

MA DECA

65th Annual
State Career Development Conference



Shoot for the Stars!

March 7-9, 2024
Boston, MA

INFORMATION PACKET
2024 MA DECA CAREER DEVELOPMENT CONFERENCE

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Massachusetts DECA does not discriminate based on race, color, religion, sex, national origin, age, disability, religion, sex, sexual orientation, gender identity or expression, or socio-economic status. All members are treated equally and respectfully. Any behavior in the form of discrimination, harassment, or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.

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INTRODUCTION

You are invited to participate in our 65th annual State Career Development Conference, March 7-9, 2024, in Boston. This 2024 State Career Development Conference Information Packet has been designed to provide you with the necessary registration information and forms. Supplemental information will be sent to you as necessary.

Important Due Dates for Chapter Registration:

January 15-26: Registration fee is \$300 per attendee. This fee applies to all advisors, students and chaperones and is due by Feb. 7. All meals, awards, judge expenses, convention fees, security, conference app, entertainment, audio visual, competition expenses, staff & officer housing, etc. are included in this fee. An invoice will be immediately generated upon submission in the DLG online system. A late fee of \$5 per person will be added to each participant on registration received after January 26, unless they are a bump-up. We will not accept registration from any school having an outstanding balance for membership. An electronically signed Chapter Responsibility Form must be signed during this time frame. T-shirt sizes, special needs; including food allergies or medical assistance or awareness, and potential sports conflicts will need to be entered at this time.

February 2- Last day to enter bump-ups, substitutions, and/or changes.

February 7- - Registration fees due at PO Box with school check.

February 9 -Last day for cancellations with refund

Mail registration payments to:

MA DECA, P.O. Box 486, Rochester, MA 02770

January 15-Feb. 2: Housing is done on the provided spreadsheet and emailed to the hotel as indicated on the sheet and cc'd to the State Advisor. You may share rooms with other chapters, however, the chapter submitting the rooms to the hotel must assume payment responsibility for the room and receive payment directly from the chapter for the shared portion. The hotel will not send out separate chapter invoices for individuals in shared rooms. If the shared student drops before the drop deadline, it is the submitted chapter's responsibility to pay for the full room or replace the student in the room with another attending member. You will receive an invoice from the hotel when you submit your housing. Housing costs are due in full to your assigned hotel via credit card or school check unless other arrangements have been made with the hotel. Hotels do not accept purchase orders. Send housing payments directly to the hotel. Assume you are staying at the Marriott Copley unless you have heard otherwise from the State Advisor.

February 13-Last day to make changes to housing

ATTENDANCE CRITERIA AND ELIGIBILITY

ADVISORS

There must be a **minimum of one advisor (chaperone) for every ten (10) high school delegates**. All advisors and students must be in attendance for the entire conference, including staying overnight both nights, unless you have been given permission by the State Advisor. Chapter advisors, parents, teachers, alumni, and school administrators are eligible to chaperone if they meet the approval of your school and have been CORI checked by your school. All adults registered through the chapter will be expected to work in an assigned area at the conference, therefore do not register chaperones as judges*. It is imperative that all advisors work a shift to enable our events to run as smoothly as possible. *The only exception is for those chapters bringing more than the required number of chaperones.

STUDENTS

To be eligible to attend the MA DECA Career Development Conference, each student must meet the following criteria (no other student is eligible to attend):

1. Be a registered & paid member of the High School Division
2. Have the approval of the DECA Chapter Advisor, and
3. Have the approval of the School Administration, and
4. Have the approval of a parent or guardian (unless of legal age), and
5. Have qualified through district competition (the number eligible per district based on membership), or
6. Be involved in a competitive activity approved to go directly to the SCDC, or
7. Be a nominated MA DECA High School State Officer Candidate, or
8. Be a current MA DECA High School State Officer
9. Have the approval of the State DECA Advisor.

ALUMNI

To be eligible to attend the MA DECA Career Development Conference, former State Officer DECA alumni must meet the following criteria:

1. Be a paid alumni member of DECA. Membership must be submitted by March 1, 2024
2. Be a member in good standing
3. Be willing to assist wherever necessary during the SCDC
4. Have the approval of the State DECA Advisor. *Non-officer alumni may attend the SCDC, as chaperones for their chapter if they have been CORI checked and meet your school's chaperone requirements.*

IMPORTANT INFORMATION

Payment:

All conference registration costs must be paid in full in advance unless a purchase order number has been entered with original registration. No payments will be accepted at SCDC unless arrangements have been pre-approved by the State Advisor. Purchase orders must be processed in advance of registration due date. Enter the PO or known check number in the online registration section. Send all payments with a school processed check to the PO Box with your invoice. Housing payments are sent directly to the hotel via school check or credit card. All payments are expected prior to arrival at the hotel.

Membership fees: Your registration will not be accepted until all membership balances have been fully paid.

DECAid: Funds are set aside by MA DECA members to assist any qualifying member who cannot afford to pay the expected conference cost. DECAid applicants are expected to have taken part in their chapter's fundraising efforts and must provide evidence of participation when requesting the specific dollar amount needed. DECAid applications are on www.madeca.org and are due by Feb. 2. All requests will be kept confidential.

Changes: No bump-ups, changes/substitutions will be accepted after 5 pm on February 2, 2024. Substitutions are only allowed in the Project Management Events or Quiz Bowl. Substitutions may not be made in Team Decision Making Events or projects with a test once the team competes at the district level. Changes will be done with an email request to the State Advisor after Jan. 26 until Feb. 2.

Cancellations: Registration cancellations may be made until 5 pm on February 9 in order to receive a registration refund. Cancellation and refund requests must be emailed to the **State Advisor only at dmcfadden@bhcc.edu** Notify the housing coordinator of your hotel of any room changes that will affect billing by February 13. Changes may be made to housing after Feb. 13, however, you will be responsible for the rooms submitted by Feb. 13, unless otherwise approved by the State Advisor.

Transportation:

Chapters are responsible for their own group transportation to/from the conference. Free parking is permitted at Bunker Hill Community College with a visitor parking pass from the State Advisor. Students MAY not drive.

