

State Career Development Conference

Registration Guide



February 9-11 2026
Nampa Civic Center

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KEY DATES

December 1	Conference Registration and State Officer Candidate Applications Opens
January 9	Conference Registration and State Officer Application Due
January 16	Last day to make changes to registration
January 20-30	SCDC Online Testing
January 30	Prepared Entry Events Due
February 6	Conference Program and Schedule Opens in DLG
February 9-11	State Career Development Conference
February 11	Awards Session

STATE PRESIDENT WELCOME

Hello Idaho DECA!

I am incredibly excited to welcome you all to our 2026 State Career Development Conference, happening this February!

This conference will allow our members to grow their professional skills, network with like-

minded peers across the state, and refine their competition experience.

The theme for this year, “Resilience Through Rapids”, encourages members to grow with every new challenge that arises, and trust in their ability to persevere. Your state officer team can’t wait to see how our Idaho DECA members face rapids with strength, unity, and determination.

Best of luck in all your events, and don’t forget to have fun! We can’t wait to see you all there!

Elena Chamberlain
Idaho DECA President
2025-2026



CONFERENCE LOCATION

Nampa Civic Center
311 3rd Street
Nampa, ID 83651

REGISTRATION

\$85 per attendee

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

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

The deadline to register is January 9, 2026

REG. PROCEDURES

REGISTER

Go to the following link to register:

decaregistration.com/id

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

- First name
- Last name
- T-shirt size
- Competitive events
- Student email address

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

CHANGES AND SUBSTITUTIONS

Changes and substitutions will be accepted until January 16, 2026.

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.

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



or pay through Access Idaho, linked [here](#), or through the QR code above.

Payments must be sent in by February 1, 2026

REFUND POLICY

No refunds will be granted after January 16, 2026.

Refund checks will be sent within one month after the close of the conference.

REQUIRED DOCUMENTS

Parental Consent forms and Medical Liability forms will be kept with the advisor. Each advisor will sign the Advisor Possession of Documents Form indicating they have both a medical liability form and parental consent form for each participant.

Please email your form to Gina Lyman by January 30, 2026:

gina.lyman@cte.idaho.gov

WAHOOZ FUN NIGHT

Chapters will have the option to purchase wristbands for **\$25.00 per person** to attend Wahooz Fun Night.

Wahooz Fun Night will be on Tuesday, February 10, from 6pm-9pm. The wrist bands will cover unlimited bowling, mini-golf, go-karts, laser tag, ropes course, and \$5.00 worth of game play.

Address:

1285 S Marlin Ln

Meridian, ID 83642

CONFERENCE LODGING

LOCATION

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

COST

\$139.99 per night, plus taxes, fees and incidentals

CONTACT INFORMATION

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

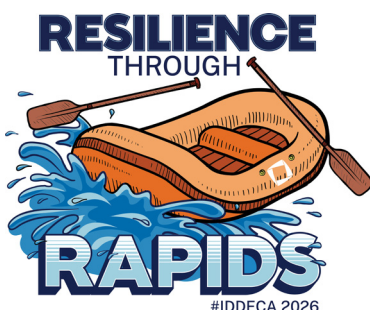
BOOKING LINK

Please use [this link](#) to book your rooms.
If you need more than five rooms, please call Khara directly.

The booking cut off date is January 21, 2026

CHAPERONES/SPOUSES

- For safety reasons there must be a minimum of one 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 GUIDELINES

The online testing window will open at 7:00 AM (MST) on January 20, 2026, and close at 5:00 PM MST on January 30, 2026. 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 January 30, 2026.**

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 9, 2026 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 one role play event and 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

AWARDS/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 80% or higher.
- 1st, 2nd, and 3rd Place medals will be given to the top scores in each role play event.
- 1st and 2nd Place medals will be given to the top scores in each written event

All 1st, 2nd, and 3rd Place medalists will be qualified to participate and compete in the 2026 International Career Development Conference.

REG. 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 1, 2026.
- 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 1st 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 20, 2026 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. Rooms will be released January 21, 2026.

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 16, 2026 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, 2025.
- 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 State 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 Advisors.

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.

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.

REFUNDS

There are NO REFUNDS after January 16, 2026. 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 State Advisor 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.

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.

