

CALIFORNIA DECA 2014
State Career Development Conference



February 6-9, 2014
Anaheim Marriott
700 W. Convention Way, Anaheim, CA 92802

Dear Parents:

We are pleased that your son/daughter has expressed an interest in the California DECA Career Development Conference in Anaheim on February 6-9, 2014. The student's participation in this conference is strictly voluntary and not a required part of the curriculum for Marketing or Economics of Business Ownership. However as a ROP student, your child can choose to enhance their leadership training by participating in DECA. DECA is a career technical student organization that prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. DECA enhances the co-curricular education of members through a comprehensive learning program that integrates into classroom instruction, applies learning, connects to business and promotes competition. To accomplish this, DECA utilizes on-the-job experience, chapter projects, and a program of competency-based competitive events in specific industry areas. DECA's activities assist in the development of academically prepared, community oriented, professionally responsible, experienced leaders. DECA Inc. is a 501(c)(3) not-for-profit student organization with more than 200,000 members in all 50 U.S. states, the District of Columbia, Canada, China, Germany, Guam, Hong Kong, Korea, Mexico and Puerto Rico. The United States Congress, The United States Department of Education and state, district and international departments of education authorize DECA's programs.

At this conference, students will choose from DECA's industry-validated competitive events that are aligned with the National Curriculum Standards in the career clusters of marketing, business management and administration, finance, and hospitality and tourism. DECA's evaluation process involves students in both a written component such as an exam or report and an interactive component (role play or presentation) with an industry professional serving as a judge. Some competition training will be provided in class but students will be required to commit to preparing outside of the classroom, as well. Enclosed is a **Competition Action Plan** (also linked online) that will outline the steps students will need to complete to be eligible to participate. DECA's competitive events program is a tremendous opportunity for the students to take what they are learning in the classroom and apply it in a business setting. Involvement as a DECA member looks great on a resume or a college application! This conference is also a great chance for students to build a rapport with our Amador Valley chapter and also to network with other students, teachers and members of our business communities from all over California!

California law does not allow school districts to charge fees to students for curricular and extracurricular activities. However, as you are aware, due to state budget cut backs, there is no funding available for worthwhile activities such as this one. Therefore, we are requesting voluntary donations from parents to offset the costs of these valuable conferences. Parents are not required to make donations and all students may participate in extracurricular activities regardless of whether their parents make a donation. For planning purposes, we have estimated the costs associated with the trip but be advised that the actual expenses incurred will depend on the total number of students wishing to participate. This estimate of \$320.00 per student includes conference registration and hotel accommodations for students (sharing 3-4 to a room) and additional expenses for chaperones (a 1:15 student ratio is required). *Students may also purchase a State T-Shirt.* If you are able to make a voluntary donation, please do so by no later than Tuesday 1/28. **Checks can be made payable to Tri Valley ROP.** If the total of our voluntary donations and our fundraising efforts provide for the total cost of the trip (for all students wishing to participate) we will be able to attend the conference.

Additionally, students will need a food budget as all meals will be on their own. Room service will be available on a cash only basis.

Please note that there is a dress code for all DECA events. Although students may arrive in their school clothes, they will need to change into DECA professional for Testing and Opening Session. Students will need professional attire for all three days of the conference.

All students **must have** a sports coat/jacket. DECA blazer is optional for males or females and we have a limited number available to students needing them; please see me to reserve a jacket if necessary.

Females

Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress; dress shoes. NO low cut, tight fitting or midriff bearing tops will be permitted. No Lycra in DECA Competition. The dress code is strictly enforced at all conferences.

Males

Business suit or sport coat with dress slacks, collared dress shirt and necktie; dress shoes and dress socks. Please refer to the enclosed information regarding conference attire for both casual and professional. Any students with questions about dress for the conference can direct their questions to their advisor.

A DECA **member release** is required to be signed by the student and parent/guardian. Failure to meet any of the outlined guidelines will result in your student being removed from the conference and parents will be phoned (at any hour) to pick up the student immediately. They will be excluded from any DECA activities for the remainder of the year. Please be advised that there will be some free time throughout the conference when the students will be unchaperoned to eat, shop, etc. They will be required to check in/out with the advisor before leaving and when returning so the advisor knows where they are at all times. The students must stay within walking distance (2 mile radius max.) of the advisor/hotel.

