to help each other in case of conflicts and to remind each other of the times and locations for their activities. When you are assisting with an activity, have your students mark their programs as to where you will be located.

Ask them if they are having a good time. If possible, help them to have a better time. Remember, there is nothing like good positive reports by your group upon returning home.

Remind students to thank those who conduct their events. All event staff and judges are volunteers. If you plan to use parent chaperones, let your officers plan a special way to thank them at the conference.

### **Publicity**

Your chapter and Oregon DECA, in general, need all of the publicity they can get. Use participation in the SCDC to generate some positive publicity. A news release has been included in the Chapter Officers' Information section for your use. It is always nice for the public to know you have participated before you have to earn dollars for international competition.

### **Special Needs Students**

Our office makes every attempt to accommodate special needs students at the conference. If you contact us prior to the conference, we can make the conference and competition as barrier free as possible. If you have students with physical challenges that make movement more difficult, please be sure to note handicapped needs (such as wheelchair accessible sleeping room) on the Hotel Reservation Form (I). Please inform Oregon DECA by **January 21, 2010** of any special testing needs that may be required.

### **Standards of Behavior**

A concern at any student conference is the standard of conduct. DECA is no exception. The SCDC staff has worked hard to let the hotel staff know how important their role is in making our conference a success, so the image students and advisors make during this conference is vital. Our members exhibiting a business-like image to the hotel staff, guests, and judges, are extremely important.

### **Travel Arrangements**

In order for all delegates to have the opportunity to participate in all activities, plan your arrival and departure accordingly. Conference registration is Noon-1:00 p.m. and the hotel check-in time is 3:00 p.m. For those arriving the day before, there will be an early bird registration from 9:00-9:30 a.m. in the conference headquarters, Suite 206.

### **Visibility**

Drop in and check on your students. Performing a "head count" at curfew time is important, but be sure to physically see every student at curfew. Ask questions about events and have a conversation with them so you can see how they are doing. With all of this, you will know that your students have been accounted for which helps prevent challenges.

*Meet challenges head on in a positive manner!* Do not let things get out of hand – do your part, tactfully. Ask other advisors for ideas if you are not sure how to handle minor situations.