



DISTRICT 11

CAREER DEVELOPMENT CONFERENCE

January 21, 2017

North Garland High School

D11CDC Coordinator & District 11 Director:

Kimberly Adams

Important Dates to remember:

- | | |
|-------------------------|---|
| Dec 16 th | Membership Deadline (students must be registered DECA members and dues paid for) |
| Jan 6 th | D11 CDC Registration deadline @ 5:00pm (no additions, deletions, or changes after this date), Proctor Information, District and State Officer Applications, Scholarship Applications, and payment must be received. Academy Applications (for ICDC) will be due at State CDC, upon registering.
*Written events due to Katie Koshkin, Written Events Coordinator, 10185 Vistadale Dr. Dallas TX 75238
Or hand delivered to the penalty points party January 12, 2017. |
| Jan 12 th | Penalty points/label scantron party! *Hand delivered written events due at penalty points party |
| Jan 12/13 th | Online Testing (including officer candidates) |
| Jan 21 st | D11 CDC |

Thank you in advance for reading all of the information on the following pages, before emailing questions.

2017 DISTRICT 11 DECA CAREER DEVELOPMENT CONFERENCE~ INFORMATION SHEET

Date of District CDC: Saturday, January 21, 2017

Location of District CDC: North Garland High School
2109 Buckingham Rd.
Garland, Texas 75042
Tel: 972.675.3120 x61083

Registration Fee: Student - \$35.00 (includes lunch and t-shirt)
Advisor - \$10.00 - (must work assigned event) (includes lunch and t-shirt)
Registered Chaperones/Guests – \$10.00 – (includes lunch and t-shirt)
No on-site registration
CHECKS PAYABLE TO DISTRICT 11 DECA

Registration Deadline: Friday, January 6, 2017 (fee deadline is January 21st)

All Forms and Fees Mailed to: Kimberly Adams
District 11 DECA
2109 Buckingham Rd.
Garland, Texas 75042
kdadams@garlandisd.net

REGISTRATION:

Step 1: To register, complete On-line Registration at <http://www.decaregistration.com/tx-d11> by Friday, January 6th, at 5:00pm. The registration log-in is the same as your National DECA membership log-in. Remember to number the teams under appropriate events with the same number as his/her partner. Registration will open on Monday, November 28, 2016.

Step 2: Please bring a copy of your online registration invoice with payment to Kimberly Adams payable to District 11 on January 21st. You do not need to include a roster from National DECA as our new system is directly linked to the National membership.

Note: All changes must be completed through the on-line registration system by the closing date. **There will be no changes after the January 6th deadline.**

TESTING:

All testing will be completed online prior to the District CDC on **January 12th & 13th between the hours of 7 am and 6 pm**. Each campus is responsible for locating and securing a testing room and proctor (the DECA advisor cannot proctor the exam). **The test proctor's information must be entered into the online registration system.** They will receive all testing information. Any student unable to test during these times will not be able to participate in the District CDC. Please see the on-line testing form for additional information. **All chapter participants taking the same cluster exam must test at the same time at the designated location!**



DRESS CODE: THE DRESS CODE ESTABLISHED BY TEXAS DECA WILL BE STRICTLY ENFORCED! Please check www.texasdeca.org for UPDATED Texas DECA Dress code policy. ► Remember students should dress to impress the judges, not your peers. Please remember, we lead by example!

Written Events: Written Events may be mailed *to arrive no later than January 6th, at 4:00 pm or hand delivered January 12th at the penalty party.* Papers received after the January 12th deadline will not be considered for competition.

***if hand delivering your papers, please plan on arriving by 4:00 and staying to HELP!**

Two copies of all written events and representative events must be submitted by 4:00pm on January 12, 2017.



For D11 CDC, we **will** be submitting written events in portfolios this year. Please submit written events with the written event statement of assurances on top of the document inside the portfolios as well as a participant label on the outside.

