

# **6**6**th Annual**

# **State Career Development**

# **Conference**

## **March** 16-17**, 202**3

*Lincoln Marriott Cornhusker Hotel*

*Lincoln, NE*

**State Conference Registration and Lodging**

**Conference Registration**

Please read through all of the registration materials paying special attention to due dates, costs, rules and guidelines for all aspects of the conference. Step-by-step instructions begin on page 3. **Registration, registration payment, hotel rooming lists, and written projects must be submitted no later than Monday, February 6, 2023 or will not be accepted! Hotel payment is due March 1 to the Lincoln Marriott Cornhusker Hotel.**

**All written projects are to be submitted ELECTRONICALLY (PDF format). Presentation judging will occur on both Thursday and Friday. A detailed schedule will be sent out prior to the conference.**

**TEAM EVENT PARTICIPANTS WILL COMPETE IN TWO ROLE PLAYS – THURSDAY AND FRIDAY. No finals.**

* **Registration Fee**

The registration fee for the State Conference is **$75.00** per student and advisor. This fee includes:

* Registration and conference materials, t-shirts
* Dance and all other entertainment expenses
* Competitive event expenses, trophies, plaques, certificates, medallions, and other awards

**CONFERENCE REGISTRATION INSTRUCTIONS**

Registration must be submitted by **Monday, February 6, 2023**. Forms should go to:

* **Registration Excel spreadsheet and Written Projects** – email to Maggie Schneider – maggie.schneider@nebraska.gov
* **Registration Summary/Invoice and Payment** – mail both to Grafton & Associates, 5935 S. 56th Street, Suite A, Lincoln, NE 68516.
* **Hotel Summary/Invoice, Payment, Rooming List and Tax Exempt form – email, mail or fax to The LIncoln Marriott Cornhusker Hotel**, FAX: 402-474-1847, 333 South 13th Street, Lincoln, Nebraska 68508, Attention: DECA Lodging Reservations
**Hotel rooming lists due February 6. Hotel payment due March 1!**
* **Chapter Permission Form** – email to Maggie Schneider – maggie.schneider@nebraska.gov
* **Test Proctor Form** – email to Maggie Schneider - maggie.schneider@nebraska.gov
* **Judges Information Form** – email information to maggie.schneider@nebraska.gov
* **Chapter Photos** – \*Must be landscape. Email to Maggie Schneider - maggie.schneider@nebraska.gov
* **\*\*Written projects** are to be submitted ELECTRONICALLY. Save each project as a PDF file, making sure that the signed written statement of assurances is added as the first page of each file. The file titles should be titled: Event Acronym, Chapter Abbreviation, Last Name Last Name Last Name.pdf, for example: **CSP MS Collins Smith Wagner.pdf**

Email to Maggie Schneider (maggie.schneider@nebraska.gov) no later than **February 6, 2023**.  ***\*\*The only format accepted is PDF.*** *The written statement of assurances needs to be the first page of the PDF document.* At state we will print off one color copy for each panel of judges. If your project advances to ICDC, you are still required to submit those projects at ICDC in an official DECA portfolio.

**Hotel Room Reservation Forms and Payment**

**Lodging is based on the date forms are received at the Cornhusker, DO NOT DELAY!**

Lodging costs at the Cornhusker Marriott are as follows:

**$ 119.00 single room**
**$ 119.00 double** ($59.50 per person, per night)
**$ 119.00 triple** ($39.67 per person, per night)
**$ 119.00 quad** ($29.75 per person, per night)

**$ 159.00 Suite**
\*\*You MUST provide the hotel with your tax exempt form, otherwise you will be charged an additional 16% tax.

* + You must use the rooming list template provided to submit your room assignments to The Cornhusker. After completing your rooming list, be sure to fill out the summary form which serves as your invoice for the hotel. **Print off and** **mail both the rooming list and the invoice with payment *directly* to the Lincoln Marriott Cornhusker Hotel.** They will then block all the schools. Do not send hotel forms or payment to Nebraska DECA.

**All registration and hotel forms are to be submitted by Monday, February 6, 2023. Hotel payment must be submitted by March 1 to the appropriate hotel.** Cancellations and substitutions will be accepted until Wednesday, March 8. Any cancellations after March 8 will not receive a refund.

* **Alumni Membership**Please consider adding your current seniors as alumni and collect/pay their membership for the 2023-2024 membership year. Alumni membership is $20.

