



**Northern California DECA  
January 15-17, 2016  
Career Development Conference  
Registration Packet**

Register by  
no later than  
Thursday 11/12\*

**Please do NOT print forms to turn in  
double-sided (except for E-1) ☺**

**Dear Parents:**

We are pleased that your son/daughter has expressed an interest in the Northern California DECA Career Development Conference in San Ramon on January 15<sup>th</sup>- 17<sup>th</sup>, 2016. The student's participation in this conference is strictly voluntary and not a required part of the curriculum for Marketing or Economics of Business Ownership. However as a ROP student, your child can choose to enhance their leadership training by participating in DECA. DECA is a career technical student organization that prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. DECA enhances the co-curricular education of members through a comprehensive learning program that integrates into classroom instruction, applies learning, connects to business and promotes competition. To accomplish this, DECA utilizes on-the-job experience, chapter projects, and a program of competency-based competitive events in specific industry areas. DECA's activities assist in the development of academically prepared, community oriented, professionally responsible, experienced leaders. DECA Inc. is a 501(c)(3) not-for-profit student organization with more than 200,000 members in all 50 U.S. states, the District of Columbia, Canada, China, Germany, Guam, Hong Kong, Korea, Mexico and Puerto Rico. The United States Congress, The United States Department of Education and state, district and international departments of education authorize DECA's programs.

At this conference, students will choose from DECA's industry-validated competitive events that are aligned with the National Curriculum Standards in the career clusters of marketing, business management and administration, finance, and hospitality and tourism. DECA's evaluation process involves students in both a written component such as an exam or report and an interactive component (role play or presentation) with an industry professional serving as a judge. Some competition training will be provided in class but students will be required to commit to preparing outside of the classroom, as well. The mandatory training requirements are included. If you have missed any of the previously scheduled sessions, see an officer or Mrs. Raaker to arrange a make-up. **Students that do meet the requirements will NOT be permitted to attend and no refunds will be issued.** Students should carefully consider the expectations before registering for this conference. DECA's competitive events program is a tremendous opportunity for the students to take what they are learning in the classroom and apply it in a business setting. Involvement as a DECA member looks great on a resume or a college application! This conference is also a great chance for students to build a rapport with our Foothill chapter and also to network with other students, teachers and members of our business communities from all over the Northern California!

California law does not allow school districts to charge fees to students for curricular and extracurricular activities. However, as you are aware, due to state budget cut backs, there is no funding available for worthwhile activities such as this one. Therefore, we are requesting voluntary donations from parents to offset the costs of these valuable conferences. Parents are not required to make donations and all students may participate in extracurricular activities regardless of whether their parents make a donation. For planning purposes, we have estimated the costs associated with the trip but be advised that the actual expenses incurred will depend on the total number of students wishing to participate. This estimate of \$180 per student includes conference registration, a recognition brunch and hotel accommodations for students (sharing 3-4 to a room) and additional expenses for chaperones (a 1:15 student ratio is required). If you are able to make a voluntary donation, please do so by no later than **Thursday 11/12\***. **Checks can be made payable to Tri Valley ROP.** If the total of our voluntary donations and our fundraising efforts provide for the total cost of the trip (for all students wishing to participate) we will be able to attend the conference.

Additionally, students will need a food budget as all meals (with the exception of Sunday's breakfast) will be on their own. Students can walk to the shopping center behind the Marriott and get snacks & drinks for the room, room service will be available on a cash only basis. Saturday afternoon, students will have bus service to both Hacienda Crossing (movies & shopping) for recreational options, if they wish.

**Please note that there is a dress code for all DECA events.** Students should arrive in their **chapter t-shirts** but they will need to change into DECA professional for Testing and Opening Session. Students will need professional attire for all three days of the conference.

All students **must have a sports coat/blazer/suit jacket**. DECA blazer is optional for males or females but we have a limited number available to students needing them; please see me to reserve a jacket if necessary.

**Females**

Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress; dress shoes

**Males**

Business suit or sport coat with dress slacks, collared dress shirt and necktie; dress shoes and dress socks

Please refer to the enclosed information regarding conference attire for both casual and professional. **NO** low cut, tight fitting or midriff bearing tops will be permitted. The dress code is strictly enforced at all conferences. Any students with questions about dress for the conference can direct their questions to their advisor.

A DECA **member release** is required to be signed by the student and parent/guardian. Failure to meet any of the outlined guidelines will result in your student being removed from the conference and parents will be phoned (at any hour) to pick up the student immediately. They will be excluded from any DECA activities for the remainder of the year. Please be advised that there will be some free time throughout the conference when the students will be unchaperoned to eat, shop, etc. They will be required to check in/out with the advisor before leaving and when returning so the advisor knows where they are at all times. The students must stay within walking distance (2 mile radius max.) of the advisor/hotel.

