

# Conference Registration Portal

Michigan DECA will be using an online portal to process registration and housing for all conferences. The system interacts with the DECA membership portal, so all students must be submitted as members prior to entering them to attend a conference. The registration portal will also require you to have the proper number of adults in order to submit your registration. Please contact Ann at [aday7@emich.edu](mailto:aday7@emich.edu) if you have any questions on submitting your registration.

**Specific instructions for each conference will be posted online on the Forms page: <http://mideca.org/teachers/forms/>**

	<b>Adult to Student Ratio</b> <i>(registration cannot be submitted without meeting this ratio)</i>	<b>Registration Portal Opens</b>	<b>Regular Registration Deadline</b> <i>(a per person late fee will be automatically applied for registrations and additions after this date)</i>	<b>Late Registration Deadline</b> <i>(changes and additions with a late fee accepted through this date)</i>
<b>State Leadership Conference Registration and Housing</b> <a href="https://www.decaregistration.com/mi-flc">https://www.decaregistration.com/mi-flc</a>	1 adult and limited to 8 students	September 10	October 7	October 14
<b>District Conference Registration</b> <a href="https://www.decaregistration.com/mi-d1">https://www.decaregistration.com/mi-d1</a> <a href="https://www.decaregistration.com/mi-d2">https://www.decaregistration.com/mi-d2</a> <a href="https://www.decaregistration.com/mi-d3">https://www.decaregistration.com/mi-d3</a> <a href="https://www.decaregistration.com/mi-d4">https://www.decaregistration.com/mi-d4</a> <a href="https://www.decaregistration.com/mi-d5">https://www.decaregistration.com/mi-d5</a> <a href="https://www.decaregistration.com/mi-d6">https://www.decaregistration.com/mi-d6</a> <a href="https://www.decaregistration.com/mi-d7">https://www.decaregistration.com/mi-d7</a> <a href="https://www.decaregistration.com/mi-d8">https://www.decaregistration.com/mi-d8</a>	1 adult for every 20 students	October 30	November 16	November 23
<b>State Conference Registration and Housing</b> <a href="https://www.decaregistration.com/mi">https://www.decaregistration.com/mi</a>	1 adult for every 10 students	January 17	February 10	n/a
<b>State Conference Written Event Project Submissions</b> <a href="http://judgespro.decaregistration.com/event/jpmi-scdc/conf/scdc">http://judgespro.decaregistration.com/event/jpmi-scdc/conf/scdc</a>		January 17	February 10 hard copies also due by this date	n/a
<b>International Conference Registration and Housing</b> <a href="https://www.decaregistration.com/mi-icdc">https://www.decaregistration.com/mi-icdc</a>	1 adult for every 5 students	March 14	March 21	n/a

**Please refer to the specific conference guidelines for cancellation and refund information**

# State Conference Deadline Summary

- January 10, 2022 • School Based Enterprise Gold Certification & Gold Re-Certification due to DECA, Inc.
- January 14, 2022 • Scholarship Applications due online to DECA, Inc.
- January 17, 2022 • State Conference Registration and Housing Portal Opens  
• State Conference Written Event Submission Portal Opens
- January 31, 2022 • Officer Candidate Screening Registration Due
- February 1, 2022 • ICDC Academy Applications due to Michigan DECA.  
• Bronze, Silver & Gold Merit Award Project names due to Michigan DECA for Certificates
- February 5, 2022 • Officer Candidate Screening, Interview & Testing - Lansing, Michigan
- February 10, 2022 • Last Day to Submit State Conference Registration  
• Last Day to Submit State Conference Housing  
• State Conference T-shirt Pre-orders due  
• Second Semester Memberships due to National DECA
- February 10, 2022 • Last Day to Upload State Conference Written Events  
All written events, (except for Chapter Awards Projects) must be uploaded to the online competitive event submission Portal by the chapter advisor.
- February 10, 2022 • Last Day to Submit Hard Copies of Chapter Awards Projects  
Hard copies must **arrive** at our office by this date
- February 25, 2022 • State Conference Payment Deadline
- Feb 15-17 or 22-24 • Online Testing Window  
*Chapters must choose one window to test students*
- February 28, 2022 • MDA Verification Form and funds due to MDA for recognition at SCDC
- March 1, 2022 • Hotel payment due to your assigned hotel
- March 7, 2022 • Last day to make housing changes with your assigned hotel