Written Event Folio and Labeling Instructions

Print 5 labels for every written event entered (template attached)

- 2 for the folio for the penalty points (one on the outside top right of the folio and one on the event checklist (penalty point sheet))
- 3 for the folio the judge will see - one on the outside top right of the folio, one on the written component the judge will evaluate and one on the oral presentation for the judge)
- Please hole punch your penalty point sheet and place it inside the folio.
- Please hole punch your written evaluation sheet and oral evaluation sheet and place them inside the judge folio. This will ensure that you receive these evaluation sheets back this year. The label should include:

Participant's name(s)

Participant's ID number(s)

School Name

Event Name

Penalty Points: We will meet to do penalty points at North Garland HS on January 12th at 4:00pm. You may bring your written events that day, or *mail* them to Katie Koshkin received by January 6th. Please mail papers to 10185 Vistadale Drive Dallas TX 75238. ***if hand delivering your papers, please plan on arriving by 4:00 and staying to HELP!**

► Read carefully

Every written event entry must have a signed Written Statement of Assurances, a Written Event Checklist (aka: Penalty Point Sheet), an Oral Presentation Sheet (if applicable) and a Written Entry Evaluation Form (if applicable). All of these can be found under the High School Competitive Event Guidelines tabs of the DECA.org website. This is a new requirement, so if you have problems, just ask!

OFFICER CANDIDATES:

All candidates for any office **MUST** take, and pass, the officer test at the same time as online testing. If this is not done, they will not be eligible to run for any DECA office. Packets can be found at www.texasdeca.org, under the advisors tab.

- **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 on-line officer examination and score a 70%).

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 Retreat and be involved with the business of the state association. It is a great way to get more chapter members involved with DECA!

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 one finalist who will be interviewed at the State CDC. Evaluation sheets have been developed to correspond to the criteria listed on the scholarship application form. Texas DECA Scholarship Application form is available on the Texas DECA web page www.texasdeca.org.

REGISTRATION CHECK-IN ON JANUARY 21st

Advisors should pick-up registration from 8:00--8:30 in the HST wing (located off the back parking lot) at North Garland High School. Opening will begin at 8:30 and events promptly at 9:00. It is imperative that you are on time and your students are ready to present. All participants must have a photo ID! More information will be emailed out through the online registration system, as the date gets closer.

LUNCH at D11 CDC

Lunch is included in the fee. Each registered member, chaperone and guest will have a meal ticket to purchase lunch at 1 of 3 food trucks that will be set up in the back parking lot. (3 food trucks: TBD)

TENTATIVE SCHEDULE

8:00-8:25	Packet Pick Up/Judges Check In
8:30	Opening Session
8:30	Judge Prep
9:00	Competition begins
9:30-12:30	Gaming truck opens (shifts in 15 min rotations)
11:30	Food trucks open for lunch
TBD	Business Meeting/Awards Ceremony (WE MUST STAY ORGANIZED IN ORDER FOR THIS TO OCCUR)
4:00	Anticipated completion of all activities

****IMPORTANT DETAILS****In order for this event to run smoothly, it is imperative that every chapter bring 1 chaperone per 15 students. The chaperones will be responsible for your students while you work your event!

If you don't see something you are looking for in this packet, please let me know! Texas DECA scholarship forms and officer applications can be found on the Texas DECA webpage http://www.texasdeca.org/resources_advisor.php

Good Luck!

Texas DECA does not discriminate on the basis of race, color, religion, gender, national origin, age or disability.



Chapter Competitive Event Allotments

- ❖ Each Chapter* (Marketing Education teacher unit) may enter 24 competitors in the following events, in any combination:

PRINCIPLES OF BUSINESS ADMINISTRATION EVENTS (must be the first year on a DECA roster)

1. PBM Principles of Business Management and Administration
2. PFN Principles of Finance
3. PHT Principles of Hospitality and Tourism
4. PMK Principles of Marketing