With respect to **transportation** to and from NORCAL, **parents must drop off their student** at the San Ramon Marriott on Friday at 3:15 PM and pick them up on Sunday at 12:00 pm. Please understand that students must not leave the San Ramon Marriott in private vehicles during the conference, bus transportation will be available during the break hours on Saturday for students to attend movies and shop. DECA cannot oversee 1000 students with access to cars, so we must insist that no cars are present at the hotel. **If you are a student, please do not drive yourself to the conference.** On Sunday we will all be tired, so I will look forward to your arrival and **picking up of your student on time** at noon. I cannot leave the conference until all students have been claimed. I appreciate your support with these transportation matters.

**Registration will be due NO LATER THAN Thursday 11/12\***. If you need additional information, please contact me at (209)207- 4985. Have a happy holiday season! See you in January!

Sincerely,

Tami Raaker  
Instructor, DECA Advisor  
Tri-Valley Regional Occupational Program

\*Note: **The deadlines in this packet only apply to those who are currently in the Economics of Business Ownership or Integrated Marketing Communications classes.** If you are a lunch-time member only, deadlines will be announced after the top-10 in points are released.

However, **everybody who plans on participating in NorCal CDC must print out a copy of the Training requirements/checklist** – this includes those in the lunch-time group.

## TENTATIVE NORCAL CDC AGENDA

### Friday, January 15, 2015

3:15 PM  
**3:30 – 5:30 PM**  
**6:00 – 8:00 PM**  
3:00 – 8:00 PM  
9:30 – 10:30 PM  
  
11:00 PM  
11:00 PM – 6:00 AM

Foothill DECA Arrival Meeting – Hotel Lobby  
**Testing Group 1**  
**Testing Group 2**  
DECA Knowledge Test  
Grand Opening Session  
Chapter Assigned Section  
Competitive Events Listing Posted  
Curfew

**BE ON TIME**

### Saturday, January 16, 2015

7:45 AM – 9:15 AM  
8:00 AM – 12:00 MIDNIGHT  
8:45 AM. – 12:00 PM

Quick pick-up breakfast available on a cash basis  
DECA Headquarters/ Tabulation Mt. Diablo Room  
Individual Series – Role Play #1 – ACT, AAM, ASM, BFS, BSM, FMS HLM, HRM, MMS, QSRM, PFL, RFSM, RMS, SEM  
Professional Selling Event  
Team Decision Making  
Principles Events – PMK, PBM, PFN, PHT

12:15 PM – 1:15 PM  
1:00 PM – 4:00 PM

Seminar - “Running for State Office”  
Written Project Presentations  
*Entrepreneurship Events – EIP, ESP, IBP, EFB, EBG, EIB*  
*Professional Selling Events - FCE, PSE, HTPS*  
*Business Operations Research Event – BOR, BMOR, FOR, HTOR, SEOR*  
*Marketing– ADC, FMP, SEPP*

1:00 PM – 4:00 PM

Students – Lunch on your own  
Role Play Event #2  
See morning schedule, same room as above in Event #1

**6:00 PM**  
3:30 PM – 7:30 PM  
8:30 PM – 10:30 PM  
9:00 – 11:00 PM  
11:00 PM – 6:00 AM

**Chapter Dinner (Location TBD)**  
Bus to Hacienda Crossings and Regal Cinema  
DECA’s Dance, Salons D-E (\* Games Room in Salon F-H)  
DECA Quick Sale Food to GO menu Outside Ballroom  
Curfew (DECA Security on all floors)

### Sunday, January 17, 2015

7:30 AM – 8:30 AM  
8:00 AM – 9:20 AM  
9:00 AM – 10:15 AM  
10:05 AM – 11:45 PM  
**12:00 PM**

Pack – Store luggage  
Award Session #1 (Assigned seats) Bishop Ranch Ballroom  
Breakfast  
Award Session #2 Bishop Ranch Ballroom  
**Hotel Check-out/Parent Pick Up (Please be prompt, we will all be tired 😊)**

Students may participate in one (A) event and/or one (B) event at the district or state conference

**(A) PRINCIPLES OF BUSINESS ADMINISTRATION**

**Keep this form**

These events include a 100 question multiple choice exam, and one content interview. These are individual events.

Principles of Business Management and Administration ☉	<b>PBM</b>
Principles of Finance ☉	<b>PFN</b>
Principles of Hospitality and Tourism ☉	<b>PHT</b>
Principles of Marketing ☉	<b>PMK</b>

**(A) SERIES EVENTS - INDIVIDUAL**

These events include a 100 question multiple choice exam, and two role plays. These are individual events.

