

2010 CDC Information

General Information for Planning & Participation

This information kit has been compiled in two parts: information general to all of the ten district conferences makes up the first part, and information unique to each district (location, dates, housing, etc.) is included as a supplement. Teacher travel expenses in connection with chaperoning students to attend and compete in the conference are generally an acceptable expenditure of Perkins money. You should discuss local school district travel policies and amounts with appropriate school administrator(s).

DELEGATION SIZE

Each chapter may bring as many members as they wish to the district conference. The Texas DECA Operating Procedures states that the ratio of one adult chaperone for every ten student delegates must be followed at both the district and state career development conferences. These conferences provide leadership and social activities, not just competitive events.

COMPETITIVE EVENTS

Competition will be held in all competitive events at the district level. *Please refer to the Chapter Competitive Event Allocation included in this packet.* If you have any questions, please feel free to contact your District Director.

DEADLINES FOR WRITTEN EVENTS AND PROJECTS

Every written event entry must have a signed Statement of Assurances attached to the front of the entry. Any entries submitted without this form will not be judged. Consult your [DECA Guide](#) or www.deca.org for a copy of this statement and reproduce enough copies for all of your written entries. **Folios for written events at the District and State levels are not required.**

PRINCIPLES OF BUSINESS ADMINISTRATION, INDIVIDUAL SERIES AND TEAM DECISION MAKING EVENT COMPETITION

At the district level of competition, the events will have two components. The first component will be a comprehensive exam of 100 multiple-choice questions related to one of the following: Finance, Marketing, Hospitality & Tourism, or Business Management and Administration. The students will have 90 minutes to complete the exam. The second component will be a judged role-play situation related to the occupational category – this event will be judged by business persons with knowledge and business experience in the respective occupational category.

- Students may use calculators for both events. These calculators must not require electrical extension cords.
- Only 5 function calculators are allowed during exams.
- Contestants should bring two #2 pencils that have been sharpened. During the comprehensive exam they will be instructed to record answers on an electronically scored answer sheet.

EVENT COMPETITORS/ALLOCATIONS

3.16: For series, team events and individual participating competition at the district level, **each teacher unit** may enter the equivalent of the number of series and individual participating events conducted. **When the number of paid DECA members per chapter (on the original roster) exceeds 30 (thirty), the chapter qualifies for one additional individual participant for each five additional members.**

DECA QUIZ BOWL

All contestants will take a one hundred-question exam **over the marketing cluster**. The results will be used for seating purposes for the DECA Quiz Bowl Rounds. DECA Quiz Bowl competition will be held to determine the winners who will advance to the State CDC.

RECOGNITION & AWARDS

Each district is allocated a certain number of winners (listed below) that will advance to the State CDC. These students are finalists who will be competing at the state level for the right to represent the Texas Association at the International CDC. Unless otherwise noted at the time the awards are made, the students are announced in random or alphabetical order instead of the order of finish (rank). Students named as alternates in principles of business administration, individual series and team decision making events should plan to attend the state conference and attend the appropriate briefing session for contestants and finalists.

DISTRICT COMPETITIVE EVENT ALLOCATIONS

District Number	Principles of Business, Series Events, Team Decision Making & Representative Events	Business Operations, Chapter Team and Business Management Events
1	6	4
2	4	3
3	18	8
4	3	3
5	8	5
6	4	3
7	22	9
8	3	3
9	3	3
10	5	4

CONFERENCE REGISTRATION FORM AND FEES

Registration will differ between Districts so check at www.texasdeca.org for information regarding your district. Please send your registration form and fees to the directions on your District Fact Sheet. The entire conference competitive events operation is very dependent upon the due date and delegate names – IT IS CRITICAL THAT YOUR REGISTRATION MATERIALS AND FEES BE RECEIVED ON OR BEFORE THE DEADLINE. Read the attachments in the appendix of this kit very carefully.

Make sure all students registered for the conference are listed on your Chapter's DECA Membership Roster.

DISTRICT OFFICER CANDIDATES

Each district should elect a President, Vice President, and Secretary. These officers will be elected during the District CDC. A candidate for the office of President must be either a tenth or eleventh grade student when elected. Students desiring to be candidates for a district office should do the following:

1. Complete and return the District Officer Nomination Form, Statement of Acceptance, Candidate Consent Form, and District Officer Code of Professional Conduct Form to the District Director by the established deadline.
2. Possess the qualifications listed on the Nomination Form.
3. District officer candidates may be required to appear before a nomination committee prior to the election process
4. Be prepared to conduct a campaign and give a two-minute campaign speech.
5. Must take an officer examination and score a 70%, refer to Texas DECA By-Laws Article VI, 2(h).

Campaign materials may be displayed and handed out to delegates until the beginning of the annual business meeting. No materials shall be posted, tacked or taped to any wall or part of any building used for the conference. Easels are encouraged.

