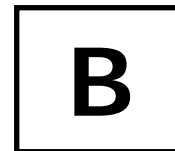


# Advisor Code of Conduct<sup>1</sup>

## For All Activities and Conferences



Marketing Education programs offer training to those students who have career objectives in the field of marketing, merchandising, management, entrepreneurship and leadership. Individual conduct and appearance is a portion of this training. Attendance at any Oregon DECA sponsored conference or activity is a privilege. Setting a good example is a goal of teaching and students participating in Oregon DECA conferences and activities are impressionable; therefore a code of conduct is set for advisors. By signing this agreement, the advisor also agrees to the tenants of the Participant Code of Conduct and the Dress Code.

Violations of these practices and procedures, as established, will be referred to the Executive Director, the Oregon DECA Board of Advisors and the advisor's school administrator.

1. Advisors will be held accountable for communicating the responsible behavior, conduct, and attire of all students, chaperones, and guests from their chapter. The codes govern the behavior of advisors as well as students.
2. As stated in the Participant Code of Conduct, item seven, advisors will serve as role models and insure that all their participants attend all sessions
3. Advisors are held responsible for their student's actions. An advisor must take the appropriate disciplinary steps as defined in the Participant Code of Conduct and/or as directed by the Board of Advisors or the Conference Conduct Committee.
4. When Advisors are assigned job duties during activities, it is the responsibility of that advisor to promptly carry out those duties.
5. Advisors are responsible to be available to their students and other advisors 24 hours per day. This responsibility begins from the time parents/guardians leave students with the advisor until the time they pick them up after the activity.
6. Each chapter is required to have one advisor/designee/chaperone for every 15 students attending the activity. (Fewer if your district/school/or the event so requires).
7. Advisors are responsible for knowing the whereabouts of all of their students at all times. Each advisor must have with them at all activities and conferences:
  - Each participant's signed Participant Code of Conduct;
  - Each participant's signed Emergency Medical Treatment Authorization Form; and
  - A list of each student's names, parent/guardians names, and phone number.
8. Advisors will enforce curfew. Each advisor is responsible for room checks to insure that their students are in their assigned rooms at curfew.
9. Each advisor and supervising adult must attend designated advisor meetings at conferences.
10. Advisors must report any conduct violations to a current member of the Oregon DECA Board of Advisors.
11. All judges' decisions are final. Concerns about event management and/or judging may be communicated through writing to the Board of Advisors no later than one month from the last date of the event.
12. Advisors MUST abide by the policy of the Executive Director before conducting out-of-state travel for WRLC and/or ICDC.

By signing the Oregon DECA Advisor Code of Conduct, the advisor agrees to abide by the rules set forth in this document. Additionally, the advisor agrees to abide by the judgment set down by the Oregon DECA Board of Advisors in any disciplinary action. Advisors may appeal a ruling with a letter to the Board of Advisors giving an explanation of circumstance that may have been outside of the advisors control, within one month after the ruling.

In addition to the consequences stated in the Participant Code of Conduct, any violation of these codes will also result in the advisor to student ratio being reduced for a period of time to be designated. This signed form is required in order to attend all recognized Oregon DECA activities and must be signed by the advisor, and the school administrator.

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Chapter Advisor Signature

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Date

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Administrator Signature and Emergency Phone Number

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Date

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Chapter

Revised November 2002  
Revised December 2004

<sup>1</sup> Each dues paying advisor needs to submit this form.