CATEGORY	EXAM	ACRONYM
Accounting Applications \$	Finance	<b>ACT</b>
Apparel & Accessories Marketing ♦	Marketing	<b>AAM</b>
Automotive Services Marketing ♦	Marketing	<b>ASM</b>
Business Finance \$	Finance	<b>BFS</b>
Business Services Marketing ♦	Marketing	<b>BSM</b>
Food Marketing ♦	Marketing	<b>FMS</b>
Hotel & Lodging Management ♥	Hospitality & Tourism	<b>HLM</b>
Human Resource Management NEW	Business Mgmt & Admin	<b>HRM</b>
Marketing Management ♦	Marketing	<b>MMS</b>
Quick Serve Restaurant Management ♥	Hospitality & Tourism	<b>QSRM</b>
Personal Financial Literacy \$	Finance	<b>PFL</b>
Restaurant & Food Service Management ♥	Hospitality & Tourism	<b>RFSM</b>
Retail Merchandising ♦	Marketing	<b>RMS</b>
Sports and Entertainment Marketing ♦	Marketing	<b>SEM</b>

**(A) SERIES EVENTS - TEAM DECISION MAKING**

This event is for 2 people. There is a 100 multiple question exam, and one 30 minute presentation.

Business Law & Ethics ✓	Business Mgmt & Admin	<b>BLTDM</b>
Buying & Merchandising ♦	Marketing	<b>BTDM</b>
Financial Services \$	Finance	<b>FTDM</b>
Hospitality Services ♥	Hospitality & Tourism	<b>HTDM</b>
Marketing Communications ♦	Marketing	<b>MTDM</b>
Sports & Entertainment Marketing ♦	Marketing	<b>STDM</b>
Travel & Tourism ♥	Hospitality & Tourism	<b>TTDM</b>

If you are competing in a (A) & (B) event, it is STRONGLY recommended that you select events that take the **same cluster exam**.

- ☉ Takes the Business Administration Core ♦ Takes the Marketing Cluster Exam ♥ Takes the Hospitality & Tourism Cluster Exam  
 \$ Takes the Finance Cluster Exam ✓ Takes the Business Management & Administration Cluster

**(B) PROFESSIONAL SELLING EVENTS**

These are individual events that include a 100 multiple questions exam and a prepared sales presentation.

Professional Selling Event ♦	Marketing	<b>PSE</b>
Hospitality & Tourism Professional Selling Events ♥	Hospitality & Tourism	<b>HTPS</b>
Financial Consulting Event \$	Finance	<b>FCE</b>

**(B) MARKETING REPRESENTATIVE EVENTS**

These team events include a 100 multiple questions exam and a prepared written report & presentation.

Advertising Campaign (team 1-3 people) ♦	Marketing	<b>ADC</b>
Fashion Merchandising Promotion Plan (team-1-3 people) ♦	Marketing	<b>FMP</b>
Sports & Entertainment Promotion Plan (team-1-3 people) ♦	Marketing	<b>SEPP</b>

**(B) WRITTEN PROJECTS - BUSINESS MANAGEMENT & ENTREPRENEURSHIP EVENTS**

These events include a written business plan and a prepared presentation.

Innovation Plan	<b>EIP</b>
Start-Up Business Plan (Individual)	<b>ESB</b>
Business Plan (Independent or Franchise) (Individual Event)	<b>EIB/EFB</b>
Business Growth Plan (1-3 members)	<b>EBG</b>
International Business Plan (1-3 members)	<b>IBP</b>

**(B) WRITTEN PROJECTS - BUSINESS OPERATIONS RESEARCH EVENTS**

These events include a written report. They are considered written projects at both the district and state conference.

Business Services (Team 1-3 members)	<b>BOR</b>
Buying and Merchandising (Team 1-3 members)	<b>BMOR</b>
Finance (Team 1-3 members)	<b>FOR</b>
Hospitality and Tourism (Team 1-3 members)	<b>HTOR</b>
Sports and Entertainment (Team 1-3 members)	<b>SEOR</b>

Student ID: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_



Turn in this form

Please write legibly!!

Nor Cal Career Development Conference, San Ramon Marriott

RESERVATION FORM

Due Thursday 11/12\*

Student Name: \_\_\_\_\_

Competition A (role play): \_\_\_\_\_

If you wish to compete in a team event, list who you will be competing with.

Competition B (written project): \_\_\_\_\_

If you wish to compete in a team event, list who you will be competing with.

Cluster Exam: (should only take one so be sure you don't have a conflict with your events) \_\_\_\_\_

Additional conference participant requirement: (If you are not competing in both an (A) event and a (B) event, you must register to take the DECA Knowledge Test (study guide online), otherwise this test is optional. Those reaching an 80% or better will receive a certificate and acknowledged on stage for their achievement.