***All dates are when items are received, not postmarked***

# State Conference Judge Needs

February 11-28, 2022

Online Event Evaluations

35 Judges Needed

Thursday, March 10, 2022 at TCF Center

Written Events - 1:00 p.m. - 7:00 p.m.

90 Judges Needed

- Business Operations Research Events
- Community Service Project
- Chapter and Merit Awards
- Creative Marketing Project
- Entrepreneurship Written Events
- Financial Literacy
- International Business Plan
- Learn and Earn Project
- Promotion Events
- Public Relations Project

Friday, March 11, 2022 at TCF Center

Individuals will be matched to judge Saturday's Individual and Team Events based on job function/activity, instead of occupational area. This is done so judges can use their expertise; to evaluate students based on the performance indicators of the event and not the occupational area. Potential judges should indicate the functional areas that they have the most expertise and/or interest.

Morning Events - 8:30 a.m. - 2:00 p.m.

310 Judges Needed

- Business & Management
- Customer Service
- Economics
- Financial Analysis
- Marketing
- Marketing Information Management
- Pricing
- Product/Service Management
- Professional Development
- Promotion
- Selling

Afternoon Events - 12:00 noon - 6:00 p.m. 260 Judges Needed

- Business Law and Ethics
- Business and Management
- Marketing Information Management
- Product/Service Management
- Promotion

**Total Judges Needed: 695**

# Online Testing

## Online testing will be utilized for all District Conferences and State Conference Comprehensive Exams.

Please read and follow the procedures very carefully.

Cluster exam scores will be added to the judged event score at the conference. Testing will be administered online during the online testing window. Only the judged portion of competition will be administered at the Conference.

### For 2021-2022, we are reverting to our normal testing rules:

- All testing must take place at school, in the presence of a Proctor. Testing from home will NOT be allowed. Any virtual students will need to make arrangements to test at the school.
- No textbooks, notes, or electronic devices will be allowed during testing.
- Students will have 100 minutes to complete 100 questions.

## Important Dates and Deadlines for District Conferences

- October 31, 2021 – Memberships must be submitted to National DECA.
- November 16, 2021 – Submit your district conference registration via the online portal.
- November 16, 2021 – Submit your testing Proctor via the online portal. *(No paper form)*
- Select two days for your students to test between November 17-23, 2021, for the District Conference. You may schedule as many test periods as you need during the test window. We recommend selecting two days; the first day test the majority of your students and use the other day for makeup testing. You do not need to inform Michigan DECA of your test dates for the District Conference.
- **No testing can take place after November 23, 2021.**

## Important Dates and Deadlines for the State Conference

- February 10, 2022 – Submit your state conference registration and housing via the online portal.
- February 10, 2022 – Submit your testing Proctor via the online portal. *(No paper form)*
- Select one testing window for your students to test for the State Conference and let Michigan DECA know which window you choose. You may schedule as many test periods as you need during your selected test window. We recommend selecting two days; the first day test the majority of your students and use the other day(s) for makeup testing.
  - February 15-17, 2022 (Tuesday, Wednesday, and Thursday)
  - February 22-24, 2022 (Tuesday, Wednesday, and Thursday)
- **No testing can take place after February 24, 2022.**

# State Conference Hotel Information

Student housing is based on four (4) to a room. If a chapter does not have multiples of four (4) delegates of the same sex, the chapter may fill a room by contacting other chapters or absorb the additional cost (per person) for occupancy less than four (4). Chapters need to house the majority of their delegation in quad rooms so Michigan DECA can ensure that there will be adequate room for all delegates. Students will not be permitted to be in a single room.

