

# District Career Development Conferences

The following general registration information is for all District Conferences. Your specific district conference information memo will be sent separately as soon as it is finalized by your district conference coordinator.

**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.**

## Number of Competitors per Chapter:

Chapters will be able to bring the number of delegates listed below, based on your chapter membership:	Maximum Number in Each Event		
	Individual	TDM	Selling events
Chapters with 35 or less members by October 15th	2	1	1
Chapters with 36-65 members by October 15th	3	2	1
Chapters with 66-114 members by October 15th	4	2	2
Chapters with 115 or more members by October 15th	5	3	3
<b>Chapters with 100% Membership or receiving the “Gimmie 5” Award:</b>			
with 35 or less members by October 15th	3	2	2
with 36-65 members by October 15th	4	3	2
with 66-114 members by October 15th	5	3	3
with 115 or more members by October 15th	6	4	4

**\*New chapters may have one additional competitor or team in each event.**

Competition will take place at the District Conference for *Individual Series Events, Team Decision Making events, Principles events, Financial Consulting Event, Hospitality & Tourism Professional Selling Event, and the Professional Selling Event.*

**Seniors may not enter the four (4) Principles Events.**

Competition will **NOT** be held at the district level for any written events. These events will start competition at the State Conference.

**Number of finalists attending the State Conference:** This number will be set according to the paid memberships for each district, received by November 30. This number will be communicated to you with your conference confirmation.

**Chapters are required to have proper supervision.**

Number of Registered Students	Minimum Number of Registered Advisors/Event Assistants
1-20 students	1

All Advisors and Event Assistants will be assigned to help administer the competitive events. If a chapter wishes to have an adult available to chaperone students, they will need to bring additional individuals above the minimum number set above. These individuals must be noted on the registration form as chaperones, so they will not be assigned to assist with an event. Chaperones will need to pay the registration fee, according to each District’s policy.

**Chaperones and Event Assistants are in addition to any judges required for the conference.**

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**Judges** are an integral part of the conference. Each District Conference sets a minimum number of judges that each chapter must secure to offer a quality experience for every student. This minimum number is communicated on the conference information memo that is sent for your district. **If a chapter does not fulfill their minimum number of judges for the conference two (2) weeks prior to the conference date, the chapter will be charged \$50 for each judge they are short.** This fee includes judges that are no-shows at the conference. It is the chapter's responsibility that your recruited judges attend and assist at the conference. **Former students must have been out of high school for at least three (3) years before being allowed to serve as a judge. Teachers from your school may NOT serve as a judge.**

**Registration Deadline:** Registration must be received on or before November 22, 2022.

**Registration Additions/Cancellations:** Additions after the registration deadline will have a \$5 late fee per person applied through the end of the online testing window of December 6, 2022. There are no refunds after November 22, and you must pay for everyone registered. However, you may substitute the cancelled student at no charge.

**Payment Deadline:** Payments must be received on or before December 16, 2022. A late fee of \$10.00 per person (up to a maximum of \$100.00) will apply for payments received after this date.

**Registration Fees:** Each district sets its own registration fees. Refer to the separate conference information memo that is sent from your Conference Chairperson for the costs.

**Event Changes:** Once a student has taken the Comprehensive (online) Examination, and they need to change events, they can only change to an event that takes the same exam that they have taken.

**Membership Policy:** All conference participants must be submitted members of Michigan DECA before they are registered for the conference. ***If an individual registered for a conference does not attend or drops out of the marketing education program prior to the conference for which they are registered, they are still required to pay the membership fee, and if necessary, a \$5.00 late payment penalty per member.***

**Substitution Policy:** Please be aware of Michigan DECA's Substitution Policy before entering students into team events. **You should fully explain to students that both students will not be able to compete if one of them is unable for any reason to attend the next level of competition (if qualified).** Please see page 56 for the full substitution policy.

**Conduct:** Review the Delegate Code of Conduct with your students. **These completed forms must be brought with the advisor to the conference.**

**Attire:** Business attire is expected of all delegates. Delegates with improper attire (denim, T-shirts, sweats, cargo pants, no tie, athletic shoes, etc.) will be **penalized twenty points** on the judged event. Refer to the Dress Code for more information.

**Awards:** Medallions will be presented to the top finalists in each event. Bronze medallions with red, white, and blue ribbons will be presented to the top overall finalists in each event. These individuals will be eligible to represent your district at the State Career Development Conference. Bronze Merit Award Participants will be recognized and receive a Bronze Merit Award Program certificate.

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**Supplies:** Each participant is expected to have a pen or pencil and a calculator for each event. 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.

**Transportation:** Busses will be given directions on where to park when they arrive. Students are **not allowed to use their cars** for any reason once they arrive at the conference. A map will be sent with specific conference directions.

**Added Incentive for Gimmie 5! Award Recipients:** Michigan DECA will provide a credit off the District Conference Registration fee to chapters that increase both their membership and district conference participation. See page 4 for more information.

## Payment Option for District Conference Online Testing

Michigan DECA provides the Comprehensive Cluster Examination as a way for school districts to assess the progress of their marketing education students. Michigan DECA's online testing could be used as an allowable expense for Perkins, Added-cost, CTE millages, etc., based on your local policies and budgets. Advisors should talk to with their CTE Administrator to discuss how to include the examination into the appropriate budget.

### Major Components of the Comprehensive Cluster Examinations:

- The Cluster Examination is a national test developed by the MBA Research Center. It tests the curriculum and performance indicators that business and industry has selected for each of the cluster areas: Marketing, Management, Finance, Hospitality, and the Principles of Business Administration Core.
- **The examinations are open to any marketing education student.** Only students registered for a District Conference who are members of DECA will receive awards for their achievements. The cost of the awards is included in the full district conference registration fees, not from the testing fees.
- The following reports will be provided by February 2023:
  1. Personalized report for each student showing their overall score and their average by each instructional area.
  2. A School Report showing how all students did by instructional area.
  3. A school to Michigan DECA District to State comparison report.
- The testing fee for Comprehensive Cluster Online Examination will be \$9.00 for each student. There are no refunds for students that register but do not take the test.
- Chapters can arrange to have the comprehensive cluster examination fee invoiced separately from their District or State Conference fees. This can be done by emailing Ann a request to breakout the testing fees.
- Students that register for just the examination are encouraged to, but do not have to be DECA members.