

SCDC Registration Checklist



All forms must be typed or neatly printed in black ink.

Deadline: January 21, 2010

Mail, Email or Fax To: Oregon DECA
Oregon CTSO Center
2611 Pringle Rd SE
Salem, OR 97302
trina.lee@wesd.org
fax: 503.385.4875

Chapter: _____

Required Forms:	Deadline:
_____ SCDC Registration Checklist (A)	January 21, 2010
_____ Advisor Code of Conduct (B) - One per advisor	January 21, 2010
_____ Statement of Assurance (E)	January 21, 2010
I have received a signed Participant Code of Conduct (C) and a completed Emergency Medical Treatment Authorization Form (D) for each participant. Do not send Form C or Form D to Oregon DECA.	
_____ SCDC Registration Form (F)	January 21, 2010
_____ Current copy of membership roster	January 21, 2010
_____ Adult Registration Form (G)	January 21, 2010
_____ Voting Delegate Form (H)	January 21, 2010
_____ I have sent or will send my Hotel Reservation Form (I), Hotel Rooming List (J), and Hotel Billing Form (K) to Red Lion Hotel by Thursday, January 22, 2009.	

Optional Forms:	Deadline:
_____ Help Wanted Form (L)	January 21, 2010
_____ Board of Advisors' Nomination Form (M)	January 21, 2010

_____ Event Registration Worksheet (N)	Use to Complete Excel Document
_____ Grand Awards Guest Registration Form (O) - If Applicable	January 21, 2010
_____ Conference Fact Sheet (P)	Give to Parents of Participants
_____ Local Chapter Newsletter (Q)	Bring to SCDC: Onsite Registration
_____ Chamber of Commerce Partnership (R)	Bring to SCDC: Onsite Registration
_____ Speakers Bureau Application (S)	January 21, 2010
_____ Honorary Life Member Nomination Form (T)	January 21, 2010
_____ Outstanding Service Award Nomination Form (U)	January 21, 2010
_____ Outstanding Alumni Award Nomination Form (V)	January 21, 2010
_____ Award of Merit Nomination Form (W)	January 21, 2010
_____ Grievance Report (X)	Give to Board of Advisors no later than one month from the last date of the event.
_____ Written Event Verification (Y)	January 21, 2010 Mailed with written events.

State Officer Candidate Forms:

Deadline:

_____ State Officer Candidate Notification (1)	January 21, 2010
_____ State Officer Candidate Resume (2)	January 21, 2010 Submit Electronically
_____ State Officer Candidate Q & A (3)	January 21, 2010 Submit Electronically
_____ State Officer Candidate Agreement (4)	January 21, 2010 Original hard copy must be mailed.
_____ State Officer Emergency Medical Treatment Authorization Form (5)	January 21, 2010 Original hard copy must be mailed.