**Advisor to Student Ratio**

The chaperone ratio for the State Career Development Conference is **one adult per 16 student participants (1:16).** Any questions relative to this ratio are to be directed to the State Advisor only. No student may attend the conference without his/her local advisor.

Additional sponsors for each school will be assigned to help run contests also. Please inform them of this in advance. The more adults we have, the better, so **additional advisors above the 1:16 ratio, are not required to pay registration fee**.

**Student Eligibility**

Students who are active or associate members of their respective Chapters are eligible to participate in the State Career Development Conference if they meet the following criteria no later than **February 6, 2023** (registration due date):

* Registration fees are paid and their names submitted on the official registration forms to the State Advisor.
* State and International DECA dues and rosters have been submitted.
* Delegate conduct/procedures forms with all required signatures are completed and submitted.

**\*\*\*A few things to note, BEFORE you begin:** Please check over your registration carefully before you submit. Check name spellings, competitive events, team members, voting delegates, leadership on parade, etc. Also, make sure that your members are paid members of DECA!

**Register Your Chapter**

Make sure you download and save to your computer all the necessary forms before you begin. Please fill out each form completely and accurately to ensure a most efficient registration process. Make sure you have every required field completed!

1. **Judges Information Form**
	1. If you have judges for SCDC, please use this form to let us know! Email this form to Maggie Schneider and Mary Janssen.
2. **Registration Excel Spreadsheet**

Advisors, Students and Chaperones must all be registered on this form. Enter each participant carefully, double check spellings and competitive event category. Enter one person at a time, assigning them to their respective competitive event(s) and/special events

* 1. Enter Chapter Name
	2. Enter First Name
	3. Enter Last Name
	4. Enter Participant Code – A (Advisor), S (Student), or C (Chaperone)
	5. Enter T-shirt size
	6. Enter Event Code, whether it’s for an Individual Series Event, a Team Event, or Written Project.
		1. In the Team Decision Making and Written Events, please designate the teams using the Last Name/Last Name format.
		2. Students may participate in both a written project and a team event, but not and individual series and team event.
		3. Students participating with a written product is also required to participate in an individual series or team event. Failure to participate in both will result in disqualification.
	7. Voting Delegate - Place an ‘X’ in this column if the participant is a voting delegate. Based on the number of paid members in your chapter you are allowed a certain number of delegates:

0-20 Members = 3 Delegates

21-40 Members = 4 Delegates

41-60 Members = 5 Delegates

61-80 Members = 6 Delegates

81-100 Members = 7 Delegates

101-120 Members = 8 Delegates

121 + Members = 9 Delegates

Voting delegates must be able to attend all delegate sessions.

* 1. Leadership on Parade – Enter the participant’s Chapter Office position (i.e. President). A “parade” of chapter officers will kick off our Grand Awards session on Friday night. Enter the office position of one or two participant(s) attending. He/She must also attend a rehearsal immediately following competitive events Thursday night.
1. **Registration Summary Invoice**
	1. Enter your Chapter name.
	2. You have the option of reserving a room in which to conduct a pre-conference chapter meeting to hand out registration materials and make any announcements.
	3. Enter the total number of students attending. Enter the total student registration cost.
	4. Enter the **total** number of advisors and chaperones attending. The chaperone ratio for SCDC is one adult per 16 student participants (1:16). Please enter all adults attending but include those who meet the 1:16 ratio in the total due. Enter the total advisor and chaperone registration costs.
	5. If you have raised money to donate to Nebraska DECA for scholarships.
	6. Add up all totals for a Total Amount Due. Please check your math!
2. **Hotel Information**
	1. Enter your chapter’s contact information.
	2. For each room type, enter the number of people who need that type of room, multiply by the number of nights and by the cost per person/per night.
	3. Enter the total number of participants and total your baggage handling fee.
	4. Add up all totals for a Total Amount Due. Please check your math!
	5. Fill out the rooming lists for your chapter. Be sure to use the Last Name, First format. Enter Adult Chaperone or Student. Enter Male or Female. Enter the room type (single, double, triple or quad).
	6. If you have students sharing rooms with other chapters, please indicate that by placing the school name next to the student’s name in parenthesis.
	7. Submit your Housing Summary/Invoice form, tax exempt form, rooming list and payment directly to The Cornhusker.
3. **Other Required Forms**
4. The Chapter Permission and Test Proctor Forms are required with your registration and are also due **Monday, February 6**.
5. The Conduct/Procedures Code form and Medical Release form are to be filled out and retained by the chapter advisor.

