

# State Career Development Conference

## Registration Guide



Nampa Civic Center

February 26 - 28, 2024

## TABLE OF CONTENTS

- 2 Welcome from the State President
- 3 Registration
  - Registration Procedures
  - Registration Payment
  - Dress Code & Non-Discriminations Policy
- 4 Conference Accommodations
  - Chaperones/Spouses
  - Awards & ICDC Qualification
  - Competition Format & Deadlines
- 5 Registration Information
- 7 ICDC Information
- 8 Parental Consent Form
- 9 Medical Release Form

## KEY DATES

January 26	Registration Due State Officer Application Due
January 29-Feb. 9	SCDC Online Testing
January 31	Last day to make changes to registration
February 23	Conference Program and Competition Instructions Schedule opens in DLG
February 9	Written Events Deadline
February 26-28	State Career Development Conference
February 28	Awards Session

Questions? Contact Gina Lyman:  
gina.lyman@cte.idaho.gov

## WELCOME FROM THE STATE PRESIDENT



Hello Idaho DECA!

I'm so excited to have everyone join us in Nampa this February. We can't wait to see you take the next steps to "Connect With Your Future". Best of luck in your events and remember to have fun!

Or Bruchim

Idaho DECA President

2023-2024

## CONFERENCE LOCATION

Nampa Civic Center

311 3<sup>rd</sup> Street

Nampa, ID 83651



## REGISTRATION

### \$85 per attendee

The conference registration fee applies to DECA members, Advisors, chaperones, and guests and includes the following:

- General sessions
- Conference workshops
- Access to competitive events
- Conference pin
- Conference t-shirt

**Deadline: January 26, 2024**

## REGISTRATION PROCEDURES

### REGISTER

Click here to register:  
[decaregistration.com/id](https://decaregistration.com/id)

All students must be a submitted and paid DECA member to register. Collect the following information from each attendee to complete the registration process:

- First name
- Last name
- T-shirt size
- Competitive event(s)
- Student email address (required)

### CONFIRMATION

If you have not received a registration confirmation email from Idaho DECA within two days of submitting your online registration, please email Gina Lyman at [gina.lyman@cte.idaho.gov](mailto:gina.lyman@cte.idaho.gov).

### CHANGES AND SUBSTITUTIONS

Changes and substitutions will be accepted until January 31, 2024.

- Any changes or substitutions made after the online registration system closes or that must be manually processed will be subject to a \$20.00 fee, per change
- If a student drops out after registration is submitted, the chapter will still be responsible for payment for the student.

## REGISTRATION PAYMENT

After completing online registration, please mail a copy of the registration invoice with payment to:

Idaho DECA Inc.  
C/O CTSO Accounting  
650 W. State Street, Suite 324  
Boise, ID 83702-5936



To pay by credit card

**Payments must be sent in by Thursday, February 15, 2024**

### METHODS OF PAYMENT

- Check
- Credit card (additional fees apply)
- Scan QR code to pay by credit card.
- Purchase orders will not be accepted.

### REFUND POLICY

No refunds will be granted after January 31, 2024. Refund checks will be sent within one month after the close of the conference.

## DRESS CODE & NON-DISCRIMINATION POLICY

When presenting or on stage, competitors should wear the following:

- Official DECA blazer
- Dress slacks
- Collared dress shirt and appropriate neck-wear or dress blouse
- Dress shoes

### NON-DISCRIMINATION POLICY:

Idaho DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status are treated equally and respectfully. Any behavior in the form of discrimination, harassment, or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.



## CONFERENCE ACCOMMODATIONS

### HOTEL

Best Western Peppertree  
205 3rd Street S.  
Nampa, ID 83651

### COST

\$129.99 per night plus taxes, fees & incidentals.

### BOOKING LINK

Please use this link to book your rooms:  
[Best Western Link](#)

### HOTEL CONTACT INFORMATION

Khara Nixon  
Call 509-818-0302  
Text 509-404-0286 (text only)

If you need more than five (5) rooms, please call Khara directly.