Advisors will have to contact other schools to obtain permission to fill rooms. Please note that the hotel cannot guarantee that the shared room will be near both schools' hotel rooms. Each school should rank their hotel selections in the same order.

**After you have made arrangements to share hotel rooms with another chapter:** After both chapters have started (but not finalized) their conference and housing registrations on the online Conference Registration Portal, one of the chapters will click on the link that states "Add From Another Chapter", select the chapter, then the attendees name, and add them to one of your hotel rooms. The system will split the cost of the room between each chapter, and the charges will appear on each chapter's housing invoice.

Also, remember to **register all family members** that will be staying with you during the conference.

In the event a delegate cancels and you are unable to re-assign your delegates or arrange for a delegate(s) from another chapter, you are responsible for full payment of that portion of the assigned room. In the event a delegate does not show up for a reserved room, the same condition applies.

There will be no state tax charged on the room, if a copy of your school's Tax-Exempt Certificate is included with your housing payment is in the form of a school issued check or school credit card. The 9% local tax has already been included in the room rate.

Chapters are responsible for their parking charges. Self-parking rates range from \$15-25 per day.

## Definition of Room Types:

- A **King Room** will consist of one king bed. Up to two individuals can stay in this room with only one bed.
- A **Triple Room** will consist of a king bed and a roll-a-way/sofa sleeper, or at the hotel's choosing, two double beds. Three individuals can stay in this room with the two beds.
- A **Double/Double Room** will consist of two double beds. Four students or two adults can use this room type. If two adults want to have separate beds, they must request this type of accommodations. ***Due to a limited number of rooms, two students cannot use this room type.***

## Important Points to Remember:

- **Michigan DECA Policy requires that all competitors stay at one of the official conference hotels. Conference Registration will not be accepted from schools that are not staying at one of our official hotels.**
- Special requests are based upon the availability according to the housing order.
- The hotel will accept housing changes until 5:00 p.m. on Monday, March 7, 2022. After that time, there will be a \$25.00 fee per change (name or room) and there will be no refunds for cancellations.
- **Please note that check-in time is 3:00 p.m., all sleeping rooms may not be available if arriving prior to 3:00 p.m. Delegates should dress accordingly if they are competing Friday afternoon.**
- All incidental charges, (i.e., telephone, room service, parking, and movies) must be paid before checking out.

# State Conference Hotel Information

## Hotel Assignments

Michigan DECA has established these procedures to allow for the same opportunity of conference hotels regardless of when each district conference was held. This will also reduce the number of changes that are submitted to the hotel once the initial housing list has been submitted to the hotel. By reducing the number of changes made, the hotel will be able to block rooms to maximize the use of the hotel's available double/double rooms.

1. **Room reservations will be made through the online Conference Registration Portal, which will open on January 17, 2022, and close on February 10, 2022.** You may edit the housing registration until the close date of February 10, 2022.
  - A. Schools that have submitted their housing by the deadline will be placed in a rotational order based on the district that they are located. For the 2022 State Conference, hotels will be assigned to chapters in the following district order: 6, 5, 8, 7, 2, 1, 4, 3.  
  
The rotational order will change each year. The last two districts in the order from the previous year will move up to the front of the rotation. For example, for the 2023 State Conference, hotels will be assigned to chapters in the following district order: 4, 3, 6, 5, 8, 7, 2, 1.
  - B. Once all chapters that have submitted their housing list by the deadline have been assigned, the remaining schools will be assigned based on when the housing list has been received.
2. Michigan DECA will assign schools to a hotel based on the housing order and the school's hotel preferences, until the inventory for a particular hotel has been exhausted. They will then be assigned to the next hotel that meets their needs. Once a school has been assigned, the hotel's housing manager will send a hotel confirmation and invoice that indicates the school's placement for the conference. **Payment is due to your assigned hotel in full by March 1, 2022.**

## State Conference Hotels

Advisors should review the rates and hotel facilities to rank, in order, your preferred hotel selections. We will post a chart on our website with information on each hotel's amenities to help you choose your hotel preferences. In the Chapter Registration Portal, you will select the hotels for your first, second and third choices.