If you have any questions or concerns, please contact Maggie Schneider at 402.320.7796 or email maggie.schneider@nebraska.gov.

**Competitive Events Code and Abbreviations**

**Individual Series Events**

 *Principles of Business Management and Administration PBM*

 *Principles of Finance PFN*

 *Principles of Hospitality and Tourism PHT*

 *Principles of Marketing PMK*

 Accounting Applications ACT

 Apparel and Accessories Marketing AAM

 Automotive Services Marketing ASM

 Business Finance BFS

 Business Services Marketing BSM

 Entrepreneurship Series ENT

 Food Marketing FMS

 Hotel and Lodging Management HLM

 Human Resource Management HRM

 Marketing Communications MCS

 Personal Financial Literacy PFL

 Quick Serve Restaurant Management QSRM

 Restaurant and Food Service Management RFSM

 Retail Merchandising Series RMS

 Sports and Entertainment Marketing SEM

**Team Decision Making Events**

 Business Law and Ethics Team Decision Making Event BLTDM

 Buying and Merchandising Team Decision Making Event BTDM

 Entrepreneurship Team Decision Making Event ETDM

 Financial Services Team Decision Making Event FTDM

 Hospitality Services Team Decision Making Event HTDM

 Marketing Management Team Decision Making MTDM

 Sports & Entertainment Marketing Team Decision Making Event STDM

Travel & Tourism Marketing Team Decision Making Event TTDM

**Business Operations Research Events**

 Business Services Operations Research BOR

 Buying and Merchandising Operations Research BMOR

 Finance Operations Research FOR

 Hospitality and Tourism Operations Research HTOR

 Sports and Entertainment Marketing Operations Research SEOR

**Project Management Events**

Business Solutions Project PMBS

 Career Development Project PMCO

 Community Awareness Project PMCA

 Community Giving Project PMCG

 Financial Literacy Project PMFL

 Sales Project PMSP

**Entrepreneurship Events**

Innovation Plan EIP

 Start-Up Business Plan ESB

 Independent Business Plan EIB

 International Business Plan Event IBP

 Business Growth Plan EBG

 Franchise Business Plan EFB

**Integrated Marketing Campaign Events**

 Integrated Marketing Campaign – Event IMCE

 Integrated Marketing Campaign – Product IMCP

 Integrated Marketing Campaign – Service IMCS

**Professional Selling Events and Consulting Events**

 Financial Consulting FCE

 Hospitality and Tourism Professional Selling HTPS

 Professional Selling PSE

**PRE-CONFERENCE ONLINE TESTING PROCEDURES**

**We will be using a new company for our online testing. I will be sending out separate instructions soon.**

**Proctors for the exams must meet all of the following criteria:**

* Minimum of 18 years old on the day of testing.
* **Not a DECA Advisor or teacher** within the department sponsoring the exam.
* Not a student within the sponsoring department at any time during the current academic year.
* Not a current examinee.
* Physically capable of observing activities throughout the testing site.
* Able to be present during the entire testing period and willing to actively supervise the exam process throughout the entire time.
* Willing to enforce all policies and procedures for testing.

**Examinees are allowed:**

* Use of hand calculators.
* Use of scratch paper. (NOTE: Scratch paper is to be collected and destroyed at the conclusion of testing.)

**Examinees are not allowed:**

* References or resources of any kind.
* Use of other computer programs while logged in to the DLG Web Portal.
* Communication with other students or the test administrator.
* To record in any manner any element of the exam.

**Proctor registration form:**

Complete,scan, and email the proctor registration form with Chapter Permission Form to maggie.schneider@nebraska.gov no later than February 16, 2023.

**GENERAL CONFERENCE INFORMATION**

**Conduct Code/Procedures Forms**

Code of Conduct and Procedures Forms must be completed, signed by all parties, and brought to the conference by the local advisor. It is the responsibility of the local advisor to verify these and assure that students understand their responsibilities as outlined in the forms. Please double-check the forms for completeness and appropriate signatures. In the case of any violations, school officials will be notified. The local advisor will be notified of disciplinary matters involving students. Please cross-reference the registration forms with your chapter rosters. Everyone you are registering **must be** a paid member of State and International DECA. Medical release forms are not required, but you may want to use the sample form available in the download section of the web site.