With respect to **transportation** to and from CALIFORNIA, **parents must drop off their student** at the Amador on Thursday by 4:30 AM and pick them up on Sunday at approximately 4:00 pm. Please understand that students must not leave the Anaheim Marriott in private vehicles during the conference. DECA cannot oversee 600 students with access to cars, so we must insist that no cars are present at the hotel. On Sunday we will all be tired, so I will look forward to your arrival and **picking up of your student on time**. I cannot leave the conference until all students have been claimed. I appreciate your support with these transportation matters.

Registration will be due NO LATER THAN Tuesday 1/21. If you need additional information, please contact me at (805) 551-8351. See you in February!

Sincerely,

Laurie Andrews

Instructor, DECA Advisor

Tri-Valley Regional Occupational Program

TENATIVE CALIFORNIA CDC AGENDA

California DECA Event Limitations 2013-2014

Please carefully review the event listings. Students may ONLY complete in one Series Event and one Written Project at the District and State CDC's. The "Series Events" are listed first in this document and then the "Written Project" events. Students may choose one event from each. Students may only participate in a total of two events (one Series Event and one Written Project). The DECA Knowledge Test is open to all and not limited by any other event selection. If both events that the student is competing in require an exam it is best that they choose two events that take the same exam. This will make the conference experience much easier for them. However, if they have strong desires to do so they can choose events that take tests from different clusters. We ask that you limit this as much as possible.

Series Events – Principles of Business Administration

These events include a 100 question multiple choice exam and one content interview. These are individual events. *Students may participate in 1 (one) series event at the district or state conference.*

Event Exam Code

Principles of Business Management and Administration

Business Administration Core Exam **PBM**

Principles of Finance

Business Administration Core Exam **PFN**

Principles of Hospitality and Tourism

Business Administration Core Exam **PHT**

Principles of Marketing

Business Administration Core Exam **PMK**

Series Events - Individual

These events include a 100 question multiple choice exam and two role plays. These are individual events. *Students may participate in 1 (one) series event at the district or state conference.*

Event Exam Code

Accounting Applications- Finance Cluster Exam **ACT**

Apparel & Accessories Marketing- Marketing Cluster Exam **AAM**

Automotive Services Marketing- Marketing Cluster Exam **ASM**

Business Finance- Finance Cluster Exam **BFS**

Business Services Marketing- Marketing Cluster Exam **BSM**

Food Marketing -Marketing Cluster Exam **FMS**

Hotel & Lodging Management-Hospitality and Tourism Cluster Exam **HLM**

Human Resources Management -Business Management and Administration Cluster Exam **HRM**

Marketing Management -Marketing Cluster Exam **MMS**

Quick Serve Restaurant Management- Hospitality and Tourism Cluster Exam **QSRM**

Restaurant & Food Service Management-Hospitality and Tourism Cluster Exam **RFSM**

Retail Merchandising

Series Events - Team Decision Making

This event is for 2 people. There is a 100 question multiple choice exam and one 30 minute presentation. For the district and state conference these events are considered to be series events. ***Students may participate in 1 (one) series event at the district or state conference.***

Event Exam Code

Business Law & Ethics -Business Management and Administration Cluster Exam **BLTDM**

Buying & Merchandising -Marketing Cluster Exam **BTDM**

Financial Services -Finance Cluster Exam **FTDM**

Hospitality Services -Hospitality and Tourism Cluster Exam **HTDM**

Marketing Communications- Marketing Cluster Exam **MTDM**

Sports & Entertainment Marketing -Marketing Cluster Exam **STDM**

Travel & Tourism-Hospitality and Tourism Cluster Exam **TTDM**

Written Projects - Marketing Representative Events

These events are team events (1-3 members) and include a 100 question multiple choice exam, written entry and a presentation. Check the guidelines for the presentation materials required for each event. This event is considered a written project at the district and state conference.

