

Chapter Officer Information

This information is provided to chapter officers so that they may take an active role in planning for the State Career Development Conference. We are asking chapter officers to assist in the management of their chapter at the SCDC. This is a great opportunity for you to help your chapter's members be informed about what takes place at the conference.

State Officer Candidates

A great way to get your chapter more involved in the state association is to have one of your chapter members elected to a state office. Think about the sophomores and juniors in your chapter. Are there one or two people who really stand out as leaders? Is there someone who is well organized, out-going, and committed to your local chapter? If there is, talk to your chapter advisor about encouraging them to run for office. The materials and deadline dates are enclosed in this mailer.

Competitive Event Information

Be sure your members are informed and know which events they will be competing in. Many times they forget which event they registered for, and then they are late or go to the wrong event briefing on Sunday. This can cause disqualification. Plan how you will be sure your members know which sessions they are required to attend on Sunday. Note a tentative conference schedule is enclosed and each participant will receive a program when they arrive on Sunday.

Let your members know they may use personal calculators for competition, but may not share them. **Every student should arrive for event briefing/testing sessions on Sunday with a No. 2 pencil (be sure it is sharpened before you arrive at the hotel).** As an officer team, you can help by bringing extras and making sure everyone is prepared.

Conference Policies

Your advisor will be discussing conference policies and each participant will be signing a Participant Code of Conduct. As officers, help your advisor put these policies in a positive light. For example, previous attendees should discuss possible areas of misinterpretation, such as the dress code. Do not let a new participant feel out of place because they are not dressed properly for competition or an award session. It is important that you talk about the type of dress, but not give the impression they need a whole new wardrobe. Also inform attendees that 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.

Remember that leaders should model behavior that brings credit to themselves, their school and organization.

Some policies you may want to make clear include:

- Being late for a briefing/testing session or for a competitive event may reduce the time you are given to complete the event or may disqualify you from the event.

- No visitors are allowed during the conference. Do not ask friends to meet you during the conference.
- Students must wear their name badges for **ALL** conference events.
- Pizza may be delivered to the hotel, but order early as they are usually swamped with orders. Delivery people **WILL NOT** be allowed to deliver pizza after curfew.
- Curfew is at 11:30 p.m., which means each person is in his or her own room and quiet.

Parade of Chapter Presidents

Each chapter should have their president or a representative present Monday night for a practice session for the Parade of Chapter Presidents. We encourage chapters who have DECA blazers to have their representative wear the blazer, as we will have many guests in the audience. The representative should come to this session dressed for the recognition session.

Voting Delegates

A chapter's designated Voting Delegate(s) represents each chapter at the Annual Business Meeting. Please plan ahead and decide who will represent your chapter. All conference participants are invited and encouraged to attend the Annual Business Meeting. Voting Delegates will be seated in a special section and will have the voting privileges. To figure how many Voting Delegates your chapter will have you can use the following formula, which is outlined in the Oregon DECA Bylaws.

One (1) Voting Delegate will be allowed each chapter. Additional Voting Delegates will be apportioned to chapters according to the following ratio:

10-29	student members = 1 additional delegate (2 delegates total)
30-49	student members = 2 additional delegates (3 delegates total)
50-69	student members = 3 additional delegates (4 delegates total)
70-89	student members = 4 additional delegates (5 delegates total)
90-109	student members = 5 additional delegates (6 delegates total)
110 +	student members = 6 additional delegates (7 delegates total)

Oregon DECA will figure the official number your chapter will be allowed after all dues have been collected for the year. The official list will be distributed prior to the state conference.

Voting Delegates are required to arrive promptly on time to maintain voting privileges, to wear their voting delegate ribbons, and to stay for the duration of the Annual Business Meeting.

Room Consolidation

Chapters who do not stay overnight on Tuesday will most likely need to consolidate into one or two rooms on Tuesday by the hotel check out time. It is important that chapter officers help in this process by assisting their chapter advisor in the following areas:

1. Key collection--rooms with keys out after noon will be charged for Tuesday.
2. Help in making plans to get your members out to the movies, the mall, etc., so that the room is not too crowded and therefore noise for other hotel guests. Decide who will have keys and how the room will be secured.
3. Be sure members plan plenty of time to dress so that your chapter is not late to the awards session.

Help Wanted

It takes a lot of work to put on the conference, and we need your help! We are looking for chapters who want to get involved. If your chapter is interested, see the Help Wanted Form (P). Your extra effort will help this year's conference be a major hit. Some of the jobs include the following:

- Conference preparation on Saturday and/or Sunday
- Distribute session programs
- Host a prospective or new DECA chapter
- Greet judges