## CHAPERONES/SPOUSES

- For safety reasons there must be a minimum of one (1) adult chaperon for every eight (8) high school division student delegates
- They must be registered for the conference, pay the registration fee and be in attendance for the entire conference
- An adult chaperon must be an adult approved by the chapter's school district
- There are no restrictions on the number of adult chaperones who may attend over the stated minimum



## COMPETITION FORMAT AND DEADLINES

The online testing window will open at 7:00 AM (MST) on January 29, 2024, and close at 5:00 PM MST on February 9, 2024. It will be available Monday-Friday 7:00 am - 5:00 pm.

All written events, including Executive Summaries must be turned in by 5:00 PM MST on February 9, 2024.

**Advisors are NOT** permitted to proxy, this will result in disqualification.

Unless otherwise noted, competitions will follow the rules and regulations as prescribed in the DECA Guide.

Judges will score the events by 11:59 PM MST, Sunday, February 25, 2024 and will be encouraged to offer detailed feedback to students on how they can improve should they advance to international competition.

Each student can choose to compete in up to one role play event and up to one written event, for a maximum of two events.

All DECA Inc. Competitive Events will be offered. For a full listing, go to [deca.org/high-school-programs/high-school-competitive-events](https://deca.org/high-school-programs/high-school-competitive-events).

## AWARDS AND ICDC QUALIFICATIONS

Medals will be awarded and recognition given based on the following criteria:

- Top Exam medals will be given to each tester who achieves a score of 70% or higher.
- 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Place medals will be given to the top scores in each role play event.
- 1<sup>st</sup> and 2<sup>nd</sup> Place medals will be given to the top scores in each written event

All 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Place medalists will be qualified to participate and compete in the 2024 International Career Development Conference.

## REGISTRATION INFORMATION

### DUE DATE

- All materials must be submitted by the due date as outlined on Page 2.
- Online registration must be completed by the due date.
- Conference registration checks must be postmarked by February 15, 2024.
- No chapter registrations will be accepted after the registration deadline.
- There is a \$20.00 late fee for each addition to registrations after the registration deadline.
- There is a \$20.00 change fee for each change made after the online registration is closed or changes that have to be manually processed (including any changes to written event registration).

### COMPETITIVE EVENTS QUALIFICATIONS

1. All participants must be active members of DECA with the current year's dues on file with DECA Inc. prior to **December 1<sup>st</sup>** of the current year.
2. All participants and written entries must be approved and authorized for entering competition by the chartered association through official competitive events registration forms.
3. All participants and written entries must meet the specifications set forth for each activity.
4. All entry forms must be submitted by announced deadlines.
5. No additions or substitutions may be registered for competition after the deadline set forth by Idaho DECA.
6. A written entry may not be entered in more than one competitive event during a given year.
7. Participants are required to follow the official DECA dress code.
8. All written entries must include a signed copy of DECA's Written Event Statement of Assurances and Academic Integrity.
9. Participants must wear their name badge to all event briefings, testing sessions, and presentations. If a name badge is not available, an advisor must verify the participants identity.

### EXAMS

Marketing Cluster Exam identification numbers and passwords will be sent prior to January 29, 2024 to registered proxies. Reserve computer labs ahead of time. Advisors are **NOT** allowed to proctor the exams. This will result in disqualification for competitors.

### LODGING

Submit reservations, requests, rooming lists, and payment directly to the hotel.

### TRANSPORTATION

Students are not to be transported by anyone under the age of 23 and those transporting must have automobile liability insurance with the limits of no less than \$100,000 per person and \$300,000 per accident.

### STUDENTS WITH SPECIAL NEEDS

We want to make every opportunity available for all members to participate at SCDC.

We will work with the school to provide the appropriate services. It is critical that we receive requests by January 31, 2024 to arrange the appropriate services.

### ATTENDANCE CRITERIA

To be eligible to attend the State Career Development Conference, each high school division member must meet these basic criteria:

- Be an active member of a division of DECA. Membership must be recorded on an official DECA membership roster and be on file with DECA Inc.
- Have the approval of the chartered association DECA Advisor.
- Have the approval of the Chapter DECA Advisor.
- Have the approval of the school administration.
- Have the approval of parent or guardian unless 21 years or older.