Checklist:

- ___ Due by 1/26: online registration & housing, which includes Chapter Responsibility Form & Special Needs
- ___ Jan. 29: Written project uploads begin. All 10 & 20-page projects must be uploaded to JudgePro (DLG) in pdf format. An online Statement of Assurances must be e-signed by advisor. No hard copies will be required. Instructions will be sent.
- ___ Feb. 2: Last day for bump-ups and changes to registration
- ___ Feb. 5-7: Online testing
- ___ Due by 2/7: Registration fees payment due in full at PO Box w/copy of invoice
- ___ Due 2/8: Written project submission closes at 5 pm.
- ___ Feb. 9: Last day for cancellations with refund
- ___ Feb. 13: Last day to make housing changes
- ___ Due by 2/26- Housing payment is due to the hotel before conference starts.

CONFERENCE OVERVIEW

REGISTRATION: Advisors should register their chapter at the time noted below on Thursday, March 7, at Registration Desk A on the 4th floor of the Marriott Copley or the Jefferson Room on the 3rd floor of the Sheraton Hotel, NOT at the front desk. Hilton registration room to be announced. Only advisors and one student to carry registration materials should come to Registration to receive registration materials and room keys. Students must wait on Floor 2 at the Marriott or the lobby of the Sheraton or Hilton. Please do not loiter in the hotel prior to your scheduled time since this creates chaos as final preparations for the conference are being made. If you plan on spending the day in Boston on Thursday, the State Advisor will let you know where you can store luggage.

DECA/HOTEL REGISTRATION DESK A (*Advisors **only** come to desk at designated time or when a text is received stating that your rooms are ready*). *There is no guarantee that your rooms will be ready at the time indicated. Standard check-in time is 4 pm. Hotels will make their best effort to turn over rooms for our group.*

2:45 P.M. Chapters with 100 or more participants

3:00 P.M. Chapters with 50-100 participants

3:15 P.M. Chapters with 25-49 participants

3:30 P.M. Chapters with 1-24 participants

BAGGAGE/LUGGAGE: Baggage should be tagged w/name, address, city & school. MA DECA **strongly advises** that the insides of all members' luggage be inspected prior to leaving school grounds by administration or parents/guardians **in front** of administration. Home baked goods, candy and water bottles should **NOT** be brought to the conference by students. Advisors should provide cases and distribute bottles of water for their members once on site. Do **not** allow members to bring any water bottles onto the bus unless they have been checked for alcohol.

NAME TAGS: MA DECA will provide all participants with nametags.

VOTING DELEGATES: Voting Delegates must be registered in a competitive event at the SCDC. Select a head-voting delegate. It is not necessary to inform State Advisor of delegate changes. Voting delegates must attend the "Business & Election" session on Friday afternoon. Attendance is taken and chapters notified if delegates are missing. The Voting Delegate allocation chart in this packet provides the delegates per chapter.

NAME BADGES AND WRISTBANDS: For security purposes, all conference participants must always wear their name badge & wristband. Misspellings at the conference will not be corrected. Lost nametags must be replaced and \$5.00 will be charged in the TAB Center. Members without a wristband will pay a \$50 fine.

CONFERENCE T-SHIRTS: Conference t-shirts must be worn to the entertainment activities on Friday night. Sizes must be indicated in the online system for advisors, chaperones, and students since everyone receives a T-shirt. All sizes are adult sizes. Extra small is not an option. If a size is not indicated, a large will be provided.

CONFERENCE OVERVIEW *continued*

ROOM INSPECTIONS: To avoid possible charges for damages, all advisors must inspect each room assigned to their delegation upon check in and check out. Advisors must provide members with the hotel check-in form (*located at the end of this packet*) to be completed for all rooms in their delegation. Check-in forms must be handed back to chapter advisor and any room damages made known to the hotel front desk within one hour of arrival. This will protect your chapter from receiving a fine for pre-existing damage or non-working items.

HOTEL CHECK OUT: Members should place all garbage in provided bags. All students must move out of their rooms prior to the start of the Grand Awards Session. Advisors must check all rooms for damages prior to the Grand Awards Session. **Members will be storing their luggage in assigned districts rooms at the Marriott Copley on Floor 3 or with the bellman at the Sheraton or Hilton. Remind your members to tip housekeeping staff.** The hotel has been advised not to make charges to rooms. Nevertheless, Chapter Advisors will assume the responsibility for all charges incurred by their delegation should any occur (parking, internet, room service). Please be sure that all charges are paid prior to check-out. **Bus pick-ups will be at hotel.**

CURFEW: The curfew will be 11:00 PM on Thursday night and 11:30 PM on Friday night. All students should be **in their assigned rooms** at curfew. Food deliveries must be received before curfew. If food arrives after curfew, an advisor must handle the pick-up. Food will not be delivered directly to the rooms for safety reasons. All scheduled events will end 20 minutes prior to curfew, thus allowing delegates sufficient time to get to their assigned rooms. **All advisors are requested to strictly enforce curfew.** No Chapter meetings are to take place after curfew. Advisors will be expected to provide hall duty for **at least 60 minutes** following curfew. Every attempt will be made to keep advisors/chaperones & students from the same school on the same floor.

DELEGATE CONDUCT CODE: As a professional business organization, our image is of extreme importance to the reputation of DECA, your chapter's program and the outside support received. All conference attendees must sign a **Comprehensive Consent Form** and a **Liability & Release Form/Emergency Form**, included in this packet and also found online at www.madeca.org. Please review these forms with all attendees prior to leaving for the conference. The Chapter Advisor is required to electronically sign the **Chapter Responsibility Form** indicating that that all individual forms have been signed. These forms will stay in your possession during the conference. Do not mail the students' forms to MA DECA.

PUBLICITY: Contact your local newspaper to publicize your school's participation in the conference. Local cable television, Patch.com, Facebook, Instagram, Twitter and Snapchat are all great ways to publicize your program. Being an advocate for your chapter will strengthen the local public perception and create strong, positive community awareness and support. Be sure that your school committee is aware of your participation. Use the official conference hashtags: #ShootfortheStars #MADECA24

MEETINGS & GENERAL SESSIONS

ADVISORS' MEETING: There will be a meeting for all advisors via Zoom on Wednesday, March 6 at 8 pm. Advisors must also attend the first scheduled work shift assignment on Thursday evening. Assignments will be emailed prior to the conference.