Newly-elected district officers should plan to attend the State CDC and participate in the District Officer Leadership Academy and be involved with the business of the state association. It is a great way to get more chapter members involved with DECA!

STATE OFFICER CANDIDATES

It is hoped that qualified and capable members of all chapters will seek offices this year. **Chapter members who wish to be candidates for state offices will need to complete and return the State Officer Nomination Form and related documents to the appropriate District Director no later than District Deadlines for the current year District CDC.** Make a copy of the form and related candidate forms and send them to the appropriate District Director at least 10 day prior to the District CDC (see individual District CDC Information Sheet). Additional information is included in the State CDC Information Kit. **State officer candidates will be required to take an exam at the**

District CDC and score a 70%, refer to Texas DECA By-Laws Article VI, Section 2(h), and will appear before a two committees during the State CDC.

DISTRICT VOTING

The number of votes that a chapter has is based upon the membership size. As outlined in OP 4.15, each chapter is allowed two voting delegates at the District CDC. These delegates will **cast five** votes for the chapter they represent. Please stress to your voting delegates that their votes are important to DECA.

DISTRICT CDC DRESS

The dress regulations for student delegates have been adopted by the Texas DECA Board of Directors. This group has adopted the National DECA Dress Code that is printed in the DECA Guide. *The exception to the National DECA Dress Code for district and state is that the DECA Blazer is not mandatory for competitive event participation.*

INTERNATIONAL CDC VOTING DELEGATES

The voting delegates who will represent the State Association during the DECA International Career Development Conference will be selected at the State CDC. The District CDC Information Kit includes a form that a chapter must use to apply for the voting delegate positions. Please review the form and make sure your chapter members know of these positions of leadership. Students selected will attend a number of caucus sessions to meet and question the candidates for national offices

TEXAS DECA SCHOLARSHIP

All **original** applications for the Texas DECA Scholarships should be mailed to the District Director. Each district will evaluate the **applications** and identify two finalists who will be interviewed at the State CDC. Evaluation sheets have been developed to correspond to the criteria listed on the scholarship application form. Applications must be received at least 10 days prior to the District CDC.

IMPORTANT NOTE TO ADVISORS

If your delegates are spending the night(s) in a hotel or motel with a swimming pool, please discuss the matter of liability with your school administration (a lot of school districts have policies covering this matter). Currently in our society lawsuits are being filed for all kinds of things and swimming is an area that has a lot of potential for such action. You are encouraged to develop some form or permission sheet to help protect you, your school and DECA. You are also encouraged to purchase CDC Insurance – it is a bargain and “just plain smart”. Your DECA Board of Directors has requested that you be reminded of this important matter.

DISTRICT CDC INFORMATION KIT APPENDIX

- Registration Summary
- Chapter Competitive Event Allotments
- Delegate Conduct Practices and Procedures
- Parent Permission Form
- Hotel Reservation Form
- Hotel Rooming List
- Hotel Occupancy Tax Exemption Certificate
- District Officer Nomination Form
- District Officer Candidate Statement of Acceptance
- District Officer Candidate Consent Form
- District/State Officer Candidate Expense Report
- International CDC Leadership Development Academy Application
- International CDC Senior Management Institute Application
- International CDC Voting Delegate Application
- International CDC Voting Delegate Information
- State Officer Nomination Form
- State Officer Candidate Statement of Acceptance
- State Officer Candidate Consent Form
- State Officer Booth Rental

REGISTRATION SUMMARY

District Career Development Conference

1. Complete the District CDC Registration & Competitive Events form and be sure to attach your school check or money order – please do not send cash or personal check.
2. **Include a copy of the registration sheet and membership roster with each participant's name either highlighted or checked with registration forms. Each student registered must have his or her membership dues paid prior to registering for the District CDC – NO EXCEPTIONS.**
3. List the names of adult advisors and chaperons below.
4. Please check the enclosed supplemental District Fact Sheet for the amount of the registration fees, meal functions or other activities that might need a fee.
5. Please check the Fact Sheet for due date and the address for mailing.
6. Please refer to the appropriate District Fact Sheet regarding substitution of competitors.

_____	X	_____	=	_____
Number of Students		Registration Fee		Total

_____	X	_____	=	_____
Number of Adults		Registration Fee		Total

_____	X	_____	=	_____
Number of Meals		Meal Cost		Total

GRAND TOTAL: _____

School Name: _____

School Mailing Address: _____

City/ZIP: _____

Advisor: _____

Phone #: _____ Fax #: _____

Advisor's E-mail Address: _____

Principal's Signature: _____

This signature certifies that the students being registered are eligible to participate.