Your assigned hotel will email an invoice for your housing charges.

- Detroit Marriott, 100 Renaissance Center Drive, Detroit, MI 48243 313-568-8000
- Courtyard Detroit Downtown, 333 East Jefferson Avenue, Detroit, MI 48226 313-222-7700
- Crown Plaza Detroit Downtown Riverfront, 2 Washington Blvd., Detroit, MI 48226 313-965-0200
- Westin Book Cadillac Detroit, 1114 Washington Blvd., Detroit, MI 48226 313-442-1600
- Hotel Indigo (*formerly the Holiday Inn*), 1020 Washington Blvd., Detroit, MI 48226 313-887-7000
- DoubleTree Suites by Hilton, 525 W. Lafayette Blvd., Detroit, MI 48226 313-963-5600

# State Conference Registration Information

Michigan DECA will be using an online portal to process registration for the State Conference, found at <https://www.decaregistration.com/mi>. The portal interacts with the national DECA membership portal, so all students must be paid DECA Members prior to entering them to attend the State Conference. The registration portal will also require you to register the required number of adults attending (1 adult per 10 students) to be able to submit your registration. Please contact [aday7@emich.edu](mailto:aday7@emich.edu) if you have any questions on submitting your registration.

**All conference participants will be required to complete and turn in a fully signed COVID-19 Acknowledgement and Liability Waiver when arriving at the conference.**

**Registration Fee:** The fee will cover two meal vouchers for the TCF/Huntington Center food court, registration materials, a People Mover pass (*guests of the Crowne Plaza will not receive People Mover Passes*), entertainment on Saturday evening (*to be announced*) and conference administrative expenses.

**Supervision:** As per the Advisor Code of Ethics, each chapter is to have proper supervision:

<b>Number of Registered Students</b>	<b>Minimum Number of Registered Advisors/Event Assistants</b>
1-10 students	1

All adults will be assigned to assist with the conference. **Please see page 41 for more information on the adult assistance policy.**

**Competitor Eligibility:** Only students that are competing at the State Conference may attend the conference. Delegates may not enter more than one event. *The only exceptions are the Gold Merit Award Program, Chapter Awards Program, and School Based Enterprise if competition days and times do not conflict.*

**Refunds:** Refunds will be given only if Michigan DECA receives the Refund Request Form to receive your chapter's refund.

<b>If Notified:</b>	<b>Amount of Refund</b>
Before February 10	Full Refund
Before February 14	50% Refund
Before February 21	25% Refund
After February 21	No Refund

**Substitution Policy:** Members of the Michigan DECA Advisor's Council have volunteered to double check each State Conference registration to be sure that chapters are following the Cancellation and Substitution policy on page 54, and that the correct qualifiers from the District Conferences are advancing on to the State Conference. You should fully explain to students that they will not be able to compete if one member of the team is unable for any reason to attend the next level of competition.

**Parents and Family Members:** Parents and family members are welcome to stay with your chapter in your assigned hotel and attend the conference, they are then considered part of your delegation, so they must also register for the conference and pay the registration fee. They will need to be included on the same registration form as the chapter, and adhere to the same deadlines and Code of Conduct for students and adults, even if they are paying their portion on their own. All fees should be paid to the chapter, who in turn pays Michigan DECA and the assigned hotel.

For parents and family members that wish to only attend the award session, please see the Conference Security section on page 37 for the procedures.

# State Conference Highlights

**Schedule:** On-site conference registration will start at 11:00am Thursday, with the first student activity at 2:00pm. A tentative program will be included in the February issue of **Spotlight on DECA** and will be posted on <http://mideca.org>. Delegates are responsible to read the conference program to know their event times.

