

Conference Activity Summary

Student Eligibility

To be eligible to attend the State Career Development Conference (SCDC), each marketing student must meet these basic criteria:

1. Be an active member of state and DECA Inc.
NOTE: Membership dues must be submitted to DECA Inc. by January 26, 2012 in order to participate in SCDC.
2. Have the approval of their DECA chapter advisor.
3. Have the approval of their school administration.
4. Have the approval of their parent (or guardian) unless married or more than 18 years of age.
5. Have on file with the local advisor a signed Participant Conduct Code (C) and a completed Emergency Medical Treatment Authorization Form (D).

Advisor/Student Ratio

The advisor/student ratio for SCDC is **one (1) adult advisor for every fifteen (15) students** attending the conference. Adult advisors may be any adults named by the DECA advisor to serve their chapter in this capacity, as long as they are **three years out of high school**. There are no restrictions on the number of adult advisors who may attend. **Chapters must have at least one (1) school employee as an adult advisor**. 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 banquet, tickets must be purchased separately. All adults serving in a chaperone capacity at SCDC will be asked to sign the Advisor Code of Conduct.

Competitive Event Staffing

All advisors and chaperones will be needed to assist with competitive events. As our competitor numbers grow it makes the need for help during the conference critical. Advisors will be expected to help all days of the conference. Final assignments will be made and communicated in February by the Series Events Coordinator, the Written Events Coordinator and the Executive Director. Please plan to arrive 15 minutes prior to the student briefing/testing time on Sunday to receive your assignments from the coordinators and directors.

Recommended Onsite Chapter Meeting

Immediately following the first block of briefing sessions, all chapters will be given a short time to meet, in order to distribute nametags and disperse conference programs, etc. It is recommended that you identify a meeting place for this opportunity and inform your students of the location.

Advisors' Meetings

There will be two (2) advisor meetings held on Sunday. It is **mandatory** that all advisors attend one of the two meetings. It is highly recommended that all chaperones (other adult advisors) attend as well. Conference policies, state news, conference procedures and student conduct will be discussed.

Opening Session

On Sunday evening, *all delegates* (including adults) will be expected to attend the opening session in which announcements will be made and any special instructions will be given. It is helpful for students to bring their conference programs and a pen to take note of any changes. Failure to attend this session may result in being misinformed on changes in schedules, rooms, events, etc., and cause undue complications. State officer candidates must be in attendance and give their campaign speeches during this session.

Entertainment

This year Oregon DECA will host an exciting, interactive, and fun social activity on Monday night. All delegates should make plans to attend.

Annual Business Meeting

The Oregon DECA Annual Business Meeting will be held on Monday evening. The major activity at this meeting is the election of new state officers and voting delegates are required to attend. Candidates will answer impromptu questions and elections will take place.

Recognition and Grand Awards Sessions

Monday's Recognition Awards Sessions will recognize each chapter by introducing the chapter president (or representative). In order to participate the chapter president *must* attend a rehearsal on Monday afternoon. Please inform your president or representative to be sure they attend. Preliminary awards in series events and a majority of the final awards in written events held during the day will also be presented. **No food service will be provided during Monday's Recognition Session.**

Tuesday's Grand Awards Session is traditionally considered a formal event. **Formal to semi-formal attire is the norm; however business attire is also very suitable.** The newly elected state officers will be announced during this session. Seating at this 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 final awards will be presented.