

To District Conferences

This guide has been developed to help New Advisors prepare for the Michigan DECA District Conferences. The best way to have a successful and enjoyable District Conference is by knowing what to expect at the conference and know how to prepare your members for competition.

November

- Review the events that are offered at the District Conference.
- Have your students look at the Competitive Events section of the Michigan DECA Website. <http://mideca.org/competition/> It is full of information on each of the competitive event areas.
- Practice Role-play and Case Study events with your members.
 - Some of the resources for role-play events include:
 - Michigan DECA's ***Integrating DECA into the Curriculum*** for suggestions on introducing role-play events.
 - Sample events can be purchased from DECA Images
 - Refer to DECA Images Competitive Event Training Guide
- Administer Practice Comprehensive Exams with your members.
 - Some of the resources for multiple choice tests include:
 - Sample tests can be purchased from Michigan DECA or MBAResource Center
 - Refer to DECA Images Competitive Event Training Guide
- Sign your members up for the event that best suits each member's needs and experiences.
- Secure at least two individuals that can serve as competitive event judges - more is better!
- Discuss options for traveling to the conference with your principal.
- Collect registration fees from your members.
- Register your members for the conference. The registration form can be found in the forms section of the Michigan DECA Website at <http://mideca.org/teachers/forms/> (*Remember that the password to open documents is: magic*) Feel free to contact Ann Day at Michigan DECA if you have any challenges registering your students (734.487.3322 or email her at aday7@emich.edu).
 - The registration Deadline for all Districts is November 21, 2011
- Print and submit your invoice from the registration form to your school bookkeeper, or school district accounting department to have your check sent directly to Michigan DECA
- Review the Online Testing Procedures for the Comprehensive Exams. Select two days to administer the online tests during the testing window of December 5-16, 2011.
- Secure a computer lab for testing.
- No need to register your students for the online testing of the Comprehensive Exam. Students registered for the conference will automatically be registered for the online test that corresponds to their chosen event.*
- Find a Proctor to oversee the online testing of your students. This must be an adult but not a teacher in the Marketing Department. Suggestions may include a media technician, the computer lab

technician, a teacher's aide, or a teacher from another department. The Proctor will be the person responsible for helping run demo tests prior to the test day, checking in students on the testing day, activating them for the test, supervision of the students during testing, and documenting their role on paperwork.

- Submit the Proctor Registration Form to Michigan DECA by November 12, 2010. The form is available on the Michigan DECA Website at <http://mideca.org/onlinetesting/>.
- Proof the confirmation that Michigan DECA sends; check the following:
 - That each name is spelled correctly
 - That each student is listed in the correct event
 - That each team is correctly paired up
 - **Fax any corrections back to Michigan DECA prior to your online testing dates!**

December

- A few days before your test dates, review the instructions sent to you and your Proctor. Conduct a demo test on each computer that the students will be using.
- Administer the online tests. Call Ann Day at Michigan DECA if you need any help prior/during/after the testing. As students arrive for testing, have them sign in on the Roster of Examinees Form, which can be found at <http://mideca.org/teachers/onlinetesting/>
- Once all your students have completed their test, submit the Exam Certification Form and your Roster of Examinees Forms. **Please do not send these to Michigan DECA until all your students have completed testing, so we know that your chapter has concluded online testing.**
- Review the Dress Code and expectations with your students. Perhaps consider holding a Professional Dress Day. <http://mideca.org/conferences/dresscode/>
- Distribute the Delegate Code of Conduct/Medical Authorization Forms (Located in <http://mideca.org/teachers/forms/>) to each student attending the conference. The forms must be completed and signed by a parent. Have a deadline 7 to 10 days prior to the conference, so you have time for your principal to also sign the forms. **A completed form for each student must be brought with you to the conference. Do not send these to Michigan DECA, you are responsible for the forms.**

The Week Prior to the Conference

- Review the Event Participant Information Sheets with your students so they know what to expect the day of the conference.
- Practice more Role-play and Case Studies with the students.
- Review when and where students have to meet to ride to the conference and the expected time to return to school.
- Double check to see that everyone has paid for the conference.
- Let them know if they need money for lunch, or if lunch will be provided.

