



Qualifier Not Attending Form

International Career Development Conference

Please complete this form if you had a student or team qualify to attend the International Conference and they are **not** able to attend. This will allow Michigan DECA to notify the next qualifier in a timely manner. **Refer to the Substitution Policy below regarding Team Events.**

Chapter _____

Student and/or Team not attending _____

Event Student and/or Team had qualified in _____

Advisor Signature _____ Date _____

Substitution Policy: *(Refer to the Michigan DECA Guide)*

No substitutions will be allowed in the Individual Events, Team Events, Introductory Core Events, DECA Quiz Bowl, or Leadership & Teamwork Events. If one member of a team cannot attend the next level of competition, no one may be substituted in his or her place. If the event requires a minimum number of team members (i.e. TDM Events), the original team will not advance and the alternate team will be called to attend the next level of competition. The remaining team member will not be allowed to attend the conference or compete.

For **Chapter Written Events**, only one of the team members may be substituted between levels of competition, and the team size may not increase from the original number registered. For example, if a Civic Consciousness Project was entered with John and Mary as the participants, and qualified at the State Conference to advance to the International Level, no additional participants may be added. If either Mary or John couldn't attend the ICDC, then the other could compete alone, or one of them may be substituted, but one of the original members has to participate. The team size could not increase to 3 participants.

For **All Written and Business Operations Research Written Events**, the names on the submitted written projects must be the same as those on the conference registration form. If the names are different, and do not follow the substitution rules, the entry will be disqualified.

Please fax this form as soon as possible to: **734-487-4329**