CHAPTER COMPETITIVE EVENT ALLOTMENTS

●Each Chapter* (Marketing Education teacher unit) may enter 16 competitors in the following events, in any combination:

PRINCIPLES OF BUSINESS ADMINISTRATION EVENTS

(must be the first year on a DECA roster)

PBM	Principles of Business Management and Administration
PFN	Principles of Finance
PHT	Principles of Hospitality and Tourism
PMK	Principles of Marketing

INDIVIDUAL SERIES EVENTS -

ACT	Accounting Applications Series
AAM	Apparel & Accessories Marketing Series
ASM	Automotive Services Marketing Series
BSM	Business Services Marketing Series
FMS	Food Marketing Series
HLM	Hotel and Lodging Management Series
MMS	Marketing Management Series
QSRM	Quick Serve Restaurant Management Series
RFSM	Restaurant and Food Service Management Series
RMS	Retail Merchandising Series
SEM	Sports and Entertainment Marketing Series

MARKETING REPRESENTATIVE EVENTS -

ADC	Advertising Campaign Event
FMP	Fashion Merchandising Promotion Plan Event
TSE	Technical Sales Event

◆Each Chapter* (Marketing Education teacher unit) may enter six teams (2 members per team) in the following events, in any combination.

TEAM DECISION MAKING EVENTS -

BLTDM	Business Law and Ethics Team Decision Making Event
BTDM	Buying and Merchandising Team Decision Making Event
FTDM	Financial Analysis Team Decision Event
HTDM	Hospitality Services Team Decision Making Event
STDM	Sports & Entertainment Marketing Team Decision Making Event
TTDM	Travel & Tourism Team Decision Making Event

■Each Chapter* (Marketing Education teacher unit) may enter eight teams (1-3 members) in the following events, in any combination.

BUSINESS OPERATIONS RESEARCH EVENTS -

BOR	Business Services Operations Research Event
BMOR	Buying and Merchandising Operations Research Event
FOR	Finance Operations Research Event
HOR	Hospitality & Tourism Operations Research Event
SEOR	Sports and Entertainment Marketing Operations Research Event

BUSINESS MANAGEMENT & ENTREPRENEURSHIP EVENTS -

ENW	Entrepreneurship Written Event
ENPF	Entrepreneurship Participating Event-Franchising Business
ENPI	Entrepreneurship Participating Event-Independent Business
IBP	International Business Plan Event
IMP	Internet Marketing Plan

●Each Chapter* (Marketing Education teacher unit) may enter one team (1-3 members) in each of the following events:

CHAPTER TEAM EVENTS -

CSP	Community Service Project
CMP	Creative Marketing Project
EPP	Entrepreneurship Promotion Project
FLPP	Financial Literacy Promotion Project
LEP	Learn & Earn Project
PRP	Public Relations Project

SPECIAL ACTIVITY -

DQB DECA Quiz Bowl: ★Each Chapter* (Marketing Education teacher unit) may enter up to four competitors

ON-LINE EVENTS- *** *CANNOT compete in another event at ICDC****

VBCR	Virtual Business Challenge Retail
VBCS	Virtual Business Challenge Sports
SMG	Stock Market Game

*If a chapter has more than one advisor (ME Teacher), the chapter will be allowed to enter competitors accordingly (i.e. a chapter with two advisors may enter 30 competitors in **Series, Principles & Marketing Representative Events; 8 teams in MTDM Events; etc.**)

BONUS COMPETITORS - Chapters now qualify for one additional individual competitor for each five (5) additional members over thirty (30) on the chapter's original membership roster. **Members added on Additions Rosters do not count.**



DELEGATE (STUDENT & ADULT) CONDUCT PRACTICES AND PROCEDURES

The Board of Directors for DECA, Inc., requires each student delegate attending the conference to read and complete the **Parent Permission Form** as partial completion of attendance requirements.

1. The term "delegate" shall mean any DECA Member, including Advisors attending the **District/State** Career Development Conference.
2. There shall be no defacing of public property. Any damages to property or furnishings in hotel rooms or buildings must be paid for by the individual or chapter responsible.
3. Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.
4. Delegates should be prompt and prepared for all activities.
5. Delegates should be financially prepared for all activities.
6. Out-of-town delegates will spend the night at their assigned hotel and in assigned rooms. **THEY WILL BE QUIET AT CURFEW.**
7. Conference area delegates not staying at the conference hotel shall be off hotel grounds by curfew or immediately following the last scheduled event.
8. No weapons such as guns, knives etc should be possessed at conference.
9. No alcoholic beverages or narcotics in any form shall be possessed by delegates, at any time, under any circumstances.
10. Use of tobacco products is prohibited at all DECA functions. Smoking or possession of tobacco products of any kind by students delegates is no longer just a courtesy issue, but one of breaking the law.
11. No delegates shall leave the hotel (except under authorized events) unless permission has been received from Chapter and State Advisors.
12. Delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment taking place at the same time.
13. Identification badges will be worn at all times.
14. The Dress Code will be in effect at all times.
15. Chapter Advisors will be responsible for each delegate's conduct.
16. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive event participants being disqualified. Individual delegates may be sent home immediately at their own expense. Curfew will be enforced (curfew means delegates will be in assigned rooms).
17. Casual wear will be accepted during specific social functions as designated during orientation sessions.