**Meals:** Two meal vouchers will be provided for the TCF/Huntington Center food court. Other meals will be the responsibility of each delegate/chapter.

**Advisor Reception & Recognition:** The Michigan Marketing Educators (MME) and Michigan DECA will host a reception and recognition session for all advisors on Friday evening.

**Dress During the Conference:** Business attire is required for all scheduled sessions and activities. Delegates' clothing must be neat and in good repair to compete, attend the sessions, or be allowed on stage.

During free time, shirts must have no bare shoulders, arms, or midriff. Skirts and shorts must be at least fingertip length. **No cargo pants, jeans (denim material), T-shirts, sweatshirts, leggings, flip-flop sandals, or athletic shoes of any form will be allowed during the competition or at sessions!** Delegates wearing any of these items will be sent to change, before being allowed to compete or attend any conference sessions. Please review the Michigan DECA Dress Code.

**Seating at General Sessions:** Seating will be assigned by district. One seat will be allocated for each paid delegate. Schools that achieve two of the three goals of DECA's membership campaign will have reserved seating at the State Conference. Refer to the membership campaign guidelines on page 5 of the Michigan DECA Guide for more information.

- **Opening Session:** There will be one Opening Session on Thursday evening.
- **Friday Entertainment Session:** A special session will be held at TCF/Huntington Center from 9:00 to 10:30 p.m. It will include the following: Alumni Division recognition, Collegiate Division information, the top 10 scores in the Economics and Marketing Math tests, Announcement of the International Conference Academies participants and a dynamic keynote speaker.
- **Saturday Award Session:** A list of the order that the events will be awarded, and approximate times will be included in your registration materials.

**Conference Security:** Because of global security concerns, the following security procedures will be implemented at the State Conference:

- All students and adults must be wearing a name badge and wrist band to enter conference activities, such as competition and general sessions. Security personnel will be at the doors to monitor access to competition and the general sessions at TCF/Huntington Center.
- **Guests will not be allowed to enter conference activities without proper credentials.** In conjunction with the Advisors' Council, Michigan DECA has developed procedures for guests to attend the awards session. They must be escorted to the visitor check-in table by an advisor or chaperone that has their nametag and wrist band. We will provide the guests with a session pass. The cost will be \$5.00 person or \$10.00 for a family up to six people. These guests will be required to sit in the reserved parents' section. A seating diagram will be posted near the entrance to the session.

**Name Badges & Wrist Bands:** All delegates (adult and student) must wear their name badges and wrist bands at all times. No one will be admitted to conference activities without a name badge and wrist band.

If a delegate loses their wrist band or name badge, a replacement may be obtained in the conference headquarters for \$5.00 each. Delegates will be required to show identification for a replacement name badge or must have their Advisor with them.



# State Conference Competition Information

Competitors in the *Individual Series events, Team Decision Making events, Principles events, Financial Consulting event, Hospitality & Tourism Professional Selling event, and Professional Selling Event* will qualify at the District Conference level to compete at the State Conference.

**The Individual Series Events, Principles Events, Team Decision Making Events, Selling Events, School Based Enterprise, Leadership and Teamwork, and the Ethics Team Event will compete Friday.** Individual Series Events, Principles Events, Team Decision Making Events will have two (2) judged activities.

**Applied Certification Exam:** Delegates are required to take one of the following exams on Friday. (*Students have the option to take all if desired.*) A certificate will be awarded to those who achieve minimum proficiency on each exam. The top ten participants on each test will receive special recognition.

- Applied Economics Certification Exam
- Applied Marketing Mathematics Certification Exam
- Ethics Certification Exam

**Leadership & Teamwork Event:** Each chapter can enter only one team in the Leadership & Teamwork Event. These competitors will not be able to compete in any other event. Teams will consist of three (3) participants, who are non-Seniors. All participants in the Leadership & Teamwork Event will take the Principals of Business Cluster exam online as part of their competition. The top teams in the Leadership & Teamwork event will qualify to attend the IGNITE Academy at the International Conference. Event information can be found on page 77 of the Michigan DECA Guide.