SESSION SEATING: Chapter seat assignments will be handed out at registration. All general sessions will take place in the Auditorium at the Hynes Convention Center. Outside guests, including family members, will not be allowed to attend our general sessions due to space issues and security restrictions. All sessions will be live streamed.

OPENING SESSION: Thursday, 7:30 pm. This session is for everyone and is Spirit Night. Business attire is required, however, hats and/or 'silent' glow props are permitted. Select two representatives from your chapter to go on stage with your DECA or school banner for the Parade of Chapters at the start of the session. There will be a rehearsal prior to the session for those representatives. This session will include a guest speaker, recognition of new schools, national & state membership recognition, state only awards, conference highlights, the briefing of voting delegates and the introduction of officer candidates.

BUSINESS & ELECTION SESSION: Friday, 5:00 p.m. All voting delegates and state officer candidates must attend this session. All others are welcome to sit behind the voting delegates. Business attire is required. Late arrivals of voting delegates will not be allowed once attendance has started. Voting delegates will elect their 2024-25 State Action Team. Non-attendance in full will disqualify a chapter from consideration for the Spirit Award.

ACHIEVEMENT AWARDS SESSION (MINI): Friday, 7:30 p.m. This session is for all. The program will include the awarding of medallions for exam and top roleplay scores. Business attire is required.

GRAND AWARDS SESSION: Saturday, 10:30 a.m. This session is for all conference participants. Alumni will be checking attire in the holding area before allowing anyone on stage **Any member not in proper business or formal attire will be prohibited from going onstage and may risk a Level 2 Infraction on our Conduct Code.**

ENTERTAINMENT: Friday night's entertainment options will include cornhole, trivia, games, karaoke and a dance. Events will be held at the Marriott following the Mini-Awards Session. Conference T-shirts will be required. Every Chapter must provide 1 adult to chaperone 15 minutes of the entertainment activities. District chaperone schedules will be provided prior to conference start.

COMPETITIVE ACTIVITIES INFORMATION

CONDUCTING OUR PROGRAM OF COMPETITIVE ACTIVITIES:

Our extensive program of competitive activities cannot occur without the assistance of all advisors and chaperones in attendance. All registered advisors and chaperones will fulfill a work assignment during the conference unless you are bringing more chaperones than the required; 1 adult per 10 students. Advisors are **not** to give their shift to an unassigned chaperone who may not have as much DECA knowledge working an event.

PRINCIPLES, INDIVIDUAL SERIES & TEAM DECISION MAKING EVENTS:

Participants will take an exam and 2 oral role-plays. The career cluster exam will be taken online at school. Team Decision participants will take the test separately but during the same time block. All exams **MUST** be taken at school with a proctor. Students arriving late for an oral event will be disqualified. Students may use a simple processing calculator with the approval of the Event Director. Students can use notes made on the paper supplied during the prep using black/blue ink, and/or pencil. Prep roleplays will be on a laminated 'placemat'.

WRITTEN PROJECTS: *Business Operations Research, Project Management, Entrepreneurship, Integrated Marketing Campaign, Innovation Plan and Start-Up Business Plan;* All 10- & 20-page written projects will be uploaded by the advisor **January 29-February 8**. Do not wait until February 8 to upload projects, extensions will not be given. Be sure projects are uploaded into the correct category that you registered them in. Projects uploaded into incorrect categories will be subject to a \$25 fine per incorrect upload. All project uploads must include a signed DECA Written Statement of Assurances and Academic Integrity form in the DECA Guide. Penalty points, as noted in the DECA Guide, will be assessed prior to the judge reviewing the projects. More details and/or an informational webinar will be provided prior to project due date. All projects must be in a pdf format and no larger than 11.5 MB. Separate instructions with a link will be emailed. Uploaded 20-page written events will be reviewed and evaluated by the judge prior to the SCDC. Uploaded 10-page projects will be available to preassigned judges to review the morning of the conference.

Students in Integrated Marketing Campaign Events and Professional Selling and Consulting Events are required to take a test in their career cluster. Team members will take the test separately but during the same time block.

One easel per judging table will be supplied. Lap top computers with sound at a conversational level may be used in all written events. Students are responsible for their own calculator, laptop, & battery power pack. Electrical power will not be supplied. Students should download all visuals ahead of time and not rely on WiFi. No computer set up time will be allowed. Students may bring a copy of their report with notes written in the margin or on note cards for the presentation. Materials of non-monetary value appropriate to the situation may be handed to or left with judges.

COMPETITIVE ACTIVITIES INFORMATION *continued*

SCHOOL BASED ENTERPRISE (SBE): Chapters achieving gold level status may bring 1-2 members to compete with their SBE, Retail and/or Food. SBE participants may NOT be registered in any other competitive event. Competition at the state level does not have any effect on ICDC qualifications, all gold level teams will still be able to attend ICDC, even if they do not participate at the State Conference. This is a state competition only and is designed to give our members feedback on their SBE presentation before attending ICDC. Members may be replaced for ICDC competition at the advisor's discretion. Participants will present an oral presentation to a business professional judge based on one preselected business standard covered in the SBE Chapter Certification Project. This year's topic is Product/Service Management. For more information on the oral presentation guidelines and evaluation, refer to the DECA Guide.

STOCK MARKET GAME (SMG): Chapters with ICDC qualifiers from the North Atlantic Region in the Stock Market Game may attend the State Conference to have their written project and oral presentation evaluated and to receive feedback in preparation for ICDC. Written projects will need to be uploaded into the DLG system during the written event upload period, since penalty points will be reviewed and assessed if needed. SMG projects will be uploaded by the advisor **January 29-February 8**. Do not wait until February 8 to upload projects, extensions will not be given. Participants may NOT be registered in any other competitive event. Penalty points, as noted in the DECA Guide, will be assessed prior to the judge reviewing the projects. More details and/or an informational webinar will be provided prior to project due date. All projects must be in a pdf format and no larger than 11.5 MB. Separate instructions with a link will be emailed. Competition at the state level does not have any effect on ICDC qualifications, even if they do not participate at the State Conference. This is a state competition only and is designed to give our members feedback on their SMG project and presentation before attending ICDC. Members may NOT be replaced for ICDC competition. For more information on the SMG written entry and presentation guidelines, refer to the DECA Guide.

