

**2018 DISTRICT 7 DECA CAREER DEVELOPMENT
CONFERENCE INFORMATION**

Date of District CDC: January 16, 2018

Location of CDC: Irving Convention Center
500 West Las Colinas
Irving, TX 75039

Registration Fees and site: Student - \$35.00
Adults – \$15.00 to cover lunch
Register online at <https://www.decaregistration.com/tx-d07> **No on-site registration**
CHECKS PAYABLE TO DISTRICT 7 DECA (NO CASH)

Registration Deadline: Thursday, December 14, 2017

Payment Deadline: Tuesday January 16, 2018

Forms & Fees Mailed to: Lisa Greco
District 7 DECA
7020 MidCities Blvd
North Richland Hills, TX 76180
lisa.greco@birdvilleschools.net
817-547-3835

Planning Meeting/Penalty Pointing: Wednesday, January 10, 2018. Meeting will begin at 4:30 p.m. Grapevine High School
3223 Mustang Drive
Grapevine, TX 76051

REGISTRATION:

Complete On-line Registration at <https://www.decaