

2024 State Conference Deadline Summary

January 11	School Based Enterprise Gold Certification & Gold Re-Certification due http://deca.org/sbe
January 12	Scholarship Applications due online at http://deca.org/scholarships
January 29	Officer Candidate Screening Registration Due
January 29	Officer Candidate Information Form Due
February 1	ICDC Academy Applications due to Michigan DECA. Bronze, Silver & Gold Merit Award Project names due to Michigan DECA for Certificates
February 1	Qualifier Not Attending State Conference Notification Due
February 3	Officer Candidate Screening, Interview & Testing - <i>Lansing, Michigan</i>
February 14	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 15	Final Payment Deadline of Membership Invoices <i>Membership must be paid by this date to be eligible to attend SCDC and ICDC</i>
February 16-22	Window to Upload State Conference Written Events <i>All written events, (except for Chapter Awards Projects) must be uploaded to the online competitive event submission Portal by the chapter advisor.</i>
February 22	Last Day to Submit Hard Copies of Chapter Awards Projects <i>Hard copies must <u>arrive</u> at our office by this date</i>
February 27-29 or March 5-7	Online Testing Window <i>Chapters must choose one window to test students</i>
February 27	State Conference Payment Deadline
February 28	MDA Verification Form and funds due to MDA for SCDC recognition
March 11	Hotel payment due to your assigned hotel
March 11	Last day to make housing changes with your assigned hotel

All dates are when items are received, not postmarked

State Conference Judge Needs

February 22 - March 7, 2024

Written Event Project Evaluations

25 Judges Needed

Evaluations of the written portion of the projects will be conducted online.

Thursday, March 14, 2024 at Huntington Place

Written Event Presentation Evaluations

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

70 Judges Needed

Business Operations Research Events
Chapter Award Program
Entrepreneurship Written Events
Integrated Marketing Campaign Events
Merit Award Program
Project Management Events

Friday, March 15, 2024 at Huntington Place

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

325 Judges Needed

Accounting Applications Series
Automotive Services Marketing
Business Law & Ethics Team Decision Making
Business Services Marketing Series
Buying & Merchandising Team Decision Making
Financial Consulting
Financial Services Team Decision Making
Hospitality & Tourism Professional Selling
Leadership & Teamwork Event
Marketing Management Team Decision Making

Marketing Management Team Decision Making
Personal Financial Literacy
Principles of Business Management
Principles of Finance
Principles of Hospitality & Tourism
Principles of Marketing
Professional Selling Event
Quick Serve Restaurant Management
School Based Enterprise

Afternoon Events - 12:00 noon - 6:00 p.m.

275 Judges Needed

Apparel & Accessories Marketing Series
Business Finance Series
Entrepreneurship Series
Entrepreneurship Team Decision Making
Ethics Team Event
Food Marketing Series
Hospitality Services Team Decision Making
Hotel & Lodging Management Series
Human Resources Management Series

Human Resources Management Series
Marketing Communications Series
Restaurant & Food Service Management
Retail Merchandising Series
Sports & Entertainment Series
Sports & Entertainment Team Decision Making
Travel & Tourism Team Decision Making

Total Judges Needed: 695

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 sharing rooms 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 uploaded to the Conference Registration Portal and 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 \$25-40 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 March 11, 2024. 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 Thursday 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 close on February 14, 2024.** You may edit your housing registration until the close date of February 14, 2024.
 - 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 2024 State Conference, hotels will be assigned to chapters in the following district order: 2, 1, 4, 3, 6, 5, 8, 7

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 2025 State Conference, hotels will be assigned to chapters in the following district order: 8, 7, 2, 1, 4, 3, 6, 5.
 - 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 11, 2024.**

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
- Fort Pontchartrain, 2 Washington Blvd., Detroit, MI 48226 313.965.0200
- Westin Book Cadillac Detroit, 1114 Washington Blvd., Detroit, MI 48226 313.442.1600
- Hotel Indigo, 1020 Washington Blvd., Detroit, MI 48226 313.887.7000
- DoubleTree Suites by Hilton, 525 W. Lafayette Blvd., Detroit, MI 48226 313.963.5600
- Cambria Hotel Detroit Downtown, 600 W Lafayette Blvd, Detroit, MI 48226 313.733.0300

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 if you have any questions on submitting your registration.