DECA Knowledge Test circle one YES NO

FORMS CHECKLIST

Table with 4 columns: FORM, DUE, SUBMITTED. Rows include Foothill DECA Conference Rule & Etiquette Agreement\*, California DECA Student Member Release form\*, Student Participation Criteria (Grade Check) Form, CA DECA Dance Contract\*, Tri Valley ROP Field Trip Form, Tri Valley ROP Student Medical Emergency Form, COMPETITIVE EXCELLENCE EXPECTATIONS, and Competition Training Checklist.

Students and parents understand that arrangements will be made for the student upon receiving this registration form. All conference expenses incurred on behalf of your student are non-refundable. If a student becomes ineligible or is unable to attend for any reason, voluntary donations cannot be refunded. A student may find another student to take their place, however this must be done independently and the exchange of money done student to student and NOT through our DECA account. By completing this form, it is implied that all forms in this packet have been read and understood by the student and parent.

Students will be placed in rooms with 2-3 other roommates (of the same gender). Every attempt will be made to honor requests but we cannot guarantee all that all requests can be accommodated. If this would change your desire to attend, please weigh this carefully before registering. If you do not indicate a preference, it will be selected for you.

Requested roommates:

- 1. Myself
2.
3.
4.

My son/daughter is able to attend & I have reviewed all required information.

My registration packet has been checked in by:
Chapter Officer's Printed Name
Chapter Officer's Signature
and has been verified to be legible & complete.
NO INCOMPLETE REGISTRATION WILL BE ACCEPTED!

Parent Signature

Student Signature

**FOOTHILL DECA  
Conference Rules & Etiquette Agreement**

The following agreement must be signed by parent/student before attending a DECA conference. These guidelines are put into place to ensure that the student understands proper behavior and consequences resulting if they are not followed. We want the student to have the best possible experience while attending this conference. All students must have a signed California DECA student member release code on file. This conduct code is strictly enforced and **anyone in violation will be immediately sent home** from the conference and will not be permitted to participate in any DECA event for the rest of the school year.

In addition to the conduct code, each student/parent must read and agree to the following:

**Curfew/Chaperone Information**

- **Curfew is strictly enforced.** It is the student’s responsibility to plan ahead to ensure they have all necessary items before curfew. They must be in their own room at the specified time each night.
- There will be times when the student is not chaperoned by an adult. There will, however, predetermined perimeter around the hotel where the student can go. These areas will include shopping, restaurants etc.
- Students are **not permitted to leave the hotel alone.**
- **Students may not leave the hotel after dark** (unless extenuating circumstances warrant it and it has been pre-approved by your advisor).
- Student is not permitted to ride in a taxi (unless approved by an advisor and supervised by an adult)
- Student is to notify advisor when leaving hotel and upon return.

**Illegal Narcotics, Alcohol and Smoking**

- Illegal narcotics or alcohol shall not be present or consumed at any time.
- Smoking is not permitted at any time during the conference. Education code #48900

*If an advisor has reasonable suspicion of any illegal substances being consumed or possessed, there may be a search conducted of the room and/or student’s personal belongings. Your signature (below) acknowledges and authorizes this search, if the situations warrants. Violation will result in immediate parent notification and the student being sent home at the parent/student expense. All students who are present at the time of the violation will be held responsible. Remember you are “guilty by association” unless you leave the area immediately and notify an advisor.*

**Hotel information**

- Any damages to the hotel property or furnishings will be paid for by the individual.
- Phones in student rooms will only be turned on with a deposit (or credit card). This is to avoid excessive charges.
- Movie rentals must be paid in advance at the front desk
- Prior to check out, students must clean their room to a “respectable” level. Advisor will schedule a time to check the room. The student must be prompt and prepared. For this inspection or consequences will be involved.
- Student is to respect the other hotel guests and behave appropriately at all times.

**Conference & meeting etiquette**

- Attendance to all sessions, meetings, and events is mandatory. Professional behavior is expected at all times. Please refrain from talking while presenters are speaking. **Student should not plan to leave early** (unless there is an emergency and it has been approved by the advisor.)
- Be **on time** for any conference activity. Remember, it is not considerate of others to keep people waiting. Disciplinary action may be taken if tardiness results.
- Show your support of Foothill DECA and cheer loudly for our teammates

Any misconduct that is considered inappropriate for a school function (as determined by the advisor or conference staff) will result in disciplinary action that could result in one or more of the following:

- Restricted from future DECA activities
- Notification to school/possible suspension or expulsion
- Restricted from participating in competition or social activities at the conference.
- Parent notification and if necessary arrangements made for a student to be send home (at parent/student expense)