**** Failure to abide by the rules set by the DECA Board of Directors will result in an infraction notice and requires action by the Delegate Conduct and Practices Committee responsible for conference conduct.**

PARENT PERMISSION
FOR
CONFERENCE PARTICIPATION



_____ has my expressed permission to attend and participate in the District/State DECA Career Development Conference which will be held on the dates of _____ at _____

I/We further agree to indemnify and hold harmless the Texas Association of DECA, the State DECA Board of Directors, the State Advisor of Texas DECA and any volunteer leaders for any harm which might befall the above named student. I/We understand that both prudent and reasonable care will be taken to ensure my child's safety and well being.

I/We also give my/our expressed permission for the Chapter and/or District Advisor to seek emergency medical treatment, to include surgery, should such an emergency arise, for my/our child.

I/We fully understand and agree to the above conditions and of the Conduct Practices & Procedures as indicated by my/our signature(s) below.

Parent/Guardian: _____

Date: _____

My signature signifies that I have read and understand the conference Conduct Practices and Procedures and agree to abide by them. My Chapter Advisor has provided me with a copy to read.

Student Signature: _____

Date: _____

Teachers, do not mail this form. Bring it with you to the conference for use in an emergency.

HOTEL RESERVATION FORM

Texas DECA District Career Development Conference

If needed, please complete this hotel reservation form for housing needs. Please see the enclosed fact sheet for housing deadline and address for mailing reservation form.

PLEASE READ CAREFULLY:

1. Please print or type information to assure accuracy.
2. Complete each part in detail for correct and rapid processing.
3. All confirmations will be sent to the individual and address listed below.
4. Telephone reservations are discouraged unless otherwise noted.

ADVISOR'S NAME: _____

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____ FAX #: _____

ADVISOR'S E-MAIL ADDRESS: _____

Arrival Date: _____ Departure Date: _____

Reservations may require a first night's deposit by school check or credit card in advance. If you are using a credit card to guarantee your reservations, please provide the necessary information relative to that card.

Credit Card Type: _____

Name on Credit Card: _____

Credit Card Number: _____

Expiration Date on Credit Card: _____

HOTEL ROOMING LIST

INSTRUCTIONS:

SCHOOL: _____

PRINT or TYPE names of ALL persons occupying each room.

CITY: _____

- Use "M" for Male and "F" for Female.
- Select type of room desired.
- If you need additional copies of this list, please make photo copies.

Attach this list to your Housing Request Form

ADULT(S)		
NAME (LAST NAME FIRST)	M/F	CHECK ONE
1. _____		SINGLE ___ DOUBLE ___
2. _____		TRIPLE ___ QUAD ___
3. _____		
4. _____		

STUDENTS		
NAME (LAST NAME FIRST)	M/F	CHECK ONE
1. _____		SINGLE ___ DOUBLE ___
2. _____		TRIPLE ___ QUAD ___
3. _____		
4. _____		

NAME (LAST NAME FIRST)	M/F	CHECK ONE
1. _____		SINGLE ___ DOUBLE ___
2. _____		TRIPLE ___ QUAD ___
3. _____		
4. _____		

NAME (LAST NAME FIRST)	M/F	CHECK ONE
1. _____		SINGLE ___ DOUBLE ___
2. _____		TRIPLE ___ QUAD ___
3. _____		
4. _____		

*NOTE: PLEASE CHECK ALL ITEMS FOR ACCURACY
(Copy this form if you need additional space.)*

District DECA Officer Candidate Application

CANDIDATE FOR THE OFFICE OF:

_____ President* _____ Vice President _____ Secretary

*Candidates for the office of President must be a sophomore or junior when elected to office.

DECA District # _____ Chapter Advisor: _____ Candidate's Grade Level _____

Candidate's Name:

Home Address:

City: _____ Zip Code: _____

Home Phone #: _____ E-Mail Address: _____

School: _____

School Address: _____ School Phone _____

City: _____ Zip Code: _____

Employer (If Applicable): _____

TO BE ELIGIBLE FOR CANDIDACY, A DECA MEMBER MUST:

1. Be an active member of DECA.
2. Have a scholastic average of 2.5 or better (on a 4.0 grading scale) for the two most recently completed semesters prior to running for office.
3. Submit a complete resume and a letter from the Registrar or Principal confirming the candidate has a 2.5 or better grade average.
4. Complete the District Officer Candidate Application, Statement of Acceptance of Responsibilities, Consent Form, and Professional Conduct Form.
5. 3 Letters of Recommendation sent with application.

CERTIFICATION

This is to certify that _____ is a current member of the local chapter of DECA.

This person fulfills the requirements of candidacy.