Students are allowed to participate in 1 (one) Marketing Representative Event at the district or state conference and it may be paired with a Series Event (e.g. students may only do a total of two events)

Event Exam Code

Advertising Campaign Marketing Cluster Exam **ADC**

Fashion Merchandising Promotion Marketing Cluster Exam **FMP**

Sports and Entertainment Promotion Marketing Cluster Exam **SEPP**

Written Projects - Professional Selling Events

These events are individual events (1 student) and include a 100 question multiple choice exam and a presentation. Check the guidelines for the presentation materials required for each event. This event is considered a written project at the district and state conference. ***Students are allowed to participate in 1 (one) Professional Selling Event at the district or state conference and it may be paired with a Series Event (e.g. students may only do a total of two events)***

Event Exam Code

Hospitality and Tourism Professional Selling-Hospitality and Tourism Cluster Exam **HTPS**

Professional Selling -Marketing Cluster Exam **PSE**

Written Projects - Business Management & Entrepreneurship Events

These events include a business plan. They are considered written projects at both the district and state conference. Check the guidelines for the project requirements. ***Students may participate in 1 (one) Written Project at the district or state conference and it may be paired with a Series Event (e.g. students may only do a total of two events)***

Event Code

Entrepreneurship Innovation Plan (1-3 members) **ENI**

Entrepreneurship Participating [Independent or Franchise] (Individual) **ENPI/ENPF**

Entrepreneurship Written (1-3 members) **ENW**
Entrepreneurship-Growing Your Business (1-3 members) **ENGB**
International Business Plan (1-3 members) **IBP**

Written Projects - Business Operations Research Events

These events include a written report. They are considered written projects at both the district and state conference. Check the guidelines for the project requirements. ***Students may participate in 1(one) Written Project at the district or state conference and it may be paired with a Series Event (e.g. students may only do a total of two events)***

Event Code

Business Services (1-3 members) **BOR**
Buying and Merchandising (1-3 members) **BMOR**
Finance (1-3 members) **FOR**
Hospitality and Tourism (1-3 members) **HTOR**
Sports and Entertainment (1-3 members) **SEOR**

Written Projects - Chapter Team Events

These events include a written report. They are considered written projects at both the district and state conference. Check the guidelines for the project requirements. ***Students may participate in 1 (one) Written Project at the state conference and it may be paired with a Series Event (e.g. students may only do a total of two events)***

Community Service Project (1-3 students) - **CSP**
Creative Marketing Project (1-3 students) - **CMP**
Entrepreneurship Promotion Project (1-3 students) - **EPP**
Financial Literacy Promotion Project (1-3 students) - **FLPP**
Learn & Earn Project (1-3 students) - **LEP**
Public Relations Project (1-3 students) - **PRP**

TENTATIVE CALIFORNIA CDC AGENDA

Thursday, February 6, 2014

4:30 a.m.	Students arrive at AVHS for departure. If you are not here by 4:30 AM, we will leave without you.
2:00 p.m.	Luggage Storage
4:30 – 6:30 pm	Written Test Session #1 (Events TBD)
6:00 p.m. – 8:30 p.m.	Competitive Event Managers Training & Preparation (Dinner Included)
8:30pm- 10:30 a.m	Written Test Session # 2 (Events TBD)
10:15 p.m – 11:15pm	Chapter Meeting & Schedule review
11:15 p.m. – 6:00 a.m.	Curfew

Friday, February 7, 2014

24 Hour Hold	Headquarters
8:00 am	Campaign Booth Setup
8:00 am	Judge/Proctors Orientation
8:00 – 9:00 am	Voting Delegates Meeting
8:45 – 12:00 pm	Management Team Decision Making Events -BLTDM, BTDM, FTDM, HTDM, MTDM, STDM, TTDM

9:00 – 4:00 pm	Series Events (Role Play 1 First then Break then Role Play 2)
9:00 – 10:00 am	Workshop I
9:00 – 2:00 pm	Leadership Village/Candidate Booths
11:00 – 3:00 pm	Written Event Directors Meeting/Lunch
1:00 – 3:00 pm	Principles Events - PBM, PFN, PHT, PMK
4:00 – 11:30 pm	Chapter Activities (On Your Own)
10:00 pm	Opening Session (Tentative)
11:30 pm	Curfew