**Conference Badges**

Students must wear their conference badges at all activities, including tests, competitive events, workshops, entertainment programs and the dance. Badges must be worn on the upper torso so they are visible. Conference participants will be disqualified from competition if they allow others to wear their name badge. Advise your students not to put computer labels inside the plastic badge cover. They fall out very easily!

**Dress Code**

From the opening session until the Grand Awards Session, students, advisors, and adult sponsors agree to adhere to the following Dress Code requirements.

Business representatives, press personnel, hotel staff, and special guests will be in attendance throughout the conference. Members and advisors are the organization’s best ambassadors and are urged to exhibit a professional business image at all times, whether in conduct or attire.

* **Females**

 Blazer/business suit with dress blouse or

 Skirt or dress slacks with dress blouse or dress sweater or

 Business dress **and**

Closed-toeDress shoes and stockings (no tennis shoes or flip-flop sandals)

* **Males**

Business suit with collared dress shirt and necktie or

 Sport coat/dress slacks, collared shirt and necktie **and**

 Dress shoes and socks (no tennis shoes or flip-flop sandals)

**Billing/Incidentals**

The hotel(s) will pre-package keys and will attempt to place each school's entire delegation on one floor. If you register for a triple room, this may mean three people - one king size bed. You may request rollaways at the prevailing rental charge. Inform your students in advance! An advisor from each school will check-in the entire chapter.

Each school's advisor is responsible for local and long-distance phone charges, if any. Phone charges must be paid at check-out time. Room service is discouraged. If used, payment upon delivery will be expected. Room service charges will not be added to the room account. All meals and snacks in the restaurants will be paid in cash and not added to the room account.

**Bus Parking**

Prior arrangements for parking of buses may be made through the Lincoln Transportation Service by calling Startran at 402/476-1234, 710 J Street. Advanced reservations are suggested. There is no bus parking at the Cornhusker Marriott or the overflow properties. Self-parking for school vans is available at the Cornhusker Marriott. If valet parking is required, arrangements can be made through the bell staff. Parking charges are the first hour free and $1.00 each additional hour or $9.00 for 10-24 hours in the two garages adjacent to the Cornhusker Marriott Hotel. Charges subject to change. Parking charges for the Embassy Suites are $9.00 per day.

**Hotel Security/Damage Reports**

Advise your students that:

* Deadbolt locks **SHOULD NOT BE USED** for the purpose of keeping doors open. They break easily and are very expensive.
* Connecting video gaming systems to the TV are prohibited. **These systems will break the TVs and the student will be assessed a minimum $250 fine.**
* Putting materials or written messages on room windows is prohibited.
* Food deliveries will be accepted only in the lobby. Students will pick up and pay at that time.
* Any damage will be reported to the school administration and charged to the local chapter.

**Reservation Deadlines**

Reservations will be made for arrival on the first day of the conference and will be held until 6:00 p.m. unless the Front Office is notified of guaranteed arrival (cost of one night’s lodging). Any arrivals after 6:00 p.m. should be noted on the Housing List. Please return all reservations directly to the hotel. It is important that reservations are accurate and that all checks be made payable to the **Lincoln Marriott Cornhusker Hotel** (or the overflow property). The Lincoln Marriott Cornhusker Hotel will send a Letter of Confirmation and luggage tags as well as a map of the hotel. Contact them if you have questions.

**Arrival-Cornhusker Marriott**

Students are to proceed to the exhibit (atrium) area with their luggage and advisors should go to the Front Desk to check-in. The keys will be in envelopes with names and room numbers to be given to the advisor to distribute to the students. A maximum of two keys per room will be issued. There will be a $1 fee for replacement of lost keys. Please advise students of this.

**While in the Hotel(s)**

Advisors are responsible for the conduct of their students while at the hotel(s) and will be held accountable for any damages incurred. A full report will be made to the home, school officials and parents of any student violating any laws or conference regulations. Students must not be outside of their room past the established curfew.

**Departure**

Make sure all incidental charges have been paid by your students before you check out. Check-out lines will not be held up to locate a student. Although charges can be paid prior to actual departure, the itemized bill showing the charge and payment cannot be given as receipt of payment until departure.