QUIZ BOWL: Each chapter is allowed to bring one Quiz Bowl of up to 4 participants, no prequalification is necessary. Playing brackets will be determined based on last year's standings and will be uploaded to the conference app before the conference begins. The overall winning team will earn leadership spots to ICDC. It is expected that teams will attend workshops in their downtime. To find out more about how Quiz Bowl is played, refer to the MA DECA Advisor's Guide which can be found on our state website.

HOTEL INFORMATION

The following hotels will be providing accommodations for this year's SCDC:

Marriott Copley, 110 Huntington Avenue, Boston, MA Ph: 617-236-5800

Sheraton Boston, 39 Dalton Street, Boston, MA Ph: 617-236-2000

Hilton Boston, 40 Dalton Street, Boston, MA Ph: 617-236-1100

Colonnade Hotel, 120 Huntington Street, Boston, MA Ph: 617-424-7000

Room Rate: *\$267 per night per room (single, double, triple, quad) inclusive. This rate includes the room rate of \$229, plus 14.95% tax, and the 1.5% Boston-Cambridge Tourism Destination Marketing District Assessment.

Registered students and advisors must stay in one of the contracted conference hotels for the duration of the conference unless your school is less than 10 miles from the hotel. Hotels will be assigned by the State Advisor. Assume that you are staying at the Marriott Copley unless you hear otherwise. All role-play events will take place at the Marriott Copley. Breakfast will take place at all hotels. The Advisor/Judge luncheon will take place at the Marriott and the Sheraton. All written projects and hybrids will take place at the Sheraton Hotel. Hotel rooms must be paid directly to the hotel prior to arrival unless other arrangements have been made with the hotel. The hotels do NOT accept purchase orders.

INSTRUCTIONS FOR COMPLETING HOUSING

1. All housing will be done on the provided spreadsheet and emailed to the Housing Coordinator and cc'd to the State Advisor. Upon submission of the completed spreadsheet to the hotel, you will receive an invoice payable to your assigned hotel. All payments must be received at the hotel by a credit card or school check prior to the start of the conference. Note that if you have an unpaid balance on your rooms, you will not be able to pick up your room keys at registration.
2. Double and single accommodations are available for advisors/chaperones. Advisors or chaperones are responsible for finding roommates. **Two adults may be assigned to a king room with one bed. A rollaway or pullout chair/bed will be provided to make the room a double. If this is not acceptable, please opt for single rooms since students in quads must occupy the rooms with 2 beds.** The Mass DECA Chapter Advisors Facebook group page for Chapter Advisors is the best place to find roommates.
3. Triple, and quadruple accommodations are to be used for students. You may combine students with other schools, but you are responsible for finding these roommates. The Mass DECA Chapter Advisor Facebook group page is the best place to find roommates. The DLG system will split the housing costs on the invoice.
4. Send updated information to your housing coordinator if substitutions take place after the original rooming list is submitted. You must notify the hotel and the state advisor via an e-mail if a room changes. Ex: Bunker Hill DECA, Delete Jane Doe in room 12 and replace with Linda McGee. Do not send a revised housing list unless you are asked to provide a revised list by the housing coordinator. If your original housing has already been entered, the housing manager won't be able to easily make the changes if a revised list is sent.

INTERNATIONAL CAREER DEVELOPMENT INFORMATION

Who is eligible to go to the 2024 International Career Development Conference (ICDC) in Anaheim, CA?

Series Events (*individual, team decision, principle & personal finance*) will send our Top 6 qualifiers.

Written Projects & Selling Events will send our Top 5 qualifiers.

Special Activities

- DECA Quiz Bowl-**First place winner only**; *one team of up to four to go into Ignite, Elevate, Aspire Academy*
- 2024-25 State Officer Elects and 2023-24 State Officers
- Ignite, Elevate, & Aspire Academy participants: *new chapters, state-only event winners, MA DECA's "Shoot for the Stars!" campaign achievers, Quiz Bowl winning team, auction basket winners and the MDA Shamrock chapter winner.*
- Virtual Business Challenge (VBC): *NAR ICDC Finalists in Rounds 1 & 2; Accounting, Sports, Retail, Restaurant, Personal Finance, Hotel, Fashion, and Insurance*
- Stock Market Game Qualifiers
- Thrive Academy Participants: *DECA Inc's Chapter Campaign & Membership Thrive level winners*
- School Based Enterprise Event (SBE): *Gold Chapters notified by DECA Inc may send up to 2 participants*

NOTES:

If any qualifying place winner is unable to attend, the next place participant will be notified as a bump-up, as time allows, to fill the slot(s). Your participants should know prior to SCDC if they will be attending ICDC should they earn a qualifying spot. **You must notify your state advisor of any original qualifying student who cannot attend ICDC before March 12 so that we may notify the next section qualifier in a timely manner.**

One advisor per school will be eligible to attend the ICDC. DECA Inc. requires 1 adult chaperone per 8 students. If an advisor or other adult representative from your chapter is unable to attend, you must notify the State Advisor. If student members will be attending, it is the chapter advisor's responsibility to find a willing adult employed by the school to serve as chaperone or another chapter to chaperone their students. All advisors & chaperones attending the ICDC will be expected to work at least one (1) day of competitive activities while at the ICDC. Parents may not serve as the only chaperone unless their child is the only one attending from the chapter.

ICDC packets will be e-mailed out prior to the SCDC. All ICDC registration must be received by the established due date since there is a quick turnaround to get the material summarized and turned over to DECA Inc. Chapters provide their own transportation to ICDC and may arrive on April 26 or 27 with a mandatory meeting on the 27th with a time and location TBA. MA DECA will be staying at the Embassy Suites Hotel in Anaheim. Chapters must stay for the Grand Awards Session on April 30. Departure date is May 1.

CODE OF ETHICS FOR ADVISORS

As a professional business organization, our image is essential to the reputation of DECA and your chapter, and the outside support received. Since advisors and chaperones are role models, a Code of Ethics has been set.

It becomes the responsibility of each participant to see that proper conduct is always adhered to. Violations of these practices and procedures will be referred to the Massachusetts DECA Board of Directors.

