



DISTRICT 3 CAREER



DEVELOPMENT CONFERENCE 2017

Ridge Point High School
Saturday, January 14, 2017
7:30 am – 8:00 pm

District CDC Coordinator: Mike Miller
Host Advisor: Rick Stepp

DATES SUMMARY:

Registration Soft Close: *Friday, December 16, 2016*

FINAL Registration Close: *Friday, January 6, 2017*

Online Testing: *January 10 or 11, 2017 =
7:00 a.m. to 7:00 p.m.*

Written Events Due: *RECEIVED by January 9, 2017
@ 1:30 p.m.*

District and/or State Officer Applications/Forms:
Postmarked by January 4, 2017

Texas DECA Scholarship Applications:
Postmarked by January 4, 2017

BASIC INFORMATION SHEET

Date of District CDC: Saturday, January 14, 2017

District 3 CDC Location: Ridge Point High School (FBISD)
500 Waters Lake Blvd, Missouri City, TX 77459

Registration Fee: Student = \$30.00 ****No on-site or late registration****
Advisor = \$0
Chaperones/Adults = \$10

Registration Fee Deadline: Saturday, January 14, 2017 **(any chapters not paid in full by this date will NOT be allowed to advance to Texas DECA State CDC = per Texas DECA policy)**

MAKE CHECKS PAYABLE TO: DISTRICT 3 DECA
8181 FM 762 Rd
Richmond, TX 77469

All Fees Mailed to: District 3 DECA
C/O Mike Miller
George Ranch HS
8181 FM 762 Rd
Richmond, TX 77469

REGISTRATION:

Step 1: To register, complete On-line Registration at <https://www.decaregistration.com/tx-d03> by the Soft Registration Close Date of Friday, December 16, 2016. 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.

Step 2: Please send a copy of your online registration invoice with payment to Mike Miller.

NOTE: All changes must be completed AND submitted through the on-line registration system by the Hard Registration Close date of Jan. 6. **There will be no changes after the January 6, 2017 deadline.**

TESTING:

All testing will be completed online prior to the District CDC on January 10 or January 11, 2017 between the hours of 7 am and 7 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 (name, email address) must be sent to Mike Miller by January 4th** to receive all testing information in a timely manner.
- Any student unable to test during these times will not be able to participate in the District CDC.
- All students taking an exam of the same type **MUST ALL TEST at the SAME TIME**. Example: all students whose event requires them to take the Marketing Exam are **REQUIRED** to take the test at the same time. There are **NO EXCEPTIONS**.

DRESS CODE:

Per Texas DECA Operating Procedures: *4.07 Females must wear skirts or dresses below the knees or dress slacks and dress shoes. An 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 (remember, a suit jacket, sport coat or professional blazer may be substituted for a DECA blazer).

****Please note that the Dress Code will be enforced by the District Director.****

WRITTEN EVENTS:

- Please turn in two copies of each written event. Each should be stapled in the upper left hand corner. **NO FOLIOS PLEASE for DISTRICT** (State and ICDC require them, not District = DO NOT forget to order them NOW for State/ICDC before they run out!)
- A copy of the "Statement of Assurances" and "Penalty Point" sheet should be placed at the FRONT of the of each paper.
- Each paper should have a LABEL on the TOP RIGHT of each paper
- Entries should be **RECEIVED NO LATER than January 9, 2017 at 1:30.**
- **Penalty pointing will take place on Jan 9th at Ridge Point HS** and if your students' papers are not there they WILL NOT be advancing to the State level.
- **Please plan to assist with the Penalty Pointing if you have written events. It's frustrating and unfair to receive 1-3 dozen entries from a chapter and then have no advisor or co-advisor assisting with the penalty pointing...**

LATE WRITTEN EVENTS WILL NOT BE ACCEPTED FOR ANY REASON.

To help with judge planning, send a [list](#) of Written Events from your chapter to District 3 Director Mike Miller (mike.miller@lcisd.org) AND Judge Coordinator Gina Walker (txdeca03@gmail.com) **NO later than January 4th** in the following format:

EVENT NAME

DECA Chapter Name

Student name or names for the event

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(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 Delivery: Written Events may be mailed or hand delivered *to arrive no later than Monday, January 9, 2017 at 1:30 p.m.:*

**District 3 DECA
C/O Mike Miller
George Ranch HS
8181 FM 762 Rd
Richmond, TX 77469**

REGISTRATION CHECK-IN: January 14, 2017

- Advisors should pick-up registration from 7:30 – 8:30 am in the CDC Headquarters in the front right corner of the Commons (same room as last year).
- Written judge check-in will begin at 8:30 am and Role Play judges 9:00.
- Opening Session will begin at 8:30 with a very brief welcome by the District Director and then run by our District Officers.
- There will be Written Event Director Briefings beginning at 8:30 and followed directly after by Role Play/Team Decision-Making Event Director Briefings. The briefing room number and map will be sent the week of January 9th prior to CDC
- Events will begin at approximately 9:30 a.m., so it is imperative that you are on time and your students are ready to present. Please see the contents of your registration packet for name badges, role play times, and conference agenda. **(All participants must have a photo ID)**

Officer Candidates:

Testing will be online this year. It should be done at the same time as your other tests! Please send District Candidate applications to Mike Miller. State Officer Candidate applications should be sent to Mike Miller at the above address and to Josh Shankle at Texas DECA Josh Shankle P.O. Box 164908 Fort Worth, TX 76161. All candidates for any office **MUST** take, and pass, the officer test or they will not be eligible to run for any DECA office. Students are only allowed to run for either a District or State Position not both.

Good Luck!!!