**Competitive Events Notes**

Simple, standard calculators ***will be allowed*** in event preparation. Participants must provide their own calculators. They may not borrow each other's during the competitions! BLANK note cards or notepaper is allowed in the events. Bringing two or three cards or sheets of paper for the judged events is a good idea. Phones are **NOT** allowed to be used as a calculator.

**\*\*ALL TEAM EVENTS WILL COMPETE IN TWO ROLE PLAYS – THURSDAY AND FRIDAY. No finals.**

**Written Project Events**

Written projects are to be submitted ELECTRONICALLY. Presentations will be done both Thursday and Friday. A detailed schedule will be sent out prior to the conference. Save each project as a PDF file, making sure that the signed written statement of assurances is added as the first page of each file. The file titles should be titles Event Acronym, Chapter Abbreviation, Last Name Last Name Last Name.pdf, as follows:

**CSP MS Collins Smith Wagner.pdf**

Email to Maggie Schneider (maggie.schneider@nebraska.gov) no later than **February 6, 2023.**  ***\*\*The only format accepted is PDF.*** *The written statement of assurances needs to be the first page of the PDF document.* At state we will print off one color copy for each panel of judges. If your project advances to ICDC, you are still required to submit those projects at ICDC in an official DECA portfolio.

**Judges**

Quality competitive events require an adequate number of qualified judges. It is vital for all advisors to take personal ownership in finding judges. If you have judges for SCDC, please use the form to let us know! You will also be assigned a competitive event area for which you need to recruit judges. If we do not have your judges on file and confirmed through our state advisor, they will not be permitted to judge at State. You are NOT permitted to bring judges to conference without communicating with the state advisor. Maggie Schneider will contact them and provide exact details. Time commitments for judges are:

Role Play and Written Event Judges Thursday, March 16 4:00-9:30 pm

 Friday, March 17 8:00 am.-2:00 pm

**Chapter Highlight Video-General Sessions**

Special video productions featuring photos of local chapter members engaged in chapter activities throughout the year will be developed and presented throughout the general sessions of the conference. Students are disappointed when their chapter is not shown. Only the local chapter advisor(s) can provide the needed photos. Please don't disappoint your students. We will try to use as many pictures as we can. **Only** horizontally framed photos can be used. Only photos received by **February 6** can be included in the video**.**

**Non-Registered/Uninvited Guests**

Please talk with your students about the problem of uninvited guests. Make sure they understand that they may be disqualified for “inviting” non-registered individuals to the conference site or giving their name badge to someone who is not a conference participant. Any major problems we have had at past conferences were related to individuals who were not actually a part of the conference. We do not want this to happen at our most important state DECA event of the year!

**Special Guests**

The Grand Awards program will begin at 8:00pm Friday night. We encourage you to invite one or two administrators, counselors, and other important DECA supporters. This is a tremendous public relations tool for Nebraska DECA and your program!

**State Officer Candidate Booths**

State Officer Candidate booths will be open Thursday, March 16, 9:00am-9:00pm and Friday, March 17,

8:00am-1:00pm. Encourage all your chapter members attending, but especially your voting delegates, to stop by the booths for information about each candidate.

**Exhibitors**

Exhibitors including Business Partners, colleges, universities, and fundraising companies will be set up on Thursday, March 16. All chapter advisors, sponsors, and members are encouraged to stop by the booths.

***DECA Dance*-Thursday Evening**

A dance will be held Thursday evening, March 16 from 10:30-11:30 pm. Please advise your students that inappropriate behavior or attire of any kind will result in removal of the violator from the dance, contact of the local advisor and/or school administration and possible expulsion from the conference. The dance will be stopped at the first sign of any dangerous or inappropriate conduct. It is expected that one advisor or chaperone from each chapter is present at the dance.

**Nebraska DECA State Career Development Conference Tentative Agenda – 2023**

**Thursday, March 16, 2023**

Exhibit Set-Up 8:00 a.m. Atrium-1st Level

Campaign Booth Set-Up 8:00 a.m. Atrium-1st Level

Conference Registration 8:30-9:30 a.m. Conference Center-Lower Level

Advisor Briefing 9:30-9:45 a.m. Conference Center-Lower Level

Campaigning 9:00 a.m.-9:00 p.m. Atrium-1st Level

Chapter Meetings 9:45-10:30 a.m. Assigned Rooms

Opening General Session 10:40 a.m.-12:00 p.m. Grand Ballroom

Event Directors/Chairpersons Briefing Directly following opening session Grand Ballroom