Saturday, February 8, 2014

24 Hour Hold	Headquarters
8:00 am	Chapter Presidents and Most Valuable Member Breakfast
8:00 – 9:00 am	Exhibitor Setup
8:30 – 2:00 pm	Exhibit Area Open -Exhibitors & CAP Binders on Display
8:30 – 3:00 pm	Leadership Village/Candidate Booths
9:00 – 1:00 pm	Written Project Judge Orientation/Lunch
9:00 – 2:00 pm	DECA Protégé Events
9:00 – 11:30 am	State Officer Candidate Interviews
12:00 – 3:30 pm	Written Project Presentations
12:00 – 3:30 pm	Marketing Representative/Professional Selling Event Competitions - ADC, FMP, SEPP, HTPS, PSE
3:00 – 4:00 pm	Election Session
6:00 – 7:00 pm	Mandatory Advisor Meeting
7:00 – 8:30 pm	Formal Recognition Session
9:00 – 11:15 pm	Formal Dance
9:00 – 11:15 pm	Photo Room
11:45 pm	Curfew

Sunday, February 9, 2014

Out at 3:00 pm	Headquarters
8:30 – 12:00 pm	Grand Awards Session
12:00 pm	Winners Meeting
12:00 pm	Newly Elected State Officer Meeting
12:00 pm	Advisors Collect Results Packets

**State Career Development Conference, Anaheim Marriott
RESERVATION FORM- Due 1/21/2014**

Student ID# _____ **Cell Phone#** _____

Student Name:

Competition A (role play):

If you wish to compete in a team event, list who you will be competing with.

Competition B (written project):

If you wish to compete in a team event, list who you will be competing with.

Cluster Exam: *(can only take one so be sure you don't have a conflict with your events)*

Are you interested in becoming a Voting Delegate? (9th, 10th, and 11th graders only)

Yes No

Would you like to purchase a California CDC T-shirt?

Yes No Size _____ (If yes, please bring \$12 in addition to the \$320 conference check donation)

Additional conference participant requirement: (If you are not competing in **both** an (A) event and a (B) event, you must pick at least one of the following:

DECA Knowledge Test

Economics of Marketing Test Marketing Math Test

FORMS CHECKLIST

FORM	○	SUBMITTED
___ DECA Conference Rule & Etiquette Agreement*		
___ California DECA Student Member Release form*		
___ Student Participation Criteria (Grade Check) Form		
___ CA DECA Dance Contract		
___ Competition Action Plan <i>This is for students participating in an (A) role play event</i>		
___ Competition Action Plan <i>This is for students participating in an (B) written event</i>		
___ Tri Valley ROP Field Trip form		
___ Tri Valley ROP Excursion/Field Trip Waiver, Release and Indemnity Agreement		

Conference Rules & Etiquette Agreement

The following agreement must be signed by parent/student before attending a DECA conference. These guidelines are put into place to ensure that the student understands proper behavior and consequences resulting if they are not followed. We want the student to have the best possible experience while attending this conference. All students must have a signed California DECA student member release code on file. This conduct code is strictly enforced and **anyone in violation will be immediately sent home** from the conference and will not be permitted to participate in any DECA event for the rest of the school year. In addition to the conduct code, each student/parent must read and agree to the following:

Curfew/Chaperone Information

▪ **Curfew is strictly enforced.** It is the student's responsibility to plan ahead to ensure they have all necessary items before curfew. They must be in their own room at the specified time each night.

- There will be times when the student is not chaperoned by an adult. There will, however, predetermined perimeter around the hotel where the student can go. These areas will include shopping, restaurants etc.
- Students are **not permitted to leave the hotel alone.**
- **Students may not leave the hotel after dark** (unless extenuating circumstances warrant it and it has been pre-approved by your advisor).
- Student is not permitted to ride in a taxi (unless approved by an advisor and supervised by an adult)
- Student is to notify advisor when leaving hotel and upon return.

Illegal Narcotics, Alcohol and Smoking

- Illegal narcotics or alcohol shall not be present or consumed at any time.
- Smoking is not permitted at any time during the conference. Education code #48900

If an advisor has reasonable suspicion of any illegal substances being consumed or possessed, there may be a search conducted of the room and/or student’s personal belongings. Your signature (below) acknowledges and authorizes this search, if the situations warrants. Violation will result in immediate parent notification and the student being sent home at the parent/student expense. All students who are present at the time of the violation will be held responsible. Remember you are “guilty by association” unless you leave the area immediately and notify an advisor.

Hotel information

- Any damages to the hotel property or furnishings will be paid for by the individual.
- Phones in student rooms will only be turned on with a deposit (or credit card). This is to avoid excessive charges.
- Movie rentals must be paid in advance at the front desk
- Prior to check out, students must clean their room to a “respectable” level. Advisor will schedule a time to check the room. The student must be prompt and prepared. For this inspection or consequences will be involved.
- Student is to respect the other hotel guests and behave appropriately at all times.