PROCEDURES FOR ADVISORS AT CONFERENCES

- ❖ The Chapter Advisor or assigned chaperone must accompany their delegation to the conference. The State Advisor must be made aware of whom the group's chaperone will be, if not the chapter advisor. No high school student members are to drive vehicles to, from or during any DECA conference.
- ❖ All conference participants must stay at the designated conference hotel, unless otherwise noted by the State Advisor.
- ❖ There must be at least one (1) advisor (or approved chaperone) for every ten students in the chapter present at the conference. All adults will be assigned to competitive event work areas. Extra chaperones with the chapter will NOT be assigned work duty if an asterisk is next to whom NOT to assign.
- ❖ All advisors should remain in the hotel if there are students from their school in the hotel unless arrangements are made to have another adult chaperone temporarily. The State Advisor and assigned work assignment director must be made aware of any replacements.
- ❖ Advisors shall conduct daily meetings with members for progress reports, schedules, and other activities. These meetings must be completed before curfew.
- ❖ Advisors shall keep an agenda for each student so they may be reached at any time during the conference. Advisors should know where their students are throughout the conference.
- ❖ Each chapter shall arrange to always have one advisor on call. They must be reachable via cell phone. Student members must be aware of who is on call and the cell phone number.
- ❖ Each Advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures. All participants must read and sign the Comprehensive Consent Responsibility Form and Liability Release form. The form should be reviewed aloud by the advisor. If a member violates any portion of the conduct code a Delegate Infraction Form will be completed by the adult who observes the offense, and it will be submitted to the State Advisor and/or Conduct Committee immediately. A sample of the form is provided. Reporting such incidents using the DECA protocol protects the advisor and validates all claims should any concerns arise upon return home. *You must bring a copy of the completed Comprehensive Consent Form, Liability and Emergency Forms for each student attending the conference in case you need it. Do not send the completed individual forms to MA DECA.*

PROCEDURES FOR ADVISORS AT CONFERENCES *continued*

- ❖ The rules as stated in the Dress Code are called to your attention for review and should govern the appearance of advisors as well as students. It is imperative that every advisor monitor their members' clothing choices to ensure that the dress code is being adhered.
- ❖ Advisors and chaperones may not consume alcoholic beverages while responsible for student members at DECA conferences.
- ❖ Your students must participate in all planned activities during the conference. Advisors must accompany them to all sessions and remain until the close of the sessions unless you have received permission from the State Advisor for special circumstances. Advisors should seat themselves strategically among their students to control noise levels. Do not allow your students to walk in the mall while sessions are going on.
- ❖ Check your students' rooms at curfew each night by physically entering the room and checking bathrooms and closets to be sure just the occupants are in the room. All students must be in their assigned rooms at curfew. They may not leave to get ice or a drink from the soda machine or to pick up a food delivery. Food deliveries must be picked up before curfew. Advisors who are willing, may pick up their students' delivery items after curfew and deliver it to their student rooms. Advisors will be expected to provide floor supervision each night at curfew time for at least 60 minutes after curfew in the hallway.
- ❖ Advisors are responsible for the check in and check out of your delegation.
- ❖ Advisors are expected to assist in conducting our Program of Competitive Activities and to be in attendance and present throughout the duration of the conference.
- ❖ Advisors must inspect all student rooms upon check-in and check-out. Any noticeable damage to the room upon check-in must be noted on the **Check-in Form** and reported to the front desk immediately.
- ❖ The hotel has been asked to supply the rooms with excess garbage bags, however it is advised that each advisor brings his/her own supply of garbage bags. These bags are to be used for all trash in participants' rooms (munchies, pizza boxes, candy wrappers, soda cans, etc.). **Remind your student members that they need to tip housekeeping at the end of their stay.**
- ❖ Every chapter must provide an adult to circulate the Friday activities for at least 15 minutes. A schedule will be posted on the conference app.
- ❖ Advisors need to be visible on their floors, especially in the evenings. This can be done on a rotation basis with other advisors on the floor. It is imperative that your members know where you are and how to reach you, via a cell phone always.

YOUR COMPLETE ASSISTANCE AND COOPERATION IS NEEDED AND APPRECIATED

DELEGATE INFRACTION FORM

3-ply pads will be available to all Conduct Committee members

This form is to be completed if and when a participant commits a Level One or Level Two violation as stated in the Comprehensive Consent Form. A repeated Level Two violation will result in the same penalty of a Level One violation, which is to be sent home immediately. Any DECA advisor or chaperone may fill out an infraction form.

Student name _____

Student ID # _____

Description of violation: _____

Date & time of violation: _____

Location of violation: _____

Signature of advisor, alumni or chaperone witnessing violation: _____

Signature of witness (Alumni, advisor from different chapter, chaperone from different chapter)

Please bring completed form to DECA Headquarters or the TAB Center immediately. Proper completion and submission of this form will serve as recognition by MA DECA that an infraction has occurred.

VOTING DELEGATES PER SCHOOL

*One voting delegate per 10 DECA student members. Voting delegates must attend all voting delegate sessions.
Voting delegates must be entered into a competitive activity at the State Conference*

DISTRICT I (81)

Braintree	3
Duxbury	1
Holbrook	2
Marshfield	23
Milton Academy	1
North Quincy	3
Pembroke	12
Plymouth North	15
Plymouth South	5
Quincy	2
Rockland	1
Scituate	8
Weymouth	1
Whitman Hanson	4

DISTRICT II (86)

Attleboro	2
Bridgewater-Raynham	4
Brockton	1
Canton	2
Dighton-Rehoboth	2
Foxborough	5
Franklin	22
King Philip	13
Millis	3
Oliver Ames	7
Sharon	11
Somerset-Berkley	9
Southeastern	2
Stoughton	3

DISTRICT III (141)

Central Catholic	11
Danvers	23
Essex North Shore	11
Georgetown	8
Hamilton Wenham	25
Masconomet	21
Methuen	6
N. Andover	17
Peabody	6
Pentucket	13

DISTRICT IV (156)