Chapter President Date

Chapter Advisor Date

Principal Date

**MAIL THIS FORM TO THE
APPROPRIATE DISTRICT DIRECTOR 10
DAYS BEFORE DISTRICT CDC.**



Statement of Acceptance Responsibilities for District DECA Officer Candidates

I agree to accept the following responsibilities if elected to a state office:

- ❖ Attend and participate in all meetings of the District DECA Officers.
- ❖ Meet all deadlines as established by the State Advisor and Texas DECA Board of Directors.
- ❖ Speak at DECA events in my district.
- ❖ Notify the State Advisor on any invitations to represent the State Association.
- ❖ Attend and fully participate in the annual District Career Development Conference and all other activities assigned to me.
- ❖ Carefully prepare for the speaking parts assigned to me in the sessions of the District Career Development Conference and other conferences where I might represent the Texas Association of DECA.
- ❖ Be thoroughly acquainted with the State DECA program so as to be able to discuss DECA with others, including the business community.
- ❖ Avoid expressing personal opinions regarding political or controversial issues when representing the Texas Association of DECA.
- ❖ Always conduct myself in a businesslike manner and remember that as an officer, I represent DECA members on a statewide basis and that my conduct at all times will reflect upon the organization.
- ❖ Always wear a DECA Blazer when representing DECA.

I recognize that the above obligations are part of an officer's responsibilities and I agree to perform to the best of my ability, these and other duties of the office to which I am elected.

Officer Candidate's Signature

Chapter Advisor's Signature

Parent or Guardian's Signature

School Official's Signature

District Officer Candidate Consent Form

It is necessary for officers to attend district, state and national meetings during their term of office. Every effort is made to schedule these meetings outside of the school day.

The campus principal, parents and advisor should be aware of this responsibility and agree to the student's participation.



I understand the responsibility of DECA District Officers and if elected, I agree to cooperate fully to make it possible for the candidate named below to attend all related officer functions.

Signature of Parent or Guardian

Date



I will lend my support and cooperation to make it possible for the officer to attend and participate in all necessary functions related to the office held.

Signature of Campus Principal

Date



I accept the responsibilities and obligations of the office I seek.

Signature of Officer Candidate

Date



I will support the above candidate and provide assistance as needed.

Signature of DECA Chapter Advisor

Date

DECA, Texas Association

District Officer Code of Professional Conduct

As the elected representatives of the student members of DECA's High School Division, District Officers assume and accept a high degree of responsibility to conduct oneself in a manner that brings credit to themselves, the organization and the members.

Because ultimate responsibility for DECA's finances, procedures and policies of necessity remain the sole purview of the elected Board of Directors and their State Advisor, the District Officers are precluded from:

1. *Entering into any contractual relationship on behalf of the organization, and*
2. *Committing the organization to any policy without specific authorization of the Board of Directors or State Advisor.*

By signing this District Officer Code of Professional Conduct, individual officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a State Officer. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered as all-inclusive.

Category 1. Professional Responsibilities and Standards

As a District Officer, I will:

- ✓ Abide by the State Officer Dress Code while representing the association.
- ✓ Complete and submit all reports and assignments on time and correctly formatted.
- ✓ Attend and participate in all called meetings, conference and appointments. Comply with all conference rules and regulations including curfews, dress codes, etc.
- ✓ Follow instructions given by the District Director, State Advisor of DECA, Texas Association or his/her designee.
- ✓ Not use tobacco products while at any DECA function.
- ✓ Not use profanity or other vulgar or inappropriate language or behavior.
- ✓ Not lie, cheat or steal (that is a category 2 offense).
- ✓ Not consume or possess alcoholic beverages while representing the organization.
- ✓ Not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a District Officer (follow the higher standards of conduct of either the function or the State Officer Code of Conduct).
- ✓ Obtain advance approval from the District Director, State Advisor or State Officer Liaison for all activities where the officer is representing DECA, Texas Association. Officers may not independently solicit invitations to meetings or conferences.
- ✓ Perform all conference duties, for the year of my term, as defined by the District Director or State Advisor.
- ✓ Abide by DECA, Texas Association's Policies and Procedures. Code of Conduct and By-laws.

Violations of the Professional Responsibilities and Standards may result in travel suspensions of up to three months. These violations are focused on the officer's representation of DECA at any activity. Violations will be documented and the penalties assessed by the Texas DECA Staff. Officers may appeal the decision to the State Advisor.

Category 2. Conduct Unbecoming a District Officer

As a District Officer, I will not:

- A. Violate the Law, including but not limited to:
 - 1. Consuming or possessing alcoholic beverages or other controlled substances
 - 2. Use any tobacco products
 - 3. Theft or other felony crimes
- B. Represent someone else's work as my own.
- C. Engage in any manner of sexual conduct/harassment or other activities they may discredit the organization (includes written or verbal comments and all forms of physical contact.)
- D. Discriminate against others.
- E. Violate one or more of the Professional Responsibilities and Standards to a degree deemed as extreme by the District Director or State Advisor (i.e. Using excessive profanity to a staff member or advisor, excessive use of alcohol or tobacco or non-performance of duties and responsibilities).

