

SCDC Registration Checklist



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

Deadline: January 26, 2012

Mail, Email or Fax To: Oregon DECA
P.O. Box 912
Jacksonville, OR 97530
registration@oregondeca.org
fax: 971.404.0903

Chapter: _____

Required Forms:

Deadline:

- | Required Forms: | Deadline: |
|---|------------------|
| _____ SCDC Registration Checklist (A) | January 26, 2012 |
| _____ Advisor Code of Conduct (B) - One per advisor | January 26, 2012 |
| _____ Statement of Assurance (E) | January 26, 2012 |
| 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. | |
| _____ Online Registration (Students/Adults/Voting Delegates) | January 26, 2012 |
| _____ 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 26, 2012. | |

Optional Forms:

Deadline:

- | Optional Forms: | Deadline: |
|--|--|
| _____ Written Event Verification (M) | January 26, 2012
Mailed with written events. |
| _____ Event Registration Worksheet (N) | Use to Complete Online Registration |
| _____ Help Wanted Form (P) | January 26, 2012 |
| _____ Conference Fact Sheet (Q) | Give to Parents of Participants |
| _____ Grievance Report (R) | Give to Board of Trustees no later than one month from the last date of the event. |

_____ Local Chapter Newsletter (S)	February 10, 2012
_____ Chamber of Commerce Partnership (T)	Bring to SCDC: Onsite Registration
_____ Speakers Bureau Application (U)	January 26, 2012
_____ Honorary Life Member Nomination Form (V)	January 26, 2012
_____ Outstanding Service Award Nomination Form (W)	January 26, 2012
_____ Outstanding Alumni Award Nomination Form (X)	January 26, 2012
_____ Award of Merit Nomination Form (Y)	January 26, 2012

State Officer Candidate Forms:
Deadline:

_____ State Officer Candidate Notification (1)	January 26, 2012
_____ State Officer Candidate Resume (2)	January 26, 2012 Submit Electronically
_____ State Officer Candidate Q & A (3)	January 26, 2012 Submit Electronically
_____ State Officer Candidate Agreement (4)	January 26, 2012 Original hard copy must be mailed.
_____ State Officer Emergency Medical Treatment Authorization Form (5)	January 26, 2012 Original hard copy must be mailed.