Andover	21
Beaver Country	4
Belmont Hill	1
Bedford	4
Boston Latin	6
Buckingham Browne	1
Burlington	19
Cambridge Rindge	1
Lexington Christian	2
Lincoln Sudbury	2
Malden Catholic	8
Maynard	3
Medfield	11
Needham	2
Newton North	11
Newton South	6
North Reading	14
Reading	2
Star Academy	1
Wellesley	4
Weston	9
Wilmington	12
Woburn	12

DISTRICT V (103)

BillERICA	11
Chelmsford	4
Dracut	1
Groton Dunstable	8
Littleton	5
Nashoba Regl.	27
Philips Andover	2
Tewksbury	13
Tyngsboro	5
Westford	27

DISTRICT VI (82)

Beverly	16
Bishop Fenwick	4
Gloucester	4
Madison Park	6
Manchester-Essex	10
Marblehead	5
Melrose	8
Northeast Metro Tech	5
Rockport	8
St. Mary's Lynn	2
Swampscott	12
Triton	2

DISTRICT VII (161)

Algonquin	28
Bartlett	3
Berkshire School	1
Blackstone Valley	8
Douglas	2
Grafton	10
Holliston	13
Hopedale	8
Nipmuc	12
Northbridge	2
Pathfinder	3
Quabbin	4
St. John's	3
Shrewsbury	22
Sutton	3
Uxbridge	2
Wachusett	11
W. Boylston	1
Westborough	10
Whitinsville	5
Worcester Academy	4
Worcester	6

DISTRICT VIII (106)

Apponequet	16
Barnstable	9
Bourne	3
Bristol-Plymouth	8
Dartmouth	2
Diman Tech	13
Durfee	11
Norton	7
Old Rochester	3
Sandwich	3
Sturgis	1
Taunton	20
Upper Cape Tech	3
Wareham	7

**TOTAL NUMBER OF VOTING
DELEGATES: 916**

TENTATIVE AGENDA
2024 MA DECA
65th annual STATE CAREER DEVELOPMENT CONFERENCE
March 7, 8 and 9, 2024

Wednesday, March 6

TIME

8:00 P.M.

ACTIVITY

Mandatory Advisor Meeting via Zoom

Thursday, March 7

TIME

ACTIVITY *(all activities @ Marriott, unless otherwise noted)*

By Size

Registration (Advisors Only) *suggested only, if your busses need to arrive earlier or later, that is ok*

2:45 P.M.

Chapters with 100 plus participants

3:00 P.M.

Chapters with 50-99 participants

3:15 P.M.

Chapters with 25-49 participants

3:30 P.M.

Chapters with 1-25 participants

4:00 P.M.

Event Directors Meet

4:45 P.M.

Officer Candidates Meet

5:30 P.M.

Dinner @ Hynes

7:30 P.M.

Opening Session Spirit Night (all conference attendees) @ Hynes

After Opening Session

Participants' Briefing:

Principle Events @ Marriott

Personal Financial Literacy Event @ Marriott

Individual Series Events @ Marriott

Quiz Bowl participants @ Marriott

Team Decision Making Events @ Marriott

Business Operations & Research Events @ Hynes

Project Management Events @ Hynes

Entrepreneurship Events @Hynes

Integrated Marketing Campaign Events @ Hynes

Professional Selling & Consulting Events @ Hynes

School Based Enterprise Event @Marriott

11:00 PM

Curfew

TENTATIVE AGENDA
2024 MA DECA
65th annual STATE CAREER DEVELOPMENT CONFERENCE
March 7, 8 and 9, 2024

Friday, March 8

<u>TIME</u>	<u>ACTIVITY</u> <i>(all activities @ Marriott, unless otherwise noted)</i>
6:00-8:00 A.M.	Breakfast (at your own hotel)
7:00-8:00 A.M.	Judge's Arrival and Reception
8:00 A.M.- 4:00 P.M.	Officer Candidate Campaign tables
8:15 A.M.	Judge's Briefing
8:30 A.M.	Quiz Bowl Begins
8:30-4:00 P.M.	Exhibitor Tables
9:00 A.M.- 5:00 P.M.	Oral component for all events: refer to schedule
9:00 A.M.- 4:00 P.M.	Workshops: check conference app for details and locations
11:30 A.M.- 2:00 P.M.	Student lunch
11:30 A.M.-2:00 P.M.	Advisor & Judges' Luncheon-at Marriott or Sheraton
5:00-6:00 P.M.	Business & Election Session @ Hynes Convention Center
6:00-7:45 P.M.	Dinner @ Hynes Convention Center
8:00-9:30 P.M.	Achievement Awards (Mini) Session @ Hynes Convention Center
9:45-11:15 P.M.	DECA Entertainment-professional dress or conference T-shirt
11:30 P.M.	Curfew

Saturday, March 9

<u>TIME</u>	<u>ACTIVITY</u>
7:30-9:30 A.M.	Breakfast @ your hotel
8:00-9:30	Luggage Storage (refer to conference app for drop off location)
By 9:30 A.M.	Vacate student rooms
By 9:30 AM	Checkout (Advisors Only)
10:00 A.M.- 12:00 P.M.	Grand Awards Session @Hynes

SPIRIT NIGHT

When: Thursday Opening Session

Purpose: To show spirit for your own chapter, district and MASS-DECA and take home DECA's largest traveling trophy!

Ways to show your spirit:

- Cheers on Spirit Night only in the Hynes Auditorium, pre-session only. Do not talk or text while speakers are on stage.
- 100% attendance at all sessions during States
- Parade of Banners at Opening Session (*2 reps may go on stage with chapter or school banner, if your school doesn't have a banner, make a poster banner*)
- Voting Delegates must be present in their entirety for the Business & Election Session
- Participate in non-competitive DECA activities (*workshops, exhibits, state officer activities, MASS-DECA fundraisers prior to and during States, networking with other DECA Chapters and recruitment of future chapters*)
- Professionalism
- Glow items for your chapter

The following **will disqualify** a chapter for consideration of the Spirit Award and may cause a chapter to be sent back to their rooms (many of the following are also Code 2 violations within the Conduct Code):

Booing, hissing, disrespecting other chapters

Standing on chairs (sessions, lobby)

Violating dress code (costumes are NOT allowed, even if worn over or under business attire, it is unacceptable)

Giving away gifts (gadgets, candy, gum, etc.)