Violations of Conduct Unbecoming a District Officer will result in travel restrictions of three to twelve months or removal from office. A violation of the Conduct Unbecoming a District Officer does not necessarily have to be associated with the officer's representation of DECA. Violations will be documented and penalties assessed by the District Director or State Advisor. Officers may appeal the decision to the Board of Directors.

The Chapter Advisor and officer will be notified in writing of any violation when the penalty is assessed.

I, _____ of the High School Division of DECA, Texas Association, understand and agree to this Code of Conduct.

Officer Signature

Date

I have read the above and understand this code of conduct as it pertains to the District Officer Candidate.

Parent/Guardian Signature (if under 18 yrs. of age)

Date

Chapter Advisor

Date

District Director/State Advisor Signature

Date

This form is to be signed by all officer candidates and their chapter advisor as a part of their application for District Office.



INTERNATIONAL CDC
LEADERSHIP DEVELOPMENT ACADEMY
INFORMATION

Each year the Texas Association of DECA is allotted a certain number of participants at the Leadership Development Academy (LDA) at the **International CDC, April 24-27, 2010 in Louisville, KY** based on the previous year's membership. The newly elected District Officers and winners of the MET sponsored events at State CDC are the first to be allowed to participate in the LDA. The remaining allocations are chosen by application. **The application must be completed and returned to the appropriate District Director at least ten (10) days prior to the District CDC.** Students that are chosen to participate in the LDC will have their ICDC registration fee paid by the State Association. If a student should fail to participate in the entire academy, a repayment of the registration fee will be required.



LEADERSHIP DEVELOPMENT ACADEMY APPLICATION

Name of Applicant: _____

High School: _____

Chapter Advisor: _____

Grade Level in School: _____ GPA: _____

Describe your participation and involvement in DECA:

(The information listed will be treated as confidential)

I understand that if selected I will be representing the Texas Association of DECA at the International Career Development Conference. I will devote the time and energy to represent Texas well. I will attend all sessions and activities designated for the LDA and participate fully in the activities of the conference.

Student's Signature and Date

This form should be mailed to the appropriate District Director at least ten (10) days prior to the District Career Development Conference.
(See District CDC Information Sheet for Exact Date)



INTERNATIONAL CDC SENIOR MANAGEMENT INSTITUTE INFORMATION

A new addition to the 2010 International CDC, April 24-27, 2010 in Louisville, KY is the Senior Management Institute (SMI). The SMI is similar to the Leadership Development Academy but is for students who are currently seniors in school. **The application must be completed and returned to the appropriate District Director at least ten (10) days prior to the District CDC.** Students that are chosen to participate in the SMI will have their ICDC registration fee paid by the State Association. If a student should fail to participate in the entire academy, a repayment of the registration fee will be required.



SENIOR MANAGEMENT INSTITUTE APPLICATION

Name of Applicant: _____

High School: _____

Chapter Advisor: _____

Grade Level in School: _____ GPA: _____

Describe your participation and involvement in DECA: _____

(The information listed will be treated as confidential)

I understand that if selected I will be representing the Texas Association of DECA at the International Career Development Conference. I will devote the time and energy to represent Texas well. I will attend all sessions and activities designated for the SMI and participate fully in the activities of the conference.

Student's Signature and Date

**This form should be mailed to the appropriate District Director at least ten (10) days prior to the District Career Development Conference
(See District CDC Information Sheet for Exact Date)**



VOTING DELEGATION APPLICATION

International DECA Career Development Conference

Name of Applicant: _____

High School: _____

Home Address: _____

Home Phone: _____ Email: _____

Chapter Advisor's Name: _____

Grade Level in School: _____ GPA: _____

Briefly describe your involvement and participation in DECA: _____

(Please know that the above information will be treated as confidential.)

I understand that I will be representing the largest and best state association of DECA. I will devote the time and energy to represent Texas well. I will work hard as a International CDC Voting Delegate and attend meetings, caucuses, sessions and other activities of this special group.

Signature and Date

This form should be mailed to the District Director at least ten days prior to the District Career Development Conference (See District CDC Information Sheet for Exact Date).

INTERNATIONAL CDC VOTING DELEGATE INFORMATION

The Texas Association of DECA is usually entitled to have approximately 22 Voting Delegates to represent our state association at the business meeting at the International Career Development Conference. This year's conference will be held in Louisville, KY on April 24-27, 2010.

Serving as an Official Voting Delegate is a very responsible position and requires a strong commitment. Voting Delegates will attend two or three delegate meetings, candidate caucuses, general business sessions, and the officer election sessions. The Voting Delegates are the persons who elect the new National DECA Officers.

Student members of DECA who will serve as Voting Delegates must make an application prior to the State CDC. There is an application form on the next page of this kit that must be completed and mailed to the District Director at least ten days prior to the District CDC. Students who apply should be prepared for an interview at either the District or State CDC.