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

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

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

All adults will be assigned to assist with the conference. **Please see page 44 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. *Please don't forget to inform the alternate's advisor that they can attend (if applicable).*

If Notified:	Amount of Refund	Method
By February 14	Full Refund	Delete in the registration portal
By February 23	50% Refund	Email Ann
By March 7	25% Refund	Email Ann
After March 7	No Refund	Email Ann

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 57, 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 able 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 form as the rest of the chapter and adhere to the same deadlines, and the 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 40 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 Huntington Place 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. **Improperly dressed delegates will be sent to change before being allowed to compete or attend any conference activity.**

During free time, shirts may not have 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.** Please review the Michigan DECA Dress Code with your attendees.

Sessions: All delegates are required to attend all three sessions. Advisors are **not allowed** to plan alternate activities for their chapters.

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 Recognition Session:** A recognition session will be held at Huntington Place from 9:00 to 10:30 p.m. It will include recognition for Chapter Awards Program, Merit Awards Program, School Based Enterprise, Chapter Membership and Campaign recognition, Alumni Division recognition, Collegiate Division information, the top 10 scores in the Economics and Marketing Math tests, Announcement of the ICDC Academy 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 Huntington Place.
- **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. These guests will be required to sit in the reserved guest 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

Leadership & Teamwork Event (MILTW): Each chapter may 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 81 of the *Michigan DECA Guide*.

Ethics Team Event (MIETH): Each chapter may 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 turned in at the State Conference. 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 82 of the *Michigan DECA Guide*.

Stock Market Game and the Virtual Business Challenge Events: Participants in these events will not attend or compete at the State Conference, unless they are competing in another event. Those named as qualifiers in these events will proceed directly to the International Career Development Conference, through the process established by DECA Inc. Participants are welcome to compete in an event that competes at the State Conference. If they were to qualify for ICDC in both events, they will need to make a choice, as they cannot compete in both events at ICDC.

UPDATE FOR 2024: School Based Enterprise (MISBE): Schools participating in this activity must submit their project to DECA Inc., to be received before January 10, 2024, according to the DECA Inc. guidelines. Chapters that receive the Gold Certification or Gold Re-Certification have the **option** to bring **1-2 student members** 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. Certificates will be mailed after the conference to chapter advisors.

State Conference Competition 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 Competition Portal by February 22, 2024. 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 DECA Written Event Statement of Assurances and Academic Integrity 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.** The signature(s) must be either physical signatures or digital signatures. Typed names in a font will not be accepted as signatures.

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

Merit Awards Program (MIGMAP) Overview: Please refer to the MAP guidelines on pages 68-70.

- All MIGMAP participants must have their names submitted by using the online form before February 1st. 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 (MIGMAP) must be digitally uploaded to the Competition Portal by February 22, 2024. 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 22, 2024. Hard copies of events will not be accepted after February 22, 2024.
- All MIGMAP participants not competing in another event are required to take the Economic and/or Math Evaluation.
- All MIGMAP participants will be scheduled for an orientation and interview on Thursday between 2:00-7:00pm.
- MIGMAP participants may compete in another event that competes on Friday.

Chapter Awards Program (MICAP) Overview: Please refer to the CAP guidelines on pages 72-78.

- 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 that competes on Friday.
- Hard copies of the Chapter Award Program are due to the Michigan DECA office by February 22, 2024. Hard copies of events will not be accepted after February 22, 2024.

State Conference Election Information

State Officer Candidate Screening: The screening is scheduled for Saturday, February 4, 2024. Screening registrations are due by January 29, 2024. The online Candidate Information Form is due by January 29, 2024. 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 following the opening session. Please ensure that your chapter's voting delegates vote during the time allotted.

All Voting Delegates must be registered in the conference registration portal with a valid email address.

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 pre-ordering your shirts when you register for the conference, as the limited number we have to sell are usually sold out early!**

This fundraiser 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. **Teachers may not serve as competitive event judges.** *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. Managing a large number of students is a challenging 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 so the advisor has access to the forms if a situation occurs. 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.