Conference & meeting etiquette

- Attendance to all sessions, meetings, and events is mandatory. Professional behavior is expected at all times. Please refrain from talking while presenters are speaking. **Student should not plan to leave early** (unless there is an emergency and it has been approved by the advisor.)
- Be **on time** for any conference activity. Remember, it is not considerate of others to keep people waiting. Disciplinary action may be taken if tardiness results.
- Show your support of Amador Valley DECA and cheer loudly for our teammates

Any misconduct that is considered inappropriate for a school function (as determined by the advisor or conference staff) will result in disciplinary action that could result in one or more of the following:

- Restricted from future DECA activities
- Notification to school/possible suspension or expulsion
- Restricted from participating in competition or social activities at the conference.
- Parent notification and if necessary arrangements made for a student to be send home (at parent/student expense)

Rooming Request

1. **Myself** _____
2. _____
3. _____
4. _____

___ **My son/daughter is able to attend.**

Parent Signature _____

Student Signature _____

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- Restricted from participating in competition or social activities at the conference.
- Parent notification and if necessary arrangements made for a student to be send home (at parent/student expense)

FORM A

Turn in this form

I will abide by the guidelines established in this conference packet. I have read and understood the AVHS DECA Conference Rules & Etiquette Agreement

Please print student name Please print parent name

Student signature Parent signature

Best number to contact parent

Amador Valley DECA Conference Rules & Etiquette Agreement

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- Be on time for any conference activity. Remember, it is not considerate of others to keep people waiting. Disciplinary action may be taken if tardiness results.

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Parent notification and if necessary arrangements made for a student to be send home (at parent/student expense)

PERMISSION/MEDICAL RELEASE FORM (3 PAGES TOTAL)

Form B

Page 1 of 3

ALL CALIFORNIA DECA SPONSORED ACTIVITIES 2013-2014

- Revised August 2013 -

CODE OF CONDUCT

Attendance at any California DECA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisors, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending a CALIFORNIA DECA activity and submitted to the chapter advisor prior to the respective registration deadline. The chapter advisor must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This Forms must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *CALIFORNIA DECA and school district policies* at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the CALIFORNIA DECA organization. The standards outlined in this document constitute the California DECA Code of Conduct.

The following shall be regarded as severe violations of the CALIFORNIA DECA Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. Alcohol, Drugs and Tobacco: a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.

2. Curfew: Committing serious violations of curfew regulations as outlined in item 9 below.

3. Willful Companionship: Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.

4. Personal Conduct: Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.

5. Serious Violations of the student conduct code of the school district or school that the student represents.

6. Private Transportation: Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site) Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.

7. Abusive Behavior and Lewd Conduct: A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the CALIFORNIA DECA Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Advisor.

8. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of DECA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.

9. Curfew: Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.

10. Dress: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.

11. Personal Conduct: Failing to report accidents, injuries or illnesses immediately to the local DECA Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.

12. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Individual School District Policies may supersede the code of conduct.

DRESS CODE FOR DELEGATES ATTENDING CALIFORNIA DECA SPONSORED ACTIVITIES

The following guidelines have been developed to clarify the dress code used at all DECA conferences.

ACCEPTABLE CASUAL ATTIRE

(Travel to/from conferences, dances, and non-conference activities such as shopping, sightseeing, or going out for meals, denim in good taste is allowed at CA DECA conferences only, not allowed at Western Region or National DECA)

Males: Slacks, cords, knee length walking shorts, sports shirts, and DECA t-shirts and sweatshirts. NO gang related clothing or accessories allowed. All clothing must be in good repair and proper size.

Undergarments may not show outside of over garments.

Females: Slacks, cords, skirts, blouses, sports shirts, knee-length walking shorts, and DECA T-shirts and sweatshirts. No gang related clothing or accessories allowed. All clothing must be in good repair and proper size Undergarments may not show outside of over garments.

ACCEPTABLE BUSINESS ATTIRE

(Opening/ Closing Sessions, event competition, scholarship interviews, state/national officer interviews, workshops, or banquets)

Males: Dress slacks, dress shirt, tie, dress shoes and socks, (no tennis shoes or flip-flop sandals), sweater and/or sport coats. A dress suit or DECA blazer is always appropriate. Shirts are to be tucked in. Belted pants.