**Ethics Team Event (ETH):** Each chapter can enter only one team in the Ethics Team Event. These competitors will not be able to compete in any other event. Teams will consist of two (2) participants, and only open to Seniors. All participants in the Ethics Team Event will take the Business Management & Administration Cluster exam online as part of their competition. The written portion of the project will be uploaded during the specified window. The top teams in the Ethics Team Event will qualify to attend the ASPIRE Academy at the International Conference. Event information can be found on page 78 of the Michigan DECA Guide.

**Stock Market Game and the Virtual Business Challenge Event** participants will not compete at the State Conference. Those named as qualifiers in these events will proceed directly to the International Career Development Conference, through the process established by DECA Inc. These students will not attend the State Conference unless they are competing in another event.

**School Based Enterprise:** Schools participating in this activity must submit their project to DECA Inc., to be received before January 10, 2022, according to the DECA Inc. guidelines. Chapters that receive the Gold Certification or Gold Re-Certification have the **option** to bring 1 to 3 student manager(s) to present their work at the State Conference, if they are not in an event that is competing Friday morning. This practice competition will follow the international guidelines. The top five teams will receive recognition at the Saturday Awards Session. Teams that receive the Gold Certification or Re-Certification do not have to attend the State Conference; they can advance directly to the International Conference.

**Award of Excellence:** Michigan DECA will issue Award of Excellence to all competitors that score above 70 on each aspect of competition. The certificates will be mailed to chapter advisors after the conference.

# State Conference Written Event Information

Each participant is expected to have a pen or pencil and a calculator for competition. Other items (workbooks, notebooks, handouts, etc.) are not allowed. **Cell phones, smartphones, smartwatches, iPads, iPods, AirPods/wireless or wired earbuds, PDAs, programmable calculators, and graphing calculators may not be used or worn during competition**, which includes during online testing, prep-time, waiting for judges, and during competition in role-play events.

**All Written Events will compete on Thursday from 3:00 p.m. to 7:00 p.m.** Written Event participants will have their orientation at 2:00 p.m. on Thursday. There will be one interview with one or two judges. All written event participants are required to take either the math or economics evaluation.

All written events (except the Chapter Awards Program) will need to be uploaded to the Chapter Registration Portal by February 10, 2022. Complete instructions on how to upload projects will be provided in January. No hard copies will be required (except Chapter Awards Program).

All written events must follow the Michigan DECA Written Event Guidelines in addition to the national guidelines. The first page of each event must be the signed Statement of Assurances Form or fifteen (15) penalty points will be assessed. **This form should be typed, or word processed. An electronic form is available on the Michigan DECA web site.**

All content must be original work of the DECA members member(s) listed on the Statement of Assurances. **No part of the written project can be previously entered into competition or submitted in another DECA competitive event; participants will be disqualified. Any student that is disqualified will be dropped from the conference without refund.**

**Merit Awards Program (MAP) Overview:** Please refer to the MAP guidelines on pages 65-67.

- All GMAP participants must have their names submitted by using the online form before February 1, 2022, to the Michigan DECA Office. Names submitted will receive a participant certificate for the level (Bronze, Silver, Gold) achieved. Certificates will be mailed after the conference.
- Silver and Bronze MAP Participants will not be allowed to compete or attend the conference unless they are competing in a different event. Only Gold-Level projects will compete at the State Conference.
- The Gold-Level Merit Award Projects (GMAP) must be digitally uploaded to the Chapter Registration Portal by February 10, 2022. Complete instructions on how to upload projects will be provided in January.
- Hard copies of the Chapter Award Program are due to the Michigan DECA office by February 10, 2022. Hard copies of events will not be accepted after February 10, 2022.
- All GMAP participants not competing in another event are required to take the Economic and/or Math Evaluation.
- All GMAP participants will be scheduled for an orientation and interview on Thursday between 2:00-7:00pm.
- GMAP participants may compete in another event if the competition day does not conflict.