I will abide by the guidelines established in this conference packet. I have read and understood the FOOTHILL DECA Conference Rules & Etiquette Agreement

\_\_\_\_\_  
*Please print student name*

\_\_\_\_\_  
*Please print parent name*

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Parent signature*

\_\_\_\_\_  
*Best number to contact parent*

**FOOTHILL DECA  
Conference Rules & Etiquette Agreement**

The following agreement must be signed by parent/student before attending a DECA conference. These guidelines are put into place to ensure that the student understands proper behavior and consequences resulting if they are not followed. We want the student to have the best possible experience while attending this conference. All students must have a signed California DECA student member release code on file. This conduct code is strictly enforced and **anyone in violation will be immediately sent home** from the conference and will not be permitted to participate in any DECA event for the rest of the school year.

In addition to the conduct code, each student/parent must read and agree to the following:

**Curfew/Chaperone Information**

- **Curfew is strictly enforced.** It is the student’s responsibility to plan ahead to ensure they have all necessary items before curfew. They must be in their own room at the specified time each night.
- There will be times when the student is not chaperoned by an adult. There will, however, predetermined perimeter around the hotel where the student can go. These areas will include shopping, restaurants etc.
- Students are **not permitted to leave the hotel alone.**
- **Students may not leave the hotel after dark** (unless extenuating circumstances warrant it and it has been pre-approved by your advisor).
- Student is not permitted to ride in a taxi (unless approved by an advisor and supervised by an adult)
- Student is to notify advisor when leaving hotel and upon return.

**Illegal Narcotics, Alcohol and Smoking**

- Illegal narcotics or alcohol shall not be present or consumed at any time.
- Smoking is not permitted at any time during the conference. Education code #48900

*If an advisor has reasonable suspicion of any illegal substances being consumed or possessed, there may be a search conducted of the room and/or student’s personal belongings. Your signature (below) acknowledges and authorizes this search, if the situations warrants. Violation will result in immediate parent notification and the student being sent home at the parent/student expense. All students who are present at the time of the violation will be held responsible. Remember you are “guilty by association” unless you leave the area immediately and notify an advisor.*

**Hotel information**

- Any damages to the hotel property or furnishings will be paid for by the individual.
- Phones in student rooms will only be turned on with a deposit (or credit card). This is to avoid excessive charges.
- Movie rentals must be paid in advance at the front desk
- Prior to check out, students must clean their room to a “respectable” level. Advisor will schedule a time to check the room. The student must be prompt and prepared. For this inspection or consequences will be involved.
- Student is to respect the other hotel guests and behave appropriately at all times.

**Conference & meeting etiquette**

- Attendance to all sessions, meetings, and events is mandatory. Professional behavior is expected at all times. Please refrain from talking while presenters are speaking. Student should not plan to leave early (unless there is an emergency and it has been approved by the advisor.)
- Be on time for any conference activity. Remember, it is not considerate of others to keep people waiting. Disciplinary action may be taken if tardiness results.
- Show your support of Foothill DECA and cheer loudly for our teammates

Any misconduct that is considered inappropriate for a school function (as determined by the advisor or conference staff) will result in disciplinary action that could result in one or more of the following:

- Restricted from future DECA activities
- Notification to school/possible suspension or expulsion
- Restricted from participating in competition or social activities at the conference.

Parent notification and if necessary arrangements made for a student to be sent home (at parent/student expense)



**PERMISSION/MEDICAL RELEASE FORM (3 PAGES TOTAL)  
ALL CALIFORNIA DECA SPONSORED ACTIVITIES 2015-2016**

**Keep  
this form**

CODE OF CONDUCT

Attendance at any California DECA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisors, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending a CALIFORNIA DECA activity and submitted to the chapter advisor prior to the respective registration deadline. The chapter advisor must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. These forms must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *CALIFORNIA DECA and school district policies* at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the CALIFORNIA DECA organization. The standards outlined in this document constitute the California DECA Code of Conduct.

**The following shall be regarded as severe violations of the CALIFORNIA DECA Code of Conduct:**

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site) Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

**The following shall be other violations of the CALIFORNIA DECA Code of Conduct:**

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Advisor.

8. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of DECA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
9. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local DECA Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g. the door may be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
12. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

**Individual School District Policies may supersede the code of conduct.**

**DRESS CODE FOR DELEGATES ATTENDING CALIFORNIA DECA SPONSORED ACTIVITIES**

The following guidelines have been developed to clarify the dress code used at all DECA conferences.

**ACCEPTABLE CASUAL ATTIRE**

(Travel to/from conferences, dances, and non-conference activities such as shopping, sightseeing, or going out for meals, denim in good taste is allowed at CA DECA conferences only, not allowed at Western Region or National DECA)

Males: Slacks, cords, knee length walking shorts, sports shirts, and DECA t-shirts and sweatshirts. NO gang related clothing or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside of over garments.

