



DISTRICT 2 CAREER DEVELOPMENT CONFERENCE

OWN YOUR **FUTURE**

District 2 Director
Diana Salazar

January 19, 2017
Schertz Civic Center

DATES TO REMEMBER:

Dec 1	Online Registration Opens
Dec 21	Registration Closes (NO additions, deletions or changes will be accepted after this date)
Jan 9	Written Events deadline to Judson HS by 5:30. All papers must be placed in an official DECA Written Event Folio with a label and an evaluation sheet included.
Jan 9	Proctor information, District and State Officer Applications, Scholarship Applications
Jan 10-11	Online Testing (for competitive and officer candidates) 7:00am-7:00pm
Jan 18	Penalty Points and Conference set up (Schertz Civic Center; beginning at 4:30pm)
Jan 19	District 2 CDC

2017 DISTRICT 2 DECA CAREER DEVELOPMENT CONFERENCE INFORMATION SHEET

Date of District CDC:	Thursday, January 19, 2017
Location of District CDC:	Schertz Civic Center 1400 Schertz Parkway Schertz, TX, 78154
Registration Fee:	Student - \$35.00 Co-Advisors/Chaperones – No charge (must work assigned event)
Checks Payable to:	District 2 DECA—NO on-site or late registration
Registration Deadline:	Wednesday, December 21, 2016
All Forms and Fees Mailed to:	Diana Salazar District 2 DECA 9142 FM 78 Converse, TX 78109 dsalazar@judsonisd.org 210-274-1240 (cell)

REGISTRATION:

Step 1:

1. To register, complete the On-line Registration at <https://www.decaregistration.com/tx-d02> by Wednesday, December 21, 2016 at 4:00pm. The registration log-in is the same as your National DECA membership log-in.
2. Remember to number the teams under appropriate events with the same number as his/her partner.
3. Registration will open on Thursday, December 1, 2016.
4. There must be a registered co-advisor/chaperone for every 15 high school members attending the conference. Each co-advisor/chaperone will be required to work a duty assigned to them.

Step 2:

1. Please send a copy of your online registration invoice with payment to Diana Salazar.
2. You do not need to include a roster from DECA, Inc. as the system is directly linked to the National membership.
3. If your payment will not be received by Friday, January 13, 2017, please take your check with invoice to conference.
4. Personal checks will not be accepted. Only school district issued checks or money orders will be accepted.

Note: All changes must be completed through the on-line registration system by to the closing date.

There will be no changes after the December 21, 2016 deadline.

Deletions may be made, but you will still be responsible for the registration fee.

If you end up with an incomplete team, etc...those students will not be changed to another event!

PLEASE do not ask for ANY changes to be made.

ONLINE TESTING:

All online testing will be conducted on **January 10th and 11th between 7:00am-7:00pm**. Each campus is responsible for locating and securing testing rooms and proctors (DECA advisors cannot proctor the online exam). **The test proctor's information must be entered into the online registration system.** They will receive all testing information via email prior to the online testing dates. Any student unable to test during these times **will not be able to participate in the District CDC**. Please see the online testing form for additional information.

NOTE: **All** chapter participants taking the same cluster exam **MUST** test at the same time and place!!

ALLOCATIONS:

A maximum of **6 (Series Events)** students and **5 (Written Events)** students will advance from district to state in each event category. Keep in mind, that this number may be less if students do not qualify on their exam score. Any exam score lower than 50 will be automatically DQ'd.

DRESS CODE:

THE DRESS CODE ESTABLISHED BY TEXAS DECA WILL BE STRICTLY ENFORCED! Females must wear skirts or dresses **below** the knees or dress slacks and dress shoes. Al official DECA blazer or blazer must be worn with both. Males must be in a suit, official DECA blazer or sport coat with dress slacks, collared dress shirt, necktie, dress shoes and dress socks. Please have your students properly dressed for all events.

WRITTEN EVENTS DELIVERY: (Two Options)

Mailed or hand delivered —Written Event papers may be mailed or delivered to arrive no later than January 9, 2017 at 5:30pm to: Judson High School, 9142 FM 78, Converse, TX 78109.

Late written events will not be accepted for any reason.

WRITTEN EVENTS:

To help with judge planning, send a list of students who are in written events from your chapter to dsalazar@judsonisd.org no later than December 21, 2016. Your list does not have to be final, but an idea of numbers will help in planning. Please provide the following information:

EVENT NAME
DECA Chapter Name
NUMBER of Entries for each

(We realize this is a change from past years, however getting this information early will help us to procure judges who are willing and qualified to give valuable feedback to your students in each written event area. We hope that asking for this information to be emailed without the generation of coversheets makes this request quick and easy for you.)