INDIVIDUAL SERIES EVENTS -

1. ACT Accounting Applications Series
2. AAM Apparel & Accessories Marketing Series
3. ASM Automotive Services Marketing Series
4. BFS Business Finance
5. BSM Business Services Marketing Series
6. FMS Food Marketing Series
7. HLM Hotel and Lodging Management Series
8. HRM Human Resources Marketing Series
9. MCS Marketing Communications Series
10. QSRM Quick Serve Restaurant Management Series
11. RFSM Restaurant and Food Service Management Series
12. RMS Retail Merchandising Series
13. SEM Sports and Entertainment Marketing Series

MARKETING REPRESENTATIVE EVENTS –

1. ADC Advertising Campaign
2. FMP Fashion Merchandising Promotion Plan
3. SEPP Sports Entertainment Promotion Plan

PROFESSIONAL SELLING EVENTS –

1. FCE Financial Consulting
2. HTPS Hospitality and Tourism Professional Selling
3. PSE Professional Selling

PERSONAL FINANCIAL LITERACY EVENT –

1. PFL Personal Financial Literacy

- ❖ Each Chapter* (Marketing Education teacher unit) may enter seven teams (2 members per team) in the following events, in any combination:

MANAGEMENT TEAM DECISION MAKING EVENTS -

1. BLTDM Business Law and Ethics Team Decision Making
2. BTDM Buying and Merchandising Team Decision Making
3. FTDM Financial Services Management Team Decision
4. HTDM Hospitality Services Management Team Decision Making
5. MTDM Marketing Management Team Decision Making
6. STDM Sports & Entertainment Marketing Team Decision Making
7. TTDM Travel & Tourism Marketing Management Team Decision Making

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

BUSINESS OPERATION RESEARCH EVENTS -

1. BOR Business Services Operations Research
2. BMOR Buying and Merchandising Operations Research
3. FOR Finance Operations Research
4. HTOR Hospitality & Tourism Operations Research
5. SEOR Sports and Entertainment Marketing Operations Research

BUSINESS MANAGEMENT & ENTREPRENEURSHIP EVENTS -

1. EIP Entrepreneurship Innovation Plan
2. ESB Entrepreneurship Start-Up Business Plan
3. EIB Entrepreneurship Independent Business Plan
4. IBP International Business Plan
5. EBG Entrepreneurship Business Growth Plan
6. EFB Entrepreneurship Franchise Business Plan

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

CHAPTER TEAM EVENTS -

1. CSP Community Service Project
2. CMP Creative Marketing Project
3. EPP Entrepreneurship Promotion
4. FLPP Financial Literacy Project
5. LEP Learn & Earn Project
6. PRP Public Relations Project

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

VBCAC Virtual Business Challenge Accounting (Pilot)
VBCHM Virtual Business Challenge Hotel Management
VBCPF Virtual Business Challenge Personal Finance
VBCRS Virtual Business Challenge Restaurant
VBCRT Virtual Business Challenge Retail
VBCSP Virtual Business Challenge Sports
SMG Stock Market Game

*If a chapter has more than one advisor (ME Teacher) listed on the roster, additional advisors should be current ME teachers or CTE teachers within the same school and listed on the roster. The chapter will be allowed to enter competitors accordingly (i.e. a chapter with two advisors may enter 48 competitors in any combination in **Series, Principles, Marketing Representative Events and Professional Selling; 14 teams in MTDM Events; a combination of 22 teams in Business Operations Research and Business Management & Entrepreneurship Events; BUT a Chapter can only enter ONE team in each of the Chapter Team Events.**)

New for 2016-2017

BONUS COMPETITORS - Chapters now qualify for one additional 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 as bonus competitors. Remember Original Rosters Are Due October 15, 2016.**

These additional *competitors* MAY compete *in any competitive event.*



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 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 student’s 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 permission to attend and participate in the DECA, Texas Association District Career Development Conference which will be held on January 21st, 2017 at North Garland High School (2109 Buckingham Rd., Garland, Texas 75042).

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(s)/Guardian(s): _____ Date: _____

Parent(s)/Guardian(s): _____ 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, bring this form with you to the conference for use in an emergency.