Females: Slacks, cords, skirts, blouses, sports shirts, knee-length walking shorts, and DECA T-shirts and sweatshirts. No gang related clothing or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside of over garments.

**ACCEPTABLE BUSINESS ATTIRE**

(Opening/ Closing Sessions, event competition, scholarship interviews, state/national officer interviews, workshops, or banquets)

Males: Dress slacks, dress shirt, tie, dress shoes and socks, (no tennis shoes or flip-flop sandals), sweater and/or sport coats. A dress suit or DECA blazer is always appropriate. Shirts are to be tucked in. Belted pants.

Females: Dress (professional business), dress slacks, skirt (not to exceed 3 inches above knees), blazer, dress blouse or collared shirt, coordinated shirt/ blouse, city shorts, dress shoes, (professional business) (no tennis shoes or flip-flop sandals). A dress suit or a DECA blazer is always appropriate. Nylons are recommended with all professional dress.

Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire for that activity.

**At any time during the conference while on-site (including hotels), you must be in casual or business attire.**

**Conduct Code Endorsement, Permissions to Attend California DECA Sponsored Activities, and Authorization to use pictures or student name in publications.**

**Release of Claim for Damages, Emergency Medical Treatment Authorization:**

Name of Delegate _____	Date: _____
Home Address _____	Phone: _____
_____	Date of Birth: _____
Name of High School _____	Phone: _____
Advisor (s) in Charge _____	

This is to certify that *the above named delegate* has my permission to attend all California DECA sponsored activities for the 2014-15 School Year. I also do hereby, on the behalf of *the above named delegate* absolve and release California DECA, the school officials, the DECA chapter advisors, conference staff, and California DECA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

I authorize the above named advisor or the California DECA staff to secure the services of a doctor or hospital for *the above named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to California DECA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of California DECA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter advisor determines the criteria at the local site, for individual students and alumni to attend and participate at all DECA activities.

We have read and agree to abide by the supplied California DECA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____	Date _____
Parent / Guardian Signature _____	Date _____
Chapter Advisor Signature _____	Date _____
School /ROP Official Signature _____	Date _____

**MEDICAL INFORMATION**

Known allergies (drug or natural) \_\_\_\_\_

Special medication being taken \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever \_\_\_\_\_

Any physical restrictions \_\_\_\_\_

Other conditions \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone \_\_\_\_\_

**INSURANCE INFORMATION**

Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_



STUDENT PARTICIPATION CRITERIA

Advisor name: Mrs. Raaker

Chapter: Foothill DECA

Student Name: \_\_\_\_\_

The following criteria has been adopted by the Foothill DECA Chapter to determine eligibility for students to participate in DECA conferences.

- Must be an active DECA member
- Member must have an overall 2.0 grade point average to attend
- Member must have a passing grade in ROP Marketing or Business Ownership
- Must fulfill **mandatory competition training requirements &** attend all **mandatory meetings.**
- Must have acceptable attendance and school citizenship

Grade Status

Period	Course	Comments	Current Grade	Teacher Signature
1				
2				
3				
4				
5				
6				

*Please do not complete this section – For administrative use only*

<b>MANDATORY TRAINING</b>	<b>Completed</b>	<b>Date:</b> _____	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	
Test Score: _____	Date: _____	Written Project Reviewed	YES	NO	Date: _____
Role Play (or Presentation) with _____	Score: _____	Date: _____			
		<i>2<sup>nd</sup> Year Officer or Alumni</i>			
Attended MANDATORY Chapter CDC Meeting	Yes	No	Date: _____		
Verified by Chapter Officer: _____					
	<i>print</i>	<i>signature</i>			

## California DECA Dance Contract 2015-2016

### Dance Expectations

California DECA prides itself in being the premier student organization and in keeping with that pride we have trust that our members will dress and act with respect and dignity. Attending a DECA dance is a privilege given to members who are willing to follow a few simple rules that will allow us to represent our fellow members, advisors, chapters and state proudly. Inability to follow these rules will result in consequences starting with a warning or could include being sent home or suspended from DECA for a period of time to be determined by the Board of Directors. Our goal for offering a dance is to allow members to have fun, network, and dance in a safe, healthy, and respectful environment. All students must have a name badge and wrist band on in order to enter the dance. By choosing to attend DECA Conferences and Dances students consent to searches and/or random breathalyzer checks so that dance organizers can ensure that the environment is safe and secure for all students in attendance.

