



MEMO TO: Chapter Advisors

FROM: Dave Wait

SUBJECT: District Conference Event Administration

Ann will email you your event roster after testing for you to proof prior to the winter break. It is a time consuming process to PDF and email to each school so they will be sent in order of when your conference takes place.

I understand how everyone is extremely busy this time of year, but in order to have a successful conference experience for your students, we need you to proof the names and events and FAX any corrections to our office. We would like to provide a positive experience for all members, so please send in any changes as soon as possible. We are not able to accept corrections by phone. On-site event changes for delegates will not be available.

Also, double check to see that team members are correctly paired up.

Event Chair Guidelines for all events. Please review the attached guidelines for the event you will be coordinating, so you will have an understanding of how to administer an event at your district conference. We will supply the events and forms; It would be helpful if each advisor would bring the following items:

- a. 50 sheets of scratch paper
- b. Additional pencils for students that forgot theirs or if their lead breaks
- c. A couple of red pens
- d. Calculators to check the judges' math.

Please make copies of the enclosed District Conference Participation Information sheet and review it with your students prior to the conference.

Advisors should also review with your students the Dress Code. Remember students will be penalized 20 points if they are not in proper attire. Please remind your students to bring a pencil and calculator.

District Conference Information

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Cell phones, smartwatches, PDAs, iPods, tablets, computers and graphing calculators are not permitted in competition, except for the professional selling events. A 20 point penalty will be applied if a cell phone goes off or is being used. **This includes text messages.** If the phone goes off more than once, or they use it after being warned, escort them out of the competition area and note what happened on their evaluation form.

Students are not allowed to use their phone, smartwatch or PDA while they are waiting to prep for their event. This is because it is difficult to know if they are listening to something, or receiving a text from a student that has already competed.

Please note the registration process that will take place on the day of your District Conference:

1. We will email you an updated roster for the conference the day prior to the conference so that you can take attendance on the bus prior to arriving at the conference. Your Attendance Roster needs to be turned in as soon as you arrive at the conference. The sooner that we can receive your attendance list, the sooner that we can deliver the section rosters so competition can begin.
2. The Advisors' meeting will take place at the same time as the opening session.
3. The Judges Meeting will begin as soon as the Advisors meeting has concluded.
4. State Officers will deliver section lists to the room where you are coordinating the event.
5. Remind your students to be patient; once you receive your section lists, we will be able to proceed with competition.
6. I recommend that your students bring decks of cards or other items to pass the time after they compete.

In your event material envelope that is passed out during the Advisor Meeting, will be a copy of this packet with the number of finalists per event for your conference. This number is based on the number of paid members in your District as of December 1st.

Michigan DECA
District _____ Conference
Event Chairperson Instructions

REMEMBER:

1. DECA now allows students to give items to the judges that were created during their prep time. They can only use plain paper, black/blue pens and pencils that they bring. Students are not allowed to use markers or colored pencils during competition.
2. Watch your students to be sure that they do not use any materials other than what was listed above during their prep time. If they have something extra, you are to take it away from them.
3. Students in the selling events (FCE, HTPS, and PSE) may bring support materials developed prior to the conference as long as they have no economic value.

Student Orientation:

1. Introduce yourself and your position.
2. Ask for the participants' cooperation and patience.
3. Announce the number of overall finalists that will be eligible to attend the state conference.
Individual Events – Top _____ overall finalists
Team Decision Making Events – Top _____ overall teams
Professional Selling Events (FCE, HTPS and PSE) – Top 3 overall teams/finalists.
If the number of entries in an event is equal to or less than the number of finalists, then the number of finalists will be reduced by 50%.

4. A section roster will be delivered to you as soon as all school attendance lists have been turned in, and no shows have been taken out of their events.

Do not personally divide students into sections; wait until the Section Printouts are delivered from the tabulation room.

Do not assign times, simply have all students remain in the holding area until it is their turn to prep and compete.

Do not tolerate any misbehavior during any event.

5. Check to make sure that everyone is in the correct event. Please send any students that are not on your section rosters to the tabulation room so we can be sure that they are in the correct event and section.
6. Graphing calculators, cell phones, smart phones, iPods, tablets, computers and PDAs are not permitted during competition.

***If you have any questions,
contact the conference headquarters/tabulation room.***

Judged Event Procedures:

1. Use the Section Roster that will be delivered to your room to assign participants to a judge. **It is very important that participants see the judge that is listed for their section.**
2. Do not allow students to take the "*Participant Instruction Sheet*", worksheets or "*Brief Description Sheet*" with them after they prep; they are to be reused with other students. **SAVE EVERYTHING** and return it to the Tabulation Room. Have the judges collect all worksheets, forms and notes from each student after the role play. Students are not allowed to return to the holding area after they have seen the judge.
3. Remind the judges that competition is for ALL students and that performance will vary due to length in training and skill level. We emphasize the learning aspect of competition.
4. **Deduct 20 points from the Judged Event for any participant who is wearing any type of jeans, (denim material), cargo pants, sweats, T-shirts or athletic shoes or if gentlemen are not wearing a tie. Note the reason for the deduction on the evaluation form.**
5. **Cell phones, smart watches, PDAs, iPods, tablets, computers and graphing calculators are not permitted in competition**, except for the Professional Selling Events. A 20 point penalty will be applied if a cell phone goes off, and will be confiscated if they are being used during competition. Apply this penalty to the completed role play Scantron form, with a note for the reason. (Watch for cell phone usage.)
6. Judges are to collect all student notes. They are not to use the notes in the evaluation process.
7. Have the judges use the Judges Scantron Form to evaluate the participants. **Encourage the judges to provide comments on the form.**
8. If two judges are working as a team, they should work together to fill out only one evaluation form for each participant.
9. Have judges initial every evaluation form they fill out.
10. **Double Check the judges math, and that the participant's ID is correctly bubbled in and the participant's name is listed on the form.**
11. As soon as the last participant is finished, return all completed forms and event materials to the tabulation room with the Student Evaluation Forms on top.