The registration fee for the International CDC will be paid by Texas DECA. If a student should fail to complete all of the responsibilities of the position, a repayment of the registration fee will be required.

Serving as an Official Voting Delegate is very important and the students selected will benefit greatly from the experience. The students selected will be identified at the International CDC Information meeting at the close of the State CDC.

*The exact schedule of Voting Delegate sessions can be found on
www.deca.org prior to the International CDC.*

Texas DECA State Officer Candidate Application

CANDIDATE FOR THE OFFICE OF:

_____ President* _____ Vice President _____ Secretary _____ Reporter* _____ Sgt-At-Arms

*Candidates for the office of President must be a junior when elected to office. Candidates for the office of Reporter must be a sophomore or junior when elected to office.

DECA District # _____ Chapter Advisor: _____ Candidate's Grade Level _____

Candidate's Name: _____

Home Address: _____

City: _____ Zip Code: _____

Home Phone #: _____ E-Mail Address: _____

School: _____

School Address: _____ School Phone # _____

City: _____ Zip Code: _____

Employer (If Applicable): _____

TO BE ELIGIBLE FOR CANDIDACY, A DECA MEMBER MUST:

1. Be an active member of DECA.
2. Have a scholastic average of 2.5 or better (on a 4.0 grading scale) for the two most recently completed semesters prior to running for office.
3. Submit a complete resume and a letter from the Registrar or Principal confirming the candidate has a 2.5 or better grade average.
4. Complete the State Officer Application, Statement of Acceptance of Responsibilities, State Officer Candidate Consent Form, State Officer Code of Professional Conduct & Booth Rental Form.
5. 3 Letters of Recommendation sent with application.

CERTIFICATION

This is to certify that _____ is a current member of the local chapter of DECA.

This person fulfills the requirements of candidacy.

Chapter President Date

Chapter Advisor Date

Principal Date

Officer Candidate's Signature Date

MAIL A COPY TO THE APPROPRIATE DISTRICT DIRECTOR AT LEAST TEN (10) DAYS PRIOR TO THE DISTRICT CDC.



Statement of Acceptance Responsibilities for State DECA Officer Candidates

I agree to accept the following responsibilities if elected to a state office:

- Attend and participate in all meetings of the State DECA Executive Committee.
- Meet all deadlines as established by the Executive Director and Texas DECA Board of Directors.
- Assist the District Officers and Advisor with leadership activities in my district.
- Speak at DECA events in my district.
- Notify the Executive Director on any invitations to represent the State Association.
- Attend and fully participate in the annual State Career Development Conference, International Career Development Conference and all other activities assigned to me.
- Carefully prepare for speaking parts assigned to me in the sessions of the State Career Development Conference and other conferences where I represent the State Association of DECA.
- Be thoroughly acquainted with the State DECA program, and be to be able to discuss DECA with others, including the business community.
- Avoid expressing personal opinions regarding political or controversial issues when representing the Texas Association of DECA.
- Always conduct myself in a businesslike manner and remember that as an officer, I represent DECA members on a statewide basis and that my conduct at all times will reflect upon the organization.
- Always wear a DECA Blazer when representing DECA.
- If I am elected district officer-elect, I will resign from that office.
- If removed from office, to repay Texas DECA any fees that have been pre-paid from the dismissal date forward.
- Attend the officer breakfast following elections.

I recognize that the above obligations are part of an officer's responsibilities and I agree to perform to the best of my ability, these and other duties of the office to which I am elected.

Officer Candidate's Signature

Chapter Advisor's Signature

Parent or Guardian's Signature

School Official's Signature



State Officer Candidate Consent Form

It is necessary for officers to attend occasional district, state and national meetings during their term of office. Every effort is made to schedule these meetings outside of the school day. State officer travel is the responsibility of Texas DECA.

The campus principal, parents and advisor should be aware of this responsibility and agree to the student's participation.



I understand the responsibility of DECA State Officers and if elected, I agree to cooperate fully to make it possible for the candidate named below to attend all related officer functions.

Signature of Parent or Guardian

Date



I will lend my support and cooperation to make it possible for the officer to attend and participate in all necessary functions related to the office held.

Signature of Campus Principal

Date



I accept the responsibilities and obligations of the office I seek.

Signature of Officer Candidate

Date



I will support the above candidate and provide assistance as needed.

Signature of DECA Chapter Advisor

Date

DECA, Texas Association

State Officer Code of Professional Conduct

As the elected representatives of the student members of DECA's High School Division, State Officers assume and accept a high degree of responsibility to conduct themselves in a manner that brings credit to themselves, the organization and the members.