California DECA is a professional student organization focused on preparing students to be the future leaders in Marketing, Management, and Entrepreneurship. For this reason California DECA requires that all students attending DECA Dances uphold the highest degree of professionalism by adhering to the following guidelines and if necessary the resulting consequences:

### Dance Guidelines (applies to on and off the dance floor)

1. No rubbing of one's bottom on another person's private area.
2. If when dancing, a couple is facing the same direction, there must be a hand's length of space between the two (approx. 6") and they must be dancing in a respectful manner.
3. No body parts other than your feet may be touching the ground while dancing.
4. No break dancing without permission from an adult supervisor.
5. Partners may face one another while dancing in a hugging position; however, this must be done in an appropriate manner.
6. No straddling legs.
7. No grabbing, touching, or rubbing another person in a distasteful or unwanted way.

### Consequences:

1. 1<sup>st</sup> warning -Verbal Warning
2. 2<sup>nd</sup> warning - 10 minute time out with advisor/adult chaperoning the dance. The student's Chapter Advisor must come to pick the student up.
3. 3<sup>rd</sup> Incident -Student will be removed from the dance and may be banned from future participation in DECA Conferences and Activities as determined by the Board of Directors. Parents will be notified and incident report submitted to California DECA.

### Dress Code

If dress code is not followed, students will not be permitted to enter the dance. Dress code can be found in the Code of Conduct and/or conference program.

**I have read, understand, and agree to comply with the California DECA Dance Contract as stated above.**

Chapter Name \_\_\_\_\_ Advisor Name \_\_\_\_\_

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_



# COMPETITION TEAM: TRAINING CHECKLIST

## COMPETITOR'S INFORMATION

Competitor's name: \_\_\_\_\_  
 Role Play Category: \_\_\_\_\_ Role Play Partner, if applicable: \_\_\_\_\_  
 Written Category: \_\_\_\_\_ Written Partner, if applicable: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Text: YES NO  
 Email: \_\_\_\_\_

*In order to be eligible for competition, you must be a registered DECA member, meet conference registration deadlines and complete all the mandatory training requirements below. Failure to complete these requirements by the deadline may result in disqualification. You must also maintain at least a 2.0 semester GPA and no F's to attend conferences.*

### A. OBJECTIVE:

The objective of the training is to provide members with a better understanding of DECA competition. This process is meant to help guide you and equip you with resources that will contribute to a positive conference experience. The goal is to be the best you can be and that means committing to working hard and applying what you learn. The more you put in, the more you will get out!

### B. REQUIREMENTS: **Please refer to foothilldeca.com for any more info.**

*Record your completed requirements by checking the boxes and getting signatures from officers and Mrs. Raaker. It will be verified with the sign-in records and officers, so please be honest.*

- **Choose** your roleplay event by **Nov. 12, 2014** & written event by **Nov. 12, 2014**
- **Register** for Nor-Cal District Conference by **Nov. 12, 2015**
- **Mandatory training sessions:**
  - First years: Lessons 2-8
  - Veteran DECA members: Lessons 5-8
  - All sessions are highly recommended for all competitors
- **Practice**
  - Roleplay(s): Do a minimum of **two** roleplays with an officer or alumni by **Jan 5, 2015**
  - Testing: Score at least 75 on a test by **Jan 8, 2015**
  - Homework: These assignments will take approximately 15-30 minutes per week and will be assigned at the mandatory training sessions.
- **Written:**
  - Complete **half** of the written by **Dec 7, 2015**
  - Complete **all** of written and email to [foothilldeca@gmail.com](mailto:foothilldeca@gmail.com) (digital copy) by **Dec 28, 2015**
  - Turn in **final** written in binder with **signed** statements of assurance by **Jan 4, 2015**
  - Presentation: Practice your written presentation with an officer by **Jan 8, 2015**

Signature (Mrs. Raaker, Ardin, Raymond, Jackie, & Edward only)	Tasks
	Roleplay #1
	Roleplay #2
	Testing (at least 75%) (01/08/15)
	Written (half by 12/07/15)
	Written (full by 12/28/15) <b>DIGITAL COPY to foothilldeca@gmail.com</b>
	Written (full by 01/04/15) <b>FINAL WRITTEN IN BINDER w/ STATEMENT OF ASSURANCE</b>
	Written Presentation (by 1/08/15)

**C. TRAINING SESSIONS SCHEDULE:**

Record your attendance at every training session by checking the meetings you attend. It will be verified against the sign-in records.

In order to hold after school trainings, we must meet a minimum attendance. Please RSVP for afterschool sessions here: <http://tinyurl.com/fhstraining2015>

If we don't meet minimum attendance, we will cancel the session!

If you can't attend a certain session and would like to make it up, please use the link above to schedule a make-up.