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE



DATE & LOCATION

Date: April 25-28, 2026

Where: Georgia World Congress Center

Address: 285 Andrew Young International Blvd NW, Atlanta, GA 30313

HOTEL

Reverb Downtown Atlanta

89 Centennial Olympic Park Dr,
Atlanta, GA 30313

HOTEL COST

Cost: Rooms \$229.00

Parking: \$28.00 per night

HAPPENINGS

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

COMPETITIVE EVENTS BY CAREER CLUSTERS:

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

Registration will open shortly after SCDC!

Monday, February 9th

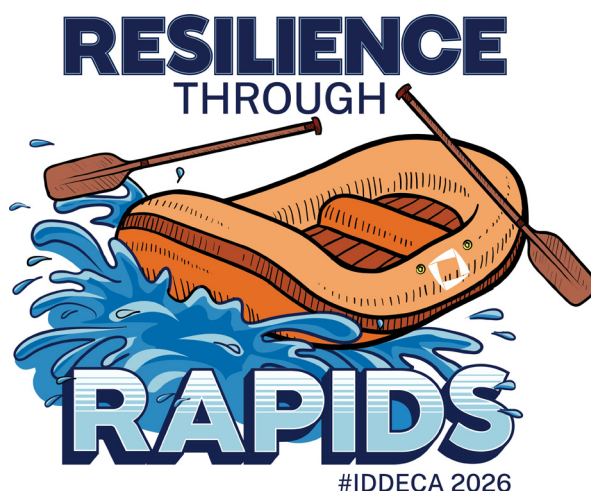
12:00 pm	Collegiate Testing
1:00 pm	Collegiate Events
6:00 pm	Opening Session

Tuesday, February 10th

8:00 am	Student prep time begins
9:00 am	Events begin
	Workshops
	College and Career Fair
3:00 pm	Business Session
6:00 pm	Wahooz Fun Night

Wednesday, February 11th

9:00 am	Awards Session
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DRESS TO IMPRESS

DRESS CODE WHEN APPEARING BEFORE JUDGES AND ON-STAGE

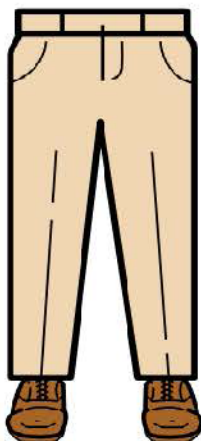
OFFICIAL DECA BLAZER WITH
COLLARED DRESS SHIRT & APPROPRIATE NECKWEAR (NECKTIE, ASCOT, SCARF)



OFFICIAL DECA BLAZER WITH
DRESS BLOUSE



DRESS SLACKS



DRESS SHOES

DRESSES AND SKIRTS ARE NOT PERMITTED IN THE IDAHO DECA DRESS CODE FOR OFFICIAL CONFERENCE DRESS

DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

DECA's board of directors has developed the following official dress standards for the International Career Development Conference. Students, advisors and chaperones must follow the dress code.

Competitors must wear an official DECA blazer during interaction with the judges. While official DECA blazers are not required during briefing and testing, professional business dress is required. Professional dress should also be worn to all conference sessions including workshops and special meal functions such as luncheons.

For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

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
- ☐ HOSA, Future Health Professionals
- ☐ 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, directmail 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 FCCCLA, Idaho FFA, 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



MEDICAL RELEASE FORM

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 _____



ADVISOR POSSESSION OF DOCUMENTS

Due: January 16th

Email this form to:

gina.lyman@cte.idaho.gov

Chapter Advisors: The Medical Release and Parental Release forms will be your responsibility to obtain with and have with you at The State Career Development Conference for each member attending, including yourself and any Chaperones.

**** YOU WILL NOT RECEIVE YOUR CONFERENCE PACKET IF WE DO NOT RECEIVE THIS FORM****

Advisor Name (print) _____ Chapter _____

Cell Phone Number _____

I understand that I am responsible for obtaining all the required information and signatures on the Medical Release and Image Release forms for myself, all students, adults, and Chaperones who will be representing my chapter at the Idaho DECA State Career Development Conference **February 9-11, 2026** at the Nampa Civic Center. I also understand that I need to have these forms in my possession at SCDC in case of an emergency and for liability reasons.

Forms enclosed for (list all participants requiring release forms OR attach a list):

Advisor Signature _____ Date _____