Females: Dress (professional business), dress slacks, skirt (not to exceed 3 inches above knees), blazer, dress blouse or collared shirt, coordinated shirt/ blouse, city shorts, dress shoes, (professional business) (no tennis shoes or flip-flop sandals). A dress suit or a DECA blazer is always appropriate. Nylons are recommended with all professional dress.

Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire for that activity.

At any time during the conference while on-site (including hotels), you must be in casual or business attire.

CALIFORNIA DECA DELEGATE PERMISSION/MEDICAL RELEASE FORM

(Students and Alumni are collectively referred to as "Delegates" in this document)

Conduct Code Endorsement, Permissions to Attend California DECA Sponsored Activities, and Authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Delegate _____ Date: _____

Home Address _____ Phone: _____

_____ Date of Birth: _____

Name of High School _____ Phone: _____

Advisor (s) in Charge _____

This is to certify that *the above named delegate* has my permission to attend all California DECA sponsored activities for the 2011-2014 School Year. I also do hereby, on the behalf of *the above named delegate* absolve and release California DECA, the school officials, the DECA chapter advisors, conference staff, and California DECA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

I authorize the above named advisor or the California DECA staff to secure the services of a doctor or hospital for *the above named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to California DECA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of California DECA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter advisor determines the criteria at the local site, for individual students and alumni to attend and participate at all DECA activities.

We have read and agree to abide by the supplied California DECA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____ Date _____

Parent / Guardian Signature _____ Date _____

Chapter Advisor Signature _____ Date _____

School /ROP Official Signature _____ Date _____

MEDICAL INFORMATION

Known allergies (drug or natural) _____

Special medication being taken _____

Date of last tetanus shot _____

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever _____

Any physical restrictions _____

Other conditions _____

Family doctor _____ Phone _____

INSURANCE INFORMATION

Company Name _____ Policy Number _____

California DECA Dance Contract 2013 - 2014

Dance Expectations

California DECA prides itself in being the premier student organization and in keeping with that pride we have trust that our members will dress and act with respect and dignity. Attending a DECA dance is a privilege given to members who are willing to follow a few simple rules that will allow us to represent our fellow members, advisors, chapters and state proudly. Inability to follow these rules will result in consequences starting with a warning or could include being sent home or suspended from DECA for a period of time to be determined by the Board of Directors. Our goal for offering a dance is to allow members to have fun, network, and dance in a safe, healthy, and respectful environment. All students must have a name badge and wrist band on in order to enter the dance. By choosing to attend DECA Conferences and Dances students consent to searches and/or random breathalyzer checks so that dance organizers can ensure that the environment is safe and secure for all students in attendance. California DECA is a professional student organization focused on preparing students to be the future leaders in Marketing, Management, and Entrepreneurship. For this reason California DECA requires that all students attending DECA Dances uphold the highest degree of professionalism by adhering to the following guidelines and if necessary the resulting consequences:

Dance Guidelines (applies to on and off the dance floor)

1. No rubbing of one's bottom on another person's private area.
2. If when dancing, a couple is facing the same direction, there must be a hand's length of space between the two (approx. 6") and they must be dancing in a respectful manner.
3. No body parts other than your feet may be touching the ground while dancing.
4. No break dancing without permission from an adult supervisor.
5. Partners may face one another while dancing in a hugging position; however, this must be done in an appropriate manner.
6. No straddling legs.
7. No grabbing, touching, or rubbing another person in a distasteful or unwanted way.

Consequences:

1. 1st warning -Verbal Warning
2. 2nd warning - 10 minute time out with advisor/adult chaperoning the dance. The student's Chapter Advisor must come to pick the student up.
3. 3rd Incident -Student will be removed from the dance and may be banned from future participation in DECA Conferences and Activities as determined by the Board of Directors. Parents will be notified and incident report submitted to California DECA.

Dress Code

If dress code is not followed, students will not be permitted to enter the dance. Dress code can be found in the Code of Conduct and/or conference program.

I have read, understand, and agree to comply with the California DECA Dance Contract as stated above.

Chapter Name Amador Valley DECA Advisor name: Laurie Andrews
Student Name _____ Student Signature _____
Parent/Guardian Name _____ Parent/Guardian Signature _____