Students cannot change their event, unless they are being moved from a team event because their partner did not attend today. In that case, the corresponding series event is listed below:

Team Event

Business Law and Ethics TDM
Buying and Merchandising TDM
Entrepreneurship TDM
Financial Services TDM
Hospitality Services TDM
Marketing Management TDM
Sports & Entertainment TDM
Travel & Tourism TDM

Series Event they are to compete in

Human Resources Management
Retail Merchandising
Entrepreneurship
Business Finance
Hotel & Lodging Management
Marketing Communications
Sports and Entertainment
Hotel & Lodging Management

If a student in a Professional Selling Event is not prepared, we will move them into the corresponding series event listed below:

Professional Selling Event

Financial Consulting
Hospitality & Tourism Professional Selling
Professional Selling

Series Event they are to compete in

Business Finance
Hotel & Lodging Management
Retail Merchandising

Please copy the next 2 pages
and distribute
it to your students prior
to the day of the
District Conference.



District Conference Student Handout

General Information

- A. All participants must dress properly. **The following items are not allowed: jeans, (denim material), cargo pants, sweats, T-shirts or athletic shoes or if gentlemen are not wearing a tie. A 20 point deduction will be given for participants wearing any of these items.**
- B. **Cell phones, smartwatches, graphing calculators, iPods and PDAs are not permitted during competition except for the Professional Selling Events. A 20 point penalty will be applied if a cell phone goes off or is being used while in the holding, prep or competition areas. The student will be disqualified if this happens a second time. Students are not allowed to use their phone or PDA while they are waiting to prep for their event.** These items may be used only after the student has competed.
- C. Participants must bring their own blue or black pen and/or pencils and calculator to competition. No other items may be used during the event. Students are not allowed to use markers or colored pencils during competition. Calculators may not be shared except by team members of a Team Event.
- D. All participants are required to attend all scheduled events, or they will be disqualified.
- E. The District Conference is a school sponsored activity. All school policies apply, in addition to the Michigan DECA Code of Conduct.
- F. Participants are not allowed to discuss the Judged Events with anyone until after all competition has been completed, or you may be penalized. It may also hurt your chance of placing.
- G. Judges will collect all event materials and notes when you are done participating in the event.

Winners will be selected in the following manner:

- A. Cluster (Online) Exam Medallions are awarded to the students with the top five scores for each event area.
- B. Judged events will be determined by recognizing the two highest scores from each section. In essence, each participant will be competing against the participants in their section and not against every participant in that event. The number of participatory winners will vary based on the number of sections. There will always be at least three participants recognized.
- C. Overall event scores are determined by doubling the judged event score and then adding the exam score. The overall finalists are based on the best total scores in each section and not among all participants. These winners will advance to compete at the State Conference. *Overall Series Event Winners will receive a medallion with a red, white and blue ribbon.*
- D. All winners (cluster exam, judged event and overall) will be noted as finalists and not by place.



Dress Code

The following Dress Code has been developed for all students, advisors, alumni, and guests attending any Michigan DECA conference.

One of DECA's primary goals is to develop its members' social intelligence by administering helpful advice on how to dress properly in business situations. Delegates at every conference are always representing Michigan DECA, therefore it is necessary for delegates to be in appropriate attire at all times. It is important to remember that judges, sponsors, and vendors develop an impression of Michigan DECA based on its members' appearance and conduct at these conferences.

When Appearing Before Judges (Competition) and During Sessions/Meetings:

- Business suit or sport coat or blazer (blazer optional)
- Dress slacks, dress skirt or business dress
- Collared dress shirt, dress blouse or dress sweater
- DECA Blazer optional
- Dress shoes
- Necktie/scarf is required if a collared shirt is worn

Note: All dresses and skirts must be at or below the knee. All blouses and dresses must have covered shoulders. Sleeveless blouses and dresses are acceptable if covered by a jacket, sweater or blazer.

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

DECA Business Casual

- Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes.
- Jeans, t-shirts and athletic shoes are not included in business casual attire.

Unacceptable during any DECA activity

- Skin-tight or revealing clothing, including skirts
- Athletic clothing
- Leggings or graphic design hosiery/tights
- Midriff-baring clothing
- Clothing with holes
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Unacceptable types of shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes and hiking boots
- Bare arms or shoulders
- Swimwear
- Sleepwear
- Hats

ALL CLOTHING MUST BE NEAT AND IN GOOD REPAIR

Students violating any of these points will NOT be allowed to participate in the activity or conference without correcting the violation or being penalized on their judged event.