Written Event Briefings 1:00-1:30 p.m. Grand Ballroom

Voting Delegates/Candidates Briefing & Speeches 1:30-2:30 p.m. Yankee Hill III

Competitive Events Briefing 3:15-3:45 p.m. Assigned Rooms

Competitive Events 4:00-9:30 p.m. Assigned Rooms

Leadership on Parade/Candidates Meetings 9:30-10:00 p.m. Grand Ballroom/Atrium

DECA Dance 10:30-11:30 p.m. Grand Ballroom

Curfew Midnight

**Friday, March 17, 2022**

Campaigning Booths 8:00 a.m.-1:00 p.m. Atrium

Competitive Events 8:00 a.m.- 2:00 pm Assigned Rooms

Question & Answer Session 2:00-3:30 p.m. Yankee Hill III

 -Voting Delegates and Officer Candidates

Workshops/Tours 3:00-5:00 p.m. Various Locations

\*Tentative, will provide details later

Election Session 4:30-5:30 p.m. Yankee Hill III

Grand Awards Session 8:00-10:00 p.m. Grand Ballroom

Written Projects Displays 6:00-8:00 p.m. Atrium

Curfew Midnight

**Checklist for Advisors**

 **Keys to Achieving Conference Success**

Maintaining a positive and professional image for Nebraska DECA and your local chapter is a primary concern during the State Career Development Conference. Appropriate business etiquette, dress, and behavior are required throughout the conference. **We need your assistance to create this positive image.** The following items and suggestions will help you and your students have a fun & educational conference.

* **Conduct/Procedures Agreement.**  Don't assume that they have read this; cover it point by point so your expectations and those of Nebraska DECA are very clear. Be positive, but forceful with expectations.
* **Student contact**. Have your students check-in with you at least 3 times each day.
* **Establish a message center**. This should be your room or that of one of your other sponsors.
* **Stress curfew.** Curfew is for EVERYONE. Food delivery, filling ice buckets, buying pop, or "just talking with my friends" are not acceptable reasons for being out of their rooms after curfew.
* **Sit with your students**. This creates a “team spirit” and provides better control at sessions.
* **Be visible.** Drop in and check on your students when you have free time. "Count heads" to see if they are going to the scheduled activities.

* **Dress code.** Stress wearing businesslike attire at all conference activities. We allow jeans for social events such as dances, but professional attire and conduct is required at all other times.
* **#2 pencils, note cards, calculators.** All students should plan to bring these items to all events.
* **Name Badges.** Name badges are to be worn on the shirt/blouse/coat, not on slacks or jeans.
* **Hotel damages/conduct problems.** Damages to the hotel will be billed directly to the principal of the school with a listing of the occupants of the room, the advisor's name, and the exact damage and a bill for the damage. Violations of the conduct code will be dealt with immediately.
* **Voting delegate responsibilities.** Review these with your delegates carefully. All voting delegates are required to attend sessions as listed in the conference program. These include, but are not limited to:

 Voting Delegate briefing Speeches session Question and Answer forum Voting session(s)

* **Awards ceremonies.** Top 3 in each test and role play are recognized on screen and certificates will be placed in take-home packets. Grand Awards–Top 8 receive medallions, top 3 Individual Series Events, and top 2 Written Events receive trophies or plaques.
* **Officer candidates**. Review campaign guidelines with your candidates carefully. Remember, you as an advisor are not to actively campaign for your student(s).
* **Alumni assistants.** We welcome alumni to help with the conference. They must contact you for approval. You should then call us with the names and addresses.

**Factors for Selecting Participants**

The annual Career Development Conference is designed to be a professional, educational experience for both advisors and students. As such, businesslike attitudes and behaviors by both students and advisors are critical.

The competitive events, elections, workshops and keynote speakers are provided as an opportunity for students to showcase their skills and knowledge while presenting the image of their local and state organization to judges, parents, administrators, and hotel staff. Remember that attendance at any DECA function should be considered a privilege and an honor. Your assistance in promoting it in this manner will serve the state organization and your local school in the best possible way. By carefully considering those students who will be allowed to attend the State CDC, you will help make everyone's job easier. The following selection factors are recommended by the Nebraska DECA Board of Directors:

**Recommended Selection Criteria**

* Attendance and participation in area competitive events conferences such as the All-Metro Conference, Lincoln, or Greater Nebraska area competitions.
* Attendance and participation in your own local competition.
* Required participation in a specified number of pre-conference work/practice sessions. (Example: Attending 5 out of 10 scheduled sessions)
* Approval by the student's teachers/the administration/guidance counselor.