Because ultimate responsibility for DECA's finances, procedures and policies of necessity remain the sole purview of the elected Board of Directors and their Executive Director, the State Officers are precluded from:

1. *Entering into any contractual relationship on behalf of the organization, and*
2. *Committing the organization to any policy without specific authorization of the Board of Directors or Executive Director.*

By signing this State Officer Code of Professional Conduct, individual officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a State Officer. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered as all-inclusive.

Category 1. Professional Responsibilities and Standards

As a State Officer, I will:

- A. Abide by the State Officer Dress Code while representing the association.
- B. Complete and submit all reports and assignments on time and correctly formatted.
- C. Attend and participate in all called meetings, conference and appointments. Comply with all conference rules and regulations including curfews, dress codes, etc.
- D. Follow instructions given by the Executive Director of DECA, Texas Association or his/her designee.
- E. Not use tobacco products while at any DECA function.
- F. Not use profanity or other vulgar or inappropriate language or behavior.
- G. Not lie, cheat or steal (that is a category 2 offense).
- H. Not consume or possess alcoholic beverages while representing the organization.
- I. Not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a State Officer (follow the higher standards of conduct of either the function or the State Officer Code of Conduct).
- J. Obtain advance approval from the Executive Director or State Officer Liaison for all activities where the officer is representing DECA, Texas Association. Officers may not independently solicit invitations to meetings or conferences.
- K. Perform all conference duties, for the year of my term, as defined by the Executive Director.
- L. Abide by DECA, Texas Association's Policies and Procedures, Code of Conduct and By-Laws.

Violations of the Professional Responsibilities and Standards may result in travel suspensions of up to three months. These violations are focused on the officer's representation of DECA at any activity. Violations will be documented and the penalties assessed by the Texas DECA Staff. Officers may appeal the decision to the Executive Director. Officers not attending called meetings will be subject to removal.

Category 2. Conduct Unbecoming a State Officer

As a State Officer, I will not:

- A. Violate the Law, including but not limited to:
 1. Consuming or possessing alcoholic beverages or other controlled substances
 2. Use any tobacco products
 3. Theft or other felony crimes

- B. Represent someone else's work as my own.
- C. Engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written or verbal comments and all forms of physical contact.)
- D. Discriminate against others.
- E. Violate two of the Professional Responsibilities and Standards to a degree deemed as extreme by the Executive Director (i.e. Using excessive profanity to a staff member or advisor, excessive use of alcohol or tobacco or non-performance of duties and responsibilities).

Violations of Conduct Unbecoming a State Officer will result in travel restrictions of three to twelve months or removal from office. A violation of the Conduct Unbecoming a State Officer does not necessarily have to be associated with the officer's representation of DECA. Violations will be documented and penalties assessed by the Executive Director. Officers may appeal the decision to the Board of Directors.

The Chapter Advisor and officer will be notified in writing of any violation when the penalty is assessed.

I, _____ of the High School Division of DECA, Texas Association, understand and agree to this Code of Conduct.

Officer Signature

Date

I have read the above and understand this code of conduct as it pertains to the State Officer Candidate.

Parent/Guardian Signature (if under 18 yrs. of age)

Date

Chapter Advisor

Date

Executive Director Signature

Date

NOTE: This form is to be signed by all officer candidates and their chapter advisor as a part of their application for State Office.

STATE OFFICER CANDIDATE
CAMPAIGN BOOTH RENTALS

State Officer Candidates may rent their very own booth space to campaign for office. Professionally decorated booths, like the commercial exhibitors occupy, will be available for a rental fee. Campaign booths will be located at the Fort Worth Convention Center.

Each booth will have at least one table and two chairs. The draped sides will provide you with a surface to hang posters, pictures, and other campaign information. Candidates and their campaign staff need to bring pins and staplers for hanging their materials. A few shower curtain hooks might be useful.

If you need electricity in your booth, please indicate below and include an additional fee of \$55.00. This information is necessary to know in advance of the conference so that the necessary arrangements can be made. If you have any other needs beyond the basic booth described above, please attach a note to your booth request. You will be advised of the costs and expected to prepay prior to the conference. Mail this sheet and check with your copy of officer candidate materials. Booths are on a "first come first served" basis.

Campaign booths will need to be set up between 8:00 a.m. to 12:00 noon on the Friday, prior to State CDC. All campaign materials and booths will need to be removed and dismantled two hours prior to the Business Meeting on that Saturday.

Candidates should return this sheet to request and prepay for a booth. A check or money order made payable to DECA, Texas Association should accompany this form. When you arrive at the conference please precede to the conference headquarters. Your campaign booth will be designated with a sign displaying your name.

Name of Candidate: _____

Office Campaigning for: _____

Chapter/School: _____

No. of Booths: _____ X \$55.00 = _____

Electrical Outlet: _____ X \$55.00 = _____

TOTAL AMOUNT REMITTED: _____

*Please note that you might be billed if you request additional display services or equipment for the booth(s).

<p><u>Make Check Payable to DECA, Texas Association</u> Deadline: February 1 PO Box 30575 Austin, TX 78755</p>