Any professional, alumni, or collegiate division member meeting the criteria is eligible to attend the State Career Development Conference.

In addition to the above criteria, high school division members must meet one (1) of the following criteria:

- Be a chartered association participant in one of the international competitive activities. Dues must be paid by December 1, 2023.
- Be an Idaho DECA scholarship award recipient.
- Be a chartered association area or regional officer.
- Be a voting delegate representing his/her chartered association for his/her division.
- Be an approved volunteer for the conference.

### CODE OF ETHICS FOR ADULT ADVISORS

DECA offers training to those students who have a career objective in the field of marketing, finance, hospitality, management, or entrepreneurship. Individual conduct and appearance is a phase of this training. This phase of the education program becomes apparent at Idaho DECA's Career Development Conference.

Since a good example is one method of teaching, and students participating in the conference are impressionable, a **Code of Ethics** is set for Advisor's.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be referred to the president of the Board of Directors for Idaho DECA.

- Advisors shall conduct daily meetings with participants for progress reports, time schedules, and other activities.
- Advisors shall keep an agenda for each student so 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.
- Ensure participants are adhering to the Dress Code.

### REGISTRATION

All registrations will be completed online.  
Link: <https://www.decaregistration.com/id>

### WRITTEN EVENTS

All written events and their corresponding Statement of Assurance forms must be received by the deadline. Only projects *received* by this deadline will be entered into competition. This policy will be strictly enforced.

### VOTING DELEGATES

Identify the names of the two voting delegates for the Business Session through the online registration system.

Voting Delegates are required to arrive promptly on time to the Business Session to maintain voting privileges.

Delegates are required to stay for the duration of the Business Session.

### STATE OFFICER CANDIDATES

State officer candidate materials must ARRIVE on or before the deadline as outlined in the candidate packet.

The State Officer Application is available at:  
[www.idahodeca.org](http://www.idahodeca.org)

There will be a mandatory Knowledge Test and Interview during the officer candidate process. State officer candidates will be required to attend their appointed interview time and testing slot during SCDC. There will be no make-up tests or interviews available, and any candidates who do not test or interview during the assigned time will receive a "zero" for that component.

### REFUNDS

There are NO REFUNDS after January 31, 2024. Substitutions after the registration deadline will incur a \$20.00 late fee per change.

Your chapter will be responsible for paying for the number of participants you register.

If students drop out after registration is submitted, the chapter will still need to pay for that student.

**CHANGES**

No changes/corrections/additions will be allowed after the change deadline. This is a firm deadline.  
 No on-site changes or substitutions will be allowed.

Any changes made after the online registration system closes or that must be manually processed will be subject to a \$20.00 fee.

**SCORE FACTORING**

Because we enlist the volunteer support of a variety of judges in our competitive events it is important that chapters, Advisors, and students understand how scoring works in our competitive events program.

While judges are trained, each judge brings to the competition their own opinions and perceptions on what a certain score means. For some a 75 is a very good and solid score and for others awarding a 95 is how they identify the best students.

Scores will be entered and averaged in the Conference Management System and available on the registration site once the Closing Session has ended.

**SCORING CONCERNS**

Concerns about score accuracy/Judge scores may be communicated in writing to the DECA Manager up to 72 hours from the close of the event. After 72 hours, the scores will be considered final and no more concerns will be taken.



**INTERNATIONAL CAREER DEVELOPMENT CONFERENCE**

**DATE & LOCATION**

Date: April 27-30, 2024

Where: Anaheim Convention Center

Address: 800 W Katella Avenue  
 Anaheim, CA 92802

**HOTEL**

HOTEL FERA  
 100 The City Drive North  
 Orange, CA 92868

**HOTEL COST**

Cost: Rooms \$229.00 plus 10.19% tax per night  
 Parking-\$28.00 per night

- Competitive Events
- Emerging Leader Series
- Chapter Campaigns
- Educational Conferences

**COMPETITIVE EVENTS BY CAREER CLUSTERS:**

- Business Management + Administration
- Hospitality + Tourism
- Entrepreneurship
- Marketing
- Finance
- Personal Finance Literacy

**Registration will open shortly after SCDC!**

## Parental consent form

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Student's school name

\_\_\_\_\_  
Emergency contact name

\_\_\_\_\_  
Emergency contact phone

### Career technical student organization

- Business Professionals of America
- DECA
- Family, Career, and Community Leaders of America
- FFA
- SkillsUSA
- Technology Student Association

I give the above-named attendee permission to attend the state-approved event.