Written Events Folio and Labeling Instructions:

1. Every written event entry must have **TWO** copies submitted in an official DECA Written Event Folio
2. Print **7 labels** for every written event entered (ie: Avery 5160)
3. 2 labels to be placed on the outside (top right side) of the folio
4. 2 labels for the penalty points sheets
5. 1 label for the evaluation sheet
6. 1 label for the oral presentation



This is the same format we will use for State and ICDC

All of these forms can be found under the HS Competitive Event Guidelines tabs of the DECA.org website.

Copy #1 (JUDGE'S FOLIO)

Place the label on the top right corner; please include a "**J**" in the bottom right corner of label to signify it's the Judge's folio.

- Folio Cover: Label on the top right corner
- First Page: Written Entry Evaluation form
- Second Page: Oral Presentation Evaluation form
- Third Page: Signed Written Statement of Assurances
- Fourth Page: Event Cover Sheet followed by the rest of the paper (no label)

<p>Example: EIP—Innovation Plan D2—Judson High School Foster, Hill, Salazar</p> <p style="text-align: right;">J</p>
--

Copy #2 (PENALTY POINTS FOLIO)

Place the label on the top right corner; please include a "**P**" in the bottom right corner of label to signify it's the Penalty Points folio.

- Folio Cover: Label on the top right corner
- First Page: Written Event Checklist form (aka: penalty points sheet)
- Second Page: Signed Written Statement of Assurances
- Fourth Page: Event Cover Sheet followed by the rest of the paper (no label)

<p>Example: EIP—Innovation Plan D2—Judson High School Foster, Hill, Salazar</p> <p style="text-align: right;">P</p>
--

SERIES EVENT COMPETITION:

At the district level of competition, the events will have two components. The first component will be a career cluster exam of 100 multiple-choice questions. 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 5-function calculators for both events. These calculators must not require electrical extension cords. The comprehensive exam will be administered at the home campus, online, on a date designated by the individual districts.

RECOGNITION & AWARDS:

Each district is allocated a certain number of winners, who will advance to the State CDC. **District 2 has 6 slots in series (Principles, Team Decision, Individual, Representative, Professional Selling), and 5 in written (Business Operations, Chapter Team, Business Management and Entrepreneurship, Marketing Representative).** 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 of 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 series and participating events will be notified by the State Advisor if they will advance to state as a district finalist. This notification will take place prior to the deadline for the first round of on-line tests for State CDC competitive events and prior to the deadline for State registration.

OFFICER CANDIDATES:

All candidates for any officer position **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 officer position.

DISTRICT OFFICER CANDIDATES:

Each district should elect a President, Vice President, and Secretary. These officers will be elected during the District CDC. Students desiring to be candidates for a district office should complete the required documents. Click on the following link to obtain the documents:

<http://www.texasdeca.org/uploads/District Officer Application Packet 16-17.pdf>

STATE OFFICER CANDIDATES:

Chapter members who wish to be candidates for state offices will need to complete and return the State Officer Nomination packet to the Texas Executive Director, Josh Shankle, no later than the District Deadlines. Click on the following link to obtain the documents:

<http://texasdeca.org/uploads/State Officer Application Packet 16-17.pdf>

DISTRICT VOTING:

Each chapter is allocated five votes to distribute to each office in the election process. As outlined in OP 4.15, each chapter is allowed two voting delegates at the District CDC. These delegates will cast votes for the chapter they represent. Ballots will be pre-marked with the 5, five votes per chapter. Please stress to your voting delegates that their votes are important to DECA. Please stress that duplicate ballots cannot be issued in the event they lose the ballots that are provided in your registration packet.

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. Click on the following link to obtain the required Texas DECA Scholarship Application forms:

<http://texasdeca.org/uploads/Texas DECA Scholarship Application.pdf>

REGISTRATION CHECK-IN

On JANUARY 21, 2016 Advisors should pick-up registration from 8:15--8:45 a.m. in foyer of the Civic Center. Opening will begin at 9:00 a.m. and events promptly at 10:30 a.m. It is imperative that you are on time and your students are ready to present.

Good Luck
To Everyone!



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 expressed permission to attend and participate in the DECA, Texas Association District Career Development Conference which will be held on January 19, 2017 at The Schertz Civic Center, Schertz, TX 78154

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 wellbeing.

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.