* Payment in full of all debts owed by the student to the local chapter.
* Meeting or exceeding a minimum number of points in a point system based on activities sponsored by the local chapter. This is an indication of personal responsibility.
* Approval/recommendation by the local advisor(s).
* Proven preparation for the specific occupational area in which the student will be competing. Examples: Checking out related material to study, completion of sample tests, and participation in role-playing sessions.
* Advance meetings with parents/guardians to cover timelier, rules, and conduct expected during the conference.
* Completion of all forms by the deadline date accurately and completely.
* Reminder to students that out-of-pocket expenses for meals will be approximately $40-$50 for meals and snacks depending on the needs of the students.

**Recommended Procedures for Local Advisors**

You, the local advisor, are the foundation for maintaining Nebraska DECA’s image. Please observe the following:

* No student should be allowed to drive a personal vehicle to the conference.
* Conduct frequent room checks and maintain personal contact with your students.
* Hold chapter meetings 15 minutes to ½ hour BEFORE the published curfew time each evening to:
	+ Review program highlights and times of competitions, workshops, and general sessions
	+ Discuss how the competitors felt about their performance in the competitive events
	+ Remind everyone to organize their rooms and maintain a clean, professional atmosphere
	+ Reinforce the Conduct/Procedures Code in a positive manner
	+ Take attendance and establish that all your students are safe and ready for curfew check
* Curfew times should not be made flexible ***in any way***. Curfews are for everyone!

* Room checks should be made at curfew to assure that all participants are in their assigned room.
* Ice chests/coolers should not be permitted. Ice and soft drink vending machines are on each floor.
* Make wake up calls in the morning or form “calling groups” to make sure that students are ready.
* Inform students prior to and during the conference of the repercussions of damaging hotel property.

* Stress that business attire is mandatory for all competitive events, workshops, and general sessions.
* Do not allow students to attend the Preliminary Awards session in attire to be worn for the dance.
* Require business attire for the Grand Awards program.
* Stress the importance of always wearing their conference name badges on their shirt, blouse or jacket, not on slacks. Re-emphasize that replacement of lost badges costs $5.
* Remind students to bring adequate money to cover healthy meals and snacks during the conference.
* Stress that smoking, gambling, or the possession of alcohol or illegal narcotics IS PROHIBITED.
* Check each room before hotel departure to make sure that no damage has been done and that the room is reasonably clean.
* Collect all keys from students prior to checkout and turn them in to the front desk yourself.

**Code of Ethics for Adult Advisors**

**For All Nebraska DECA Conferences**

Professional conduct and appearance is a key component of the marketing education program.. At the Nebraska DECA Conference this phase of the instructional program becomes apparent. Since a good example is one method of teaching, and students participating in the Conference are impressionable, a set of guidelines was developed by the DECA Board of Directors for advisors.

The following are guidelines for all adult advisors in attendance at any Nebraska DECA Conference:

* Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
* Advisors shall keep an agenda for each student in order that they may be reached at any time during the Conference.
* Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.
* Advisors should check out at Conference Headquarters when leaving the hotel premises so we will know how to contact you in case of emergency.
* The rules as stated in the "Delegate Conduct/Procedures" form are called to your attention for review, and should govern the behavior of advisors as well as students.

**Procedures for Handling Violations of the Conference**

**Conduct and Procedures Agreement or Advisor Code of Ethics**

Any chapter whose members or advisor are not observing the conference curfew will be subject to disqualification from further conference participation and disqualification of competitive event participants. Conference rules and procedures apply to all chapters. Chapters or chapter members not adhering to the conference curfews or Conduct and Procedures Agreement will be subject to the following procedures:

* In the case of violations of any laws, hotel security and/or law enforcement authorities will be contacted to handle the situation; the local advisor and school administration will be notified as well.
* In the case of registered participants violating the Conduct and Procedures Agreement, but not violating local, state or national laws, the local chapter advisor **AND** school administration will be notified and requested to handle the situation according the Agreement and school policies.
* If appropriate action is not taken by the local advisor or administration, the DECA Board of Directors or a special committee appointed by the Board will convene to determine if the member(s) or entire chapter will be permitted to continue participation at the conference.