My student agrees to abide by all rules and safety precautions. I am aware that during these events certain risks are inherent. I understand that these events may involve certain conditions, hazards and potential dangers including those associated with traveling or those associated with the facilities or property where the events will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction.

I hereby grant the Idaho Division of Career Technical Education (IDCTE) and its representatives the irrevocable and unrestricted right to use and publish my image and video captured of me in its promotional materials and publicity efforts. I understand that the photographs and video may be used in publications, print ads, direct-mail pieces, electronic media (e.g., videos, social media or websites) or other promotion forms.) I hereby release and discharge IDCTE, its offices, employees, agents and designees, and the photographer/videographer from liability for any violation of any personal or proprietary right I may have in connection with such use.

I authorize IDCTE to send my student a post-event survey for feedback and evaluation purposes.

By signing below, I hereby release and agree to hold harmless IDCTE, Idaho BPA, Idaho DECA, Idaho FCCLA, Idaho HOSA, Idaho SkillsUSA, and Idaho TSA from any and all liability, claims or demands for personal injury, sickness or death, as well as property damages and expenses, of any nature whatsoever which may be incurred while my student is participating in the conference.

- I am 18 years of age or older.
- I am under 18 years of age. If checked, please have a parent or guardian complete the following:

\_\_\_\_\_  
Parent/legal guardian signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/legal guardian printed name



Due to legal restrictions, all students, parent/guardians, guests and IDAHO DECA members and Advisors must complete this form to be eligible to attend the Idaho DECA State Career Development Conference. This form should be completed, and a copy submitted to the advisor. Medical release forms must always be kept with the advisor during the conference.

### PARTICIPANT/GUARDIAN INFORMATION

Participant Name \_\_\_\_\_ Guardian Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Parent/Guardian Cellphone # \_\_\_\_\_  
Parent/Guardian Work Phone # \_\_\_\_\_  
Parent/Guardian Home Phone # \_\_\_\_\_  
Alternate Contact Name \_\_\_\_\_ Alternate Contact Phone \_\_\_\_\_

### Please check and describe any medical condition which may recur or be a factor in medical treatment:

- Allergies: \_\_\_\_\_
- Blackouts: \_\_\_\_\_
- Convulsions: \_\_\_\_\_
- Disease of any kind: \_\_\_\_\_

### Please list any medications you are currently taking:

- Heart/lung problems: \_\_\_\_\_
- Medicine reactions: \_\_\_\_\_
- Physical handicap: \_\_\_\_\_
- Other: \_\_\_\_\_

Physician Name \_\_\_\_\_ Physician Phone \_\_\_\_\_  
Physician Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DOES THE STUDENT HAVE MEDICAL INSURANCE?  Yes  No

NAME OF INSURED INSURANCE COMPANY \_\_\_\_\_  
GROUP NUMBER POLICY NUMBER \_\_\_\_\_

### Liability release:

I certify that the information described above is accurate and complete to the best of my knowledge. I understand that everyone is responsible for their insurance coverage during this conference. I hereby release IDAHO DECA, State and Local Chapter Advisors, the Idaho Division of Career Technical Education, and any designated individual in charge of the DECA chapter group or specific activity from any legal or financial responsibility concerning my personal or my child's participation in or contact with any known element associated with an activity including competitive events.

### Parent/Guardian/Participant: Please check one of the following and sign your name:

- I permit immediate medical treatment as required in the attending physician's judgment.
- I do NOT permit medical treatment until I have been contacted.

PARENT/GUARDIAN'S SIGNATURE\* \_\_\_\_\_ DATE \_\_\_\_\_

*\* Required for student delegates under the age of 18.*

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_