Balls, frisbees or sports equipment (pom poms are okay)

Balloons are not allowed

Profanity or lewd behavior

Leaving a mess of spirit items in the hotel lobby, elevators, or session halls

If unsure about behavior or activity planned for Spirit Night, please contact the State Advisor.

INCENTIVE: The winning chapter of the Spirit Award takes home the traveling ALUMNI Spirit Trophy for the next year. Chapters will also get preferred seating at next year's State Conference

UPCOMING DATES

JANUARY

- 22 State Only Events: (*T-shirt, Pin, Hat, Meme, Video, Photo, Chapter of Excellence*)
- 26 Deadline for Registration-online
- 26 State Officer Applications due via email
- 29 Officer Candidates' Testing & Interviews-Bunker Hill Community College 3 pm
- 29 Written Project Portal opens for uploads

FEBRUARY

- 2 Last day for registration changes & substitutions -12 noon
- 2 Deadline for housing spreadsheets to hotel
- 5-7 On-line testing for all comprehensive schools & tech schools on shop week
- 7 MA DECA scholarship applications due via email
- 7 Registration payment must be received in full at the PO Box w/copy of invoice
- 8 Deadline to upload 10- and 20-page written projects
- 9 George B. Berg Scholarship applications due
- 9 Last day for drops with refund (send email to State Advisor by 5 pm)
- 12-13 On-line testing for tech schools on shop week
- 12 Last day for housing changes
- 28 Housing payments should be paid in full unless hotel grants an extension

MARCH

- 7-9 65th annual State Career Development Conference, Boston, MA
- 19 **DUE DATE:** ICDC registration & housing forms
- 29 **DUE DATE:** ICDC Registration payment due (check or PO)

APRIL

- 5 **DUE DATE:** ICDC Housing fees for ICDC
- 10 Online written project submissions due
- 26-May 1 International Career Development Conference, Anaheim, CA

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM

INFORMATION:

This set of forms, completed with all information and signatures required; must be submitted to the Chapter Advisor by each DECA member physically attending a DECA activity. It is recommended that a copy of these forms be on file in each local school and that it be maintained on file for the full calendar year. Additionally, the DECA advisor must bring this set of forms to each leadership, district, state, and international conference. Completion & signing of this document indicates that the student, parent/guardian, and school administrator have read this form and approved its contents. Completion and signing of this document provides consent for:

1. Student attendance at & travel to and from all conference activities.
2. Emergency medical treatment.
3. Student abiding by the Code of Conduct.
4. Student abiding by the Dress Code.

PHILOSOPHY:

It is a privilege and honor for a student to attend area, district, state and international DECA conferences. As such, each student has the unique opportunity to represent his/her high school, community, and family as a young business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone prior to acting, since ignorance of Rules and Regulations will not be considered an acceptable excuse. Teachers, alumni, chaperones, and state staff assume the responsibility of enforcing Rules and Regulations to ensure the safety and well-being of the student.

CONFERENCES:

Consent and approval indicated by the signing parties and applicable to the following **in-person** DECA activities:

1. Fall State Leadership Conference
2. Power Trip, Sports & Entertainment Conference. Emerging Leader Summit
3. District Conference
4. State Career Development Conference
5. International Career Development Conference
6. All workshops, seminars and activities financially sponsored by MASS-DECA

DRESS CODE:

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders. At any time during the conference while on-site, you must be in business professional or business casual attire. Essentially, proper dress is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor, or refer to this form, prior to deciding what to wear. Help us to build and maintain a positive image of DECA!

ACCEPTABLE BUSINESS PROFESSIONAL ATTIRE:

When appearing before judges (during competition), on stage during sessions, all meal functions, event briefings, workshops, exhibit area and academies.

- Dress slacks, dress skirt or business dress (ICDC rule: skirts/dresses must be at/or below knee)
- Collared dress shirt with appropriate neckwear (necktie/scarf/ascot) or dress blouse
- Dress shoes (The following are NOT dress shoes: canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes, UGG type boots, and hiking boots)
- Business suit, sport coat or blazer. DECA Blazers can only be worn in front of a judge at ICDC. DECA Blazers may **not** be worn in front of judges at District or State competition.

For a more polished professional appearance, attendees should wear appropriate hosiery/socks.

Dress violations at the Grand Awards will result in not being allowed onstage to accept an award.

ACCEPTABLE BUSINESS CASUAL ATTIRE: *All clothing must be in good shape and proper size*

:

Travel to/from conferences, DECA entertainment, non-conference activities.

- Casual slacks (Dockers), cords, khakis, walking shorts, skirts.
- Golf shirts, blouses, DECA T-shirts and DECA sweatshirts.
- Shoes: Casual shoes; boat shoes, dress boots, dress sandals, flats

*Activities such as swimming or exercising warrant appropriate recreational attire for that activity. Cover-ups and footwear **must** be worn over swimsuits when going to/from the pool. A towel is **not** an appropriate cover-up to walk through a hotel lobby.

UNACCEPTABLE ATTIRE:

- Sweatpants, pajamas, leggings, shorts, swimwear, jeans, pants with holes, rips and bagginess
- Revealing and/or see through clothing, including the following tops: skin-tight, midriff baring, low cut, open sides, tank, shoulder straps less than 1" wide, tube, strapless, crop, halter, one strap
- Athletic clothing and athletic shoes
- Clothing with printing that is suggestive, obscene or promotes illegal substances

Conference staff is responsible for checking dress code at assigned areas. When judging adherence to the dress code, DECA directs advisors, teachers and chaperones to use observation as the tool for assessing compliance. It is inappropriate to touch a student or their clothing as a means of determining adherence to the dress code. DECA members who are not appropriately dressed will have a reasonable opportunity to meet the dress code prior to seeing a judge or being allowed on stage.

CONDUCT CODE:

Participation in DECA activities provides an opportunity for students to interact with business professionals, DECA supporters, other DECA members and the public. As a result of establishing a positive professional image many businesses, civic organizations and other individuals provide financial and human resources to DECA and its student members. Should you have a question concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to deciding. DECA values its reputation and asks that you help maintain it.