**Chapter Awards Program Overview:** See the specific CAP guidelines on pages 68-75.

- All CAP participants not competing in another event are required to take the Economic and/or Math Evaluation.
- All CAP participants will be scheduled for an orientation and interview on Thursday between 2:00-7:00pm.
- CAP participants may compete in another event as long if competition day does not conflict.
- Hard copies of the Chapter Award Program are due to the Michigan DECA office by February 10, 2022. Hard copies of events will not be accepted after February 10, 2022.

# State Conference Election Information

**State Officer Candidate Screening:** The screening is scheduled for Saturday, February 5, 2022, and registrations for the screening must be received by January 31, 2022. Complete information on the candidate nominating and election process is available online at <http://mideca.org/members/running/>

## **State Officer Candidates at the Conference:**

- Candidates will have a briefing meeting on Thursday at the State Conference. A sample of each item that will be handed out at the campaign table and the Campaign Materials Form will need to be turned in at the candidates' meeting.
- Candidates will have time to set up their campaign table immediately following the candidates' meeting.
- Candidates will introduce themselves at the Thursday Opening Session.
- No campaigning can take place after 9:00 p.m. on Thursday.
- Elected Candidates will be announced on Saturday and sworn-in on stage.

**Voting Delegates:** The role of a voting delegate is an important one. Voting delegates are required to attend the candidate speeches and are encouraged to meet each candidate prior to the election session. Notice: **All Voting Delegates must be attending the conference as a competitor.**

**Voting:** Voting will take place on Thursday, immediately following the opening session. Please ensure that your chapter's voting delegates vote during the time allotted.

**New for 2022:** All Voting Delegates must be registered in advance in the conference registration portal.

**Number of Voting Delegates per Chapter Membership:** According to the Constitution, each chapter is allowed one voting delegate per 40 members or a major fraction thereof. See the table below for the number of voting delegates based on chapter size. The appropriate number of voting delegate ribbons will be included in your chapter's registration materials. The advisor will distribute the ribbons to the voting delegates for their chapter. **Voting Delegates must wear their ribbon to vote.** Replacement ribbons will not be provided once a chapter has picked up their registration materials at the conference.

1 voting delegate for 1 to 61 members	2 voting delegates for 62 to 101 members
3 voting delegates for 102 to 141 members	4 voting delegates for 142 to 181 members
5 voting delegates for 182 to 221 members	6 voting delegates for 222 to 261 members
7 voting delegates for 262 to 301 members	8 voting delegates for 302 to 341 members

## State Conference T-Shirts

Michigan Alumni DECA is selling State Conference T-shirts again this year. The shirts will be designed around the conference theme, and will be 100% cotton T-shirts.

T-shirts are to be pre-ordered with the conference registration via the Conference Registration Portal.

If we have any extra shirts available to sell, they will be sold at the Alumni booth on Friday. **Please consider to pre-order your shirts when you register for the conference, as the limited number we have to sell are usually sold out early!**

This fund raiser is designed help Alumni Division so they can sponsor a competitive event to provide more travel scholarships for qualifiers to attend the International Career Development Conference.

# State Conference Supervision and Assistance

**Supervision:** As per the Advisor Code of Ethics, at least 1 adult must **attend and pay** the registration fee for every 10 student delegates attending.

**Conference Assistance:** To have a successful conference, **adults will need to assist with the conference.** Advisors will be pre-assigned by members of the Advisor's Council to work a competitive event. All individuals are required to assist during their assigned time. Because this assistance is important, advisors who do not assist during their entire assigned time, **will have letters stressing the importance of their assistance and their absence sent to their school principal.**

**Chaperone Assistance Option:** For chapters with three or more adults attending the conference, the chapter advisor will have the option to assign every third chaperone to remain at the hotel, so they have an on-site contact and supervision of the students. This person is to remain available for the chapter's students while the other adults are assisting at the convention center. **Please note that the first, second, fourth, fifth adults, etc., that are registered will be required to assist with competitive events at the conference.**

**Chaperones:** All chaperones attending the conference are responsible to assist with the conference and supervision. Please select your preference for the area you would like each of your chaperones to assist with on the registration. All chaperones are required to pay the conference registration fee, even if you bring more than the number required.

