

**2017 DISTRICT 7 DECA CAREER DEVELOPMENT
CONFERENCE INFORMATION SHEET**

Date of District CDC: January 14, 2017

Location of CDC: Haltom High School
5501 North Haltom Road
Haltom City, TX 76137

Registration Fees and site: Student - \$35.00
Advisor – \$10.00 to cover lunch– (must work assigned event)
Register online at <https://www.decaregistration.com/tx-d07>
No on-site registration
CHECKS PAYABLE TO DISTRICT 7 DECA (NO CASH)

Registration Deadline: Thursday, December 15, 2016

Payment Deadline: Saturday January 14, 2017

Forms & Fees Mailed to: Lisa Greco
District 7 DECA
7020 MidCities Blvd
North Richland Hills, TX 76180
lisa.greco@birdvilleschools.net
817-547-3835

Planning Meeting/Penalty Pointing: Monday, January 9, 2017. Meeting will begin at 4:30 p.m. Grapevine High School
3223 Mustang Drive
Grapevine, TX 76051

REGISTRATION:

Complete On-line Registration at <https://www.decaregistration.com/tx-d07> by Thursday, December 15th. The registration log-in is the same as your National DECA membership log-in.

Remember to number your team members under appropriate events with the same number as his/her partner. Please send or bring to CDC a **copy of your on-line registration invoice with payment to District 7 DECA by January 14th.**

ONLY THOSE CHAPTERS/STUDENTS THAT HAVE PAID MEMBERSHIP AND DO NOT OWE FEES FOR OTHER EVENTS WILL BE ALLOWED TO REGISTER FOR DISTRICT CDC.

THERE WILL BE NO EXCEPTIONS.

All changes must be made using the on-line system, no later than Saturday December 17th. You will only be allowed to drop after the December registration deadline. You may not add additional competitors after 12/17/16. Refunds will be given only for changes made on or prior to December 17th. You will receive the number of t-shirts for the numbers you have registered on December 17th.

(As stated in the Texas DECA Operating Procedures 7.23-- Requests for refunds of conference registration fees must be made in writing prior to the registration deadline. Refunds can only be made in cases of extreme emergency and for no amount under \$25.00. An operational charge of \$5.00 may be deducted on such refunds.) **REGISTER CAREFULLY!!!!**

REGISTRATION CHECK-IN ON January 14th

Advisors should pick-up registration from 8:00-8:30 at the entry hallway in front of the Gymnasium at Haltom High School. Event Directors will meet with Lisa Greco at 8:30. Opening Session will begin at 8:45 am, 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. More info on check-in will be provided prior to CDC.

(All participants must have a photo ID upon entering his/her competitive event.)

MEALS

A box lunch and drink will be provided to each student and adult registered for the conference as of December 17th and meal pick-up instructions for each chapter will be included in the registration packet. There will be no refund for unused lunches. Please don't forget to order your lunches during registration!

We will be using Chickfila again and will also have a veggie option available.

Testing:

All testing will be completed on-line prior to the District CDC on January 10th or 11th between the hours of 7 am and 6 pm. Each campus is responsible for locating and securing a testing room and proctor. DECA advisors may not proctor the exam. The test proctor's information must be entered in the registration system upon registering for the conference.

Each participant on campus taking the same cluster exam must take it at the same time. For example: All students taking the Marketing Cluster exam must test at the same time.

Any student unable to test during these times will not be able to participate at the District CDC. Please see on-line testing form for additional information.

CONFERENCE CONDUCT AND EXPECTATIONS

Remind members that we are guests at Haltom High School and they are expected to dispose of trash properly and be respectful of the school and all staff members. When students are not competing, they should stay in the cafeteria. Chapters should bring board games, cards, study materials, etc. to keep chapter members occupied while they are waiting. There will be downtime and all DECA members are expected to act professionally and be respectful of property, other DECA members, advisors, judges and staff. Advisors will be working, so you may need to bring chaperons to supervise your students. One chaperon for every 15 students!

Teacher/Coordinators – Please remember that this is a school sponsored activity so all rules that apply at your school will apply at this conference.

WRITTEN EVENTS

Two copies of all written and marketing representative events must be submitted prior to the District CDC. Both copies need to be placed in the official DECA folio.

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.

In order to obtain competent written event judges we need your help! If you are planning to register students in Written Events, please send the name of one written events judge for every 5 written events that you enter. We will need the judges mailing and email address along with your name and DECA Chapter name. Please include any conflict that they may have, ie.. their child is participating in Innovation Plan Event. Please ask judges to submit an event preference, but know that they may be placed in a different event. ++ Please send written event judges information to Ms. Jennifer Pavlu at jenniferpavlu@misdmail.org and to Kim Anderson at anderkim@friscoisd.org no later than December 16, 2016. These judges are in addition to the judges that you need to recruit for the event that you will be working. Judges should not be right out of high school and should have a business related background.

Submitting written events:

Three options for papers:

1) Mailed papers must be received by Friday, January 6, 2017 to:
 Ms. Jennifer Pavlu
 1120 W. Debbie Lane
 Mansfield, TX 76063

2) Deliver papers to Ms. Jennifer Pavlu by Friday, January 6, 2017
 Ben Barber Innovation Academy
 1120 W. Debbie Lane; Mansfield, TX 76063
 Office Phone: 817-925-7193

3) Deliver papers to Penalty Point Party on Monday, January 9th by 5:00 pm (The meeting will start @ 4:30!)

Grapevine High School
 3223 Mustang Drive, Grapevine, TX 76051
 (This option is NOT FOR DROPPING OFF PAPERS !!! Advisor must stay for the meeting and help Penalty Point all papers.)

LATE WRITTEN EVENTS WILL NOT BE ACCEPTED FOR ANY REASON and
 STUDENT WILL NOT BE ABLE TO COMPETE AT THE DISTRICT CDC!

OTHER INFORMATION:

The following forms should be received by Lisa Greco at the address listed below on or before **Friday, January 6, 2017 (All forms are located on the Texas DECA website):**

- **District Officer Candidate Forms**
- **Texas DECA Scholarship Forms**

Mail these forms to:

Lisa Greco
District 7 DECA
7020 MidCities Blvd
North Richland Hills, TX 76180
817-547-3835

Officer Candidates:

Please send District Officer Candidate applications to Lisa Greco. All candidates for any office (District and State) **MUST** take, and pass, the officer test on Monday, January 10th or Tuesday January 11th or they will not be eligible to run for any DECA office. District and State Officer Applications and Procedures are available on the Texas DECA website under the District Career Development Conference heading.

District officer candidates will be interviewed on January 14th by the current district officers, a state officer, and/or a designated advisor.

STATE OFFICER APPLICATIONS SHOULD BE SENT TO JOSHUA SHANKLE (TEXAS DECA EXECUTIVE DIRECTOR). MAILING INFORMATION IS LISTED ON THE APPLICATION.

Scholarship Candidates will be interviewed by the District Director or a designated advisor at the District CDC.

District Officer Candidates and Scholarship Candidates will be notified of their interview times prior to the conference.

THE DRESS CODE ESTABLISHED BY TEXAS DECA WILL BE STRICTLY ENFORCED!

Please have your students properly dressed for all events (ties for boys, **jacket when appearing before a judge for boys and girls**, no tennis shoes or flip flops). **DO NOT** bring any student who will not be cooperative and follow the guidelines of the conference. **No buff room will be available. Please plan accordingly!**