The following Conduct Code has been established and is enforced at all district, state, regional and international DECA conferences and activities.

LEVEL ONE VIOLATIONS:

The following have been identified as extremely serious violations of the MASS-DECA Conduct Code.

1. Violation of any city, state, or federal law.
2. Possession, consumption, transporting or purchasing of any alcoholic beverage or illegal drug, including marijuana and THC products in any form. Possessing, using, selling, or transmitting paraphernalia associated with drugs, alcohol, or chemical substances in any form at any time or under any circumstances in public or private properties. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, offenders in that room shall be subjected to Level One Penalties.
3. Use of any form of nicotine products is not allowed. This includes cigarettes, cigars, pipes, chewing tobacco, vapes, vape pens, e-hookahs, hookah pens, Juuls, mechanical mods, e-cigars, e-pipes, nicotine solutions known as e-liquid or e-juice.
4. Defacing, damaging, or stealing public or private property (for which responsibility will rest solely with offending individuals and/or their chapters.
5. Throwing or dropping any object from a hotel window or vehicle.
6. Inviting or having non-DECA or unregistered conference attendees in your hotel room.
7. Leaving the conference hotel without the permission of your advisor and/or chaperone.
8. Committing serious violations of curfew regulations.
9. Being in the willful companionship of someone who violates any portion of the conduct code or failing to report direct knowledge, other than hearsay, of conduct code violations.
10. Flashing or indecent exposure.
11. Using your own automobile to attend a conference or riding in an automobile with anyone other than your advisor or adult chaperone, unless permission is granted by the State Advisor upon receiving a signed letter from your administration and chapter advisor prior to conference start. Members must be housed at the conference site, unless granted exception by State Advisor.
12. Cheating in any form will not be tolerated. This includes any violation of DECA's Written Statement of Assurances, which includes properly citing outside sources, such as AI.
13. Multiple violations of a Level Two Code
14. Violations not mentioned herein but identified by the advisor or school official.

LEVEL ONE PENALTIES:

1. Expulsion from the conference.
2. Notification of parent or guardian and school official.
3. Student and parent/guardian must assume responsibility for & immediately arrange and pay for alternative travel plan to return home.
4. Forfeiture of awards, scholarships, travel grants and future DECA participation.
5. Other penalties at the discretion of the advisor, chaperone, school official or state staff.

LEVEL TWO VIOLATIONS:

Less serious violations, but if repeated violations occur the student will be subjected to penalties like those prescribed for Level 1.

1. Failure to follow the MASS-DECA Dress Code.
2. Failure to wear identification badges during the conference.
3. Being late for curfew and/or not being in your room w/the door closed until 6 AM
4. Disturbing other hotel guests by excessive noise, such as door slamming, music, shouting, loud talking or singing, or causing any noise or disturbance audible by anyone in the hallway after curfew. Making prank phone calls to hotel guests.
5. Rudeness or insubordination.
6. Failure to attend conference activities, including competitive events, general sessions, and special meetings and leaving sessions prior to the official close.
7. Being a guest in someone else's room with the door closed without the permission of a chapter advisor or chaperone.
8. Failing to meet the professional standards of housing facilities, accruing incidental charges without settling the account prior to check-out, moving furniture from rooms, failing to follow or respect hotel rules and regulations.
9. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official

LEVEL TWO PENALTIES:

1. Notification of chapter advisor and state advisor
2. Verbal and/ or written warning and immediate compliance with conference rules.
3. Forfeiture of all potential to attend ICDC academies
4. Level 2 violations carry over to future competitive conferences in given school year
5. Multiple violations of a Level Two Code will result in Level One penalty.

I have read and fully understand the MASS-DECA Comprehensive Consent Form, which includes the Dress Code and the Code of Conduct and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

Signature of attending member:

Date:

Signature of parent:

Date:

REGISTRATION, PERSONAL & LIABILITY RELEASE FORM: Type or print clearly.

DECA Chapter:

Participant's name:

Date of Birth:

Participant's home address:

Parents' or guardians' names:

Parents or guardians' telephone number(s):

Name of teacher/adult accompanying participant to conference:

This is to certify that _____ has my permission to attend all DECA activities. On behalf of the above-named student member, we hereby absolve and release the school officials, the DECA chapter/state advisors, the host state or district, from any claims for any personal injuries which might be sustained while s/he is on the way to and from or during such DECA sponsored activities providing that this agreement shall not apply to any injury arising out of sole negligence of the participating parties.

I also understand that the state advisor or district co-chair determines the criteria at the local site for individual students to attend and participate.

I authorize the above-named advisor/adult, the MASS-DECA Board of Directors to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of illness or accident, and I will provide payment for these costs.

Should a conduct code violation occur, law enforcement personnel and/or security may be called to assist, and the Conduct Committee may be called with the ultimate punishment being disqualification and being sent home at the member's expense and/or being removed from office if in an officer status. Reasonable care shall be exercised to insure a safe, expedient, and financially feasible mode of transportation back to the home community of the member involved.

I give permission for the child in my care to be sent home in the care of secondary contact if I can't be reached.

Secondary Contact Name, Relation & Cell:

I have read and agree to abide by the supplied MASS-DECA Conduct Code and am aware of the consequences that will result from violation of any guidelines.

Student Signature:

Date:

Parent/Guardian Signature:

Date:

EMERGENCY INFORMATION

PRIMARY CONTACT:

Parent or Guardian's name(s):

Parent or Guardian's phone number (cell & home):

Name of Student:

Cell and/or home phone:

Family Physician:

Phone number:

Do you have any known allergies?

If yes, please name:

Do you have a history of heart condition, diabetes, asthma, epilepsy, rheumatic fever or other existing medical conditions?

If yes, please explain:

Are you taking medication?

If yes, please explain:

Do you have any physical restrictions?

If yes, please explain:

Name of person responsible for your medical bills (Guarantor):

Insurance company:

Insurance plan number:

Insurance Group number:

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and, by signing below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release DECA Inc and Massachusetts DECA.

Signature of Participant

Date

Signature of Parent or Guardian (mandatory if under age 18)

Date

This completed form must be turned in to the chapter advisor or participant will not be allowed to attend. For legal protection, this set of forms must be in the chapter advisor's possession at each conference or activity.