**Advisors/chaperones must attend and be seated with their students during all general and award sessions, to assure proper dress and conduct (behavior) during the sessions.**

**Judges:** If a judge will also be serving as a chaperone for the chapter's proper adult-to-student ratio as described above, **then chapter must pay for the judge's conference registration fee.** There is no charge for judges if your chapter has reached the proper adult-to-student ratio, as described above. *Registration materials and meal tickets will only be provided to Judges and Chaperones that pay the conference registration fee. Parking reimbursement is not available for chaperones or alumni.*

**Hotel Monitoring:** All advisors/chaperones are required to conduct room checks at curfew and patrol the floors of the hotel after curfew on Thursday and Friday evenings. Trying to manage a large number of students is a difficult task, therefore we need every advisor's support and assistance.

**Curfew:** All students must be in their own room at curfew. **No chapter activities (meetings, practice sessions, etc.) may be conducted after curfew, even if it takes place in their Advisor's room.** No food may be delivered to any room after curfew.

**Code of Conduct & Medical Treatment Authorization Forms:** Each delegate, student, and adult, must sign the Code of Conduct & Medical Treatment Forms. These forms must be hand-carried to the conference. Do not send them to the Michigan DECA office.

**No alcoholic beverages or drugs may be possessed by any delegate at the conference.** This is a school function. Delegates may **not** enter the lounges at the hotels. Students suspected of being under the influence of alcohol will be required to take a breath alcohol test as specified by state law. Hired security will be on site during the evening hours of the conference.

**Private Autos at the Conference:** The use of private automobiles (either driving or riding as a passenger) will not be permitted after arrival at the conference. Car doors shall be locked upon arrival, and the keys turned over to the chapter advisor.

# COVID-19 Acknowledgement and Liability Waiver

**ALL conference participants will be required to complete and turn in this fully signed form when arriving at any Michigan DECA conference.**



Michigan DECA has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus (“COVID-19”) between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. However, Michigan DECA cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

By signing this agreement, I acknowledge the risk of COVID-19 transmission while participating in or attending Michigan DECA’s events and further acknowledge that I am knowingly assuming that risk by voluntarily participating in or attending an event. I further agree to comply with all protective measures and protocols implemented by Michigan DECA, the event’s host hotel, the event’s suppliers, and partners, and/or established by the CDC and state or local authorities.

**I specifically affirm and attest to the following, to the best of my knowledge:**

- I am not presently experiencing any symptoms of COVID-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell.
- I have not been in close contact with someone with a suspected or confirmed case of COVID-19.
- I have not been diagnosed with COVID-19 and/or have been cleared as non-contagious by my medical provider or public health authorities, consistent with CDC guidance.
- If I (a) develop any symptom of COVID-19, (b) come in close contact with someone with a suspected or confirmed case of COVID-19, or (c) am diagnosed with COVID-19, I will not attend the event.
- I am following all guidance from the CDC and state and local authorities regarding COVID-19 and limiting exposure to the COVID-19 virus.

Accordingly, I voluntarily agree to assume all risks and accept sole responsibility for any COVID-19 infection that may result due to my participation in or attendance at the event. I hereby release, covenant not to sue, discharge, and hold harmless Michigan DECA, its employees, agents, and representatives, of and from any claims associated with, arising from, or related to COVID-19 infection, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Michigan DECA, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my participation in or attendance at the event.

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Delegate’s Printed Name

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Date

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Delegate’s Signature

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Parent/Guardian’s Signature *(required if under 18)*

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Date

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Principal’s Signature

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Date