

Registration Information

Membership dues must be submitted to DECA Inc. by **January 26, 2012** 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 26, 2012**. 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 26, 2012. 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.

Registration Fee: \$100.00 per student
\$100.00 per DECA advisor
\$10.00 for each registration change or substitution made after 5:00 p.m. on Wednesday, February 15, 2012. This charge will be made for each name change, each event change and each partner change.

Late Registration: **Additional \$15.00 per person** for each registration submitted after **5:00 pm on January 26, 2012**.

Refunds

Full refund is only available for cancellations made before the registration deadline of January 26, 2012. After the registration deadline NO REFUNDS will be allowed. Registration fees are due and owing as soon as the registration is submitted.

Substitutions

Substitutions may be made provided the substitute is an active state and international member and they are entering the same event(s) as the pre-registered individual. Substitutions made after 5:00 p.m. on Wednesday, February 15, 2012 will cost \$10.00 per change.

Participant Code of Conduct and Emergency Medical Treatment Authorization Form

Advisors are responsible for ensuring that both documents¹ are signed by the student, advisor, school official and parent/guardian,² 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. Each change or substitution made during onsite registration will cost \$10.00.

Grand Awards

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.

¹ 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 541.633.4287.

² Please follow school policy for parent signatures for emancipated students.