This year, we are introducing a **TRAINING CALENDAR** - this is for your personal purpose so that you can see all of the dates/deadlines and plan accordingly. This calendar can be found at the following link: <http://tinyurl.com/DECATrainingCalendar>

**To obtain credit for completing a lesson:**

- Attend the after school session, OR,
- Attend **both** lunch sessions.

☑	Dates	Lessons
	Afterschool: Oct. 26 (3 - 4 PM) Lunchtime: Oct. 27 and Oct. 29 <b>OPTIONAL FOR ALL</b>	Lesson 1: Minicon Recap & Introduction to Roleplay Categories
	Afterschool: Nov. 2 (3 - 4 PM) Lunchtime: Nov 3 and Nov 5 <b>MANDATORY FOR FIRST YEARS</b>	Lesson 2: Introduction to Written Events Deadlines <b>EVERYONE SUBMIT WRITTEN COMPETITIVE EVENT FORM:</b> <a href="http://tinyurl.com/FHSDECAWritten">http://tinyurl.com/FHSDECAWritten</a>
	Afterschool: Nov. 9 (3 - 4 PM) Lunchtime: Nov. 10 and Nov. 12 <b>MANDATORY FOR FIRST YEARS</b>	Lesson 3: Roleplay Workshop <b>DEADLINE FOR ROLEPLAY SUBMISSION (NOV. 12)</b>
		Lesson 2 Homework
	Afterschool: Nov 16 (3 - 4 PM) Lunchtime: Nov 17 and Nov 19 <b>MANDATORY FOR FIRST YEARS</b>	Lesson 4: Components of a Written and Writing an Executive Summary
		Lesson 3 Homework
	Afterschool: Nov. 30 (3 - 4 PM) Lunchtime: Dec 1 and Dec 3 <b>MANDATORY FOR EVERYONE</b>	Lesson 5: Performance Indicators - Signposting
		Lesson 4 Homework
	Afterschool: Dec 7 (3 - 4 PM) Lunchtime: Dec 8 and Dec 10 <b>MANDATORY FOR EVERYONE</b>	Lesson 6: Testing Session Practice Testing Session-100 questions in 1 hour Deadlines-½ of written project is due <b>(Do not do exec. summary)</b> -2 page research report for PSE**
		Lesson 5 Homework
	Afterschool: Dec 14 (3 - 4PM) Lunchtime: Dec 15 and Dec 17 <b>MANDATORY FOR EVERYONE</b>	Lesson 7: Contingencies, Analysis, and how to get the numbers right
		Lesson 6 Homework
	Afterschool: Jan. 4 (3 - 4 PM) Lunchtime: Jan 5 and Jan 7 <b>MANDATORY FOR EVERYONE</b>	Lesson 8: Introduction and Conclusion, tips for success
		Lesson 7 Homework

## FORM F-1

Go to the website to access the fillable PDF file & **use this exact information** to fill it in online. **Print & submit.**

<https://d3jc3ahdjad7x7.cloudfront.net/kvwmhFzTasO14SlurUwzUmDFedZmp6NjNiKpcKn2HGNTHV4W.pdf>

It must be **WORD-PROCESSED** & **COMPLETE** with **student ID**.

### TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM STUDENT VOLUNTARY FIELD TRIP AUTHORIZATION

*Do NOT turn this in*  
This form must be on file in the TVROP Office two working days prior to field trip. In no case will a student be permitted to participate in a field trip if this form is not on file with parent/guardian's signature.

Student's Name: \_\_\_\_\_ Student's ID Number: \_\_\_\_\_

Home School: Foothill High School

TVROP Class: EBO, Marketing or DECA ROP Instructor (signature) *Tami Raaker*

Destination and purpose: Nor Cal District Career Development Conference, San Ramon

Date(s) of Trip (m/d/y): 1/15/16 - 1/17/16 Leave Time: NO LATER than 3:15 PM Return Time: Parent pick up at 12:00 PM 1/17

Method of Transportation: Field trip begins/ends at the San Ramon Marriott (2600 Bishop Drive, SR) Parent to pick up and drop off student at the hotel

## FORM F-2

Go to the website to access the fillable PDF file, complete it online and print to **submit with registration.**

<https://d3jc3ahdjad7x7.cloudfront.net/nhu3GwTCbus01yZ9cN6YNrgOzCWUUwTroIMb4GkHQpri3jti.pdf>

It must be **WORD-PROCESSED** & **COMPLETE** with **all medical/insurance information.**

### TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM STUDENT MEDICAL EMERGENCY FORM

*Do NOT turn this in*  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

High School of attendance: Foothill TVROP course: EBO, Marketing or DECA

Student home address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Parent cell: \_\_\_\_\_ Student cell: \_\_\_\_\_

Parent/guardian email: \_\_\_\_\_ Student email: \_\_\_\_\_