- Prepare a State Conference registration information flyer for your students that qualify at the conference. A sample is available online at <http://mideca.org/teachers/newadvisors/resources/>
 - Talk to your principal to see if any financial support will be available
 - Find out the cost of transportation to the conference
 - Determine if you need any up charges to cover the costs of chaperones or additional meals
 - Determine how much each student will have to pay
 - Develop a fact sheet that has conference date, costs and deadlines to sign up
- To have an effective conference, each advisor will be assigned an event to help coordinate. The event instructions will be mailed to you with your registration confirmation. Do not worry – 100's of new advisors have administered events before you and have done an excellent job.

The Day Prior to the Conference

- Review the Dress Code and expectations with your students again.
- Remind your students to bring a pencil and calculator (*cell phones & graphing calculators are not allowed!*).
- Review when and where they have to meet to ride to the conference and the expected time to return to school.
- Double and triple check to be sure that you have a completed and signed Delegate Code of Conduct form for each student.
- Confirm your transportation times with the busing department or company.
- Double check that your camera is working.
- Call and remind your judges where and when they need to be at the conference.
- Pack the following items for when you administer your event:
 - 100 Sheets of scratch paper
 - A roll of Scotch tape
 - A couple of red pens
 - A couple of calculators to check the judges' math

The Day of the Conference

- Take attendance as your students board the bus.
- When you arrive at the conference site direct your students to the holding area and then proceed to the registration area to pick up your registration materials: name tags, programs, etc.
 - Take a few minutes to review your registration list, and inform us of any changes to your roster (no shows, event changes, drops, etc.). A couple of minutes now will greatly aid the tabulation room to be able to process the results in a timely fashion so the day goes smoothly and does not run over.
 - Return your registration list and extra name tags to the person at registration. Cross out the first names of all people that did not attend. Mark a "NS" after their full name.
 - Distribute the materials to your students.
- Proceed to the room where the advisors meeting will be held. The students will remain where they are for the opening session.

- You will then go to the room where you will be coordinating your event, so you can be ready to administer your event when the students are dismissed from the opening session. You will see your students again at the awards session.
- During the Awards Session:
 - Medallions will be given for the top 5 scores on each test.
 - Medallions will be given for the top one or two places in each section for the role-play event or case study event.
 - Overall Red White and Blue Medallions will be given to each overall finalist. These students are eligible to compete at the State Career Development Conference.
- During or following the awards sessions, you will be given an envelope with each of your students' role play Scantron forms and a printout that has each of their scores. **Resist the temptation to hand out the materials to your students until the next day in class. You need to review the information first so you can understand the judges' comments.**

The Day After the Conference

- Prepare a PA announcement congratulating your students for their efforts at the conference.
- Send a press release of the winners to your local newspaper(s).
- Discuss the competition in each of your classes; even if not all of your students attended the conference, this is an excellent way for your other class members to learn from the activities.
- Review the Judge Scantron forms prior to handing them back to your students.
- Hand out the Judge Scantron forms to each student.
- Remember that New Advisors are eligible to bring these additional students to the State Conference in addition to any that qualify at the District Conference:
 - Two additional competitors in either an individual event or in an TDM event
 - A team in the Leadership & Teamwork Event.
- Hand out your State Conference registration information flyer so your students can decide if they will be attending and know when to bring in their deposit.

One to Two Weeks After the Conference

- You will receive a packet that has all of the conference winners. This detailed list shows who qualified for the State Conference, and lists the Alternates for each of the events. *Please note that not all events have alternates.*
- If you have any qualifiers that will not be attending the State Conference; **please call the advisor of the next alternate listed on the report.** Every year, we have students that miss out on an amazing opportunity to compete at the State Conference, because the alternate was not informed!

Also note that because scores vary from judge to judge, we take the top people or teams from each event. Because of this, a third place competitor in one section may have a score higher than a first place competitor in a different section.

The process starts over as you prepare and register your students for the State Career Development Conference!

Feel free to call the Michigan DECA Office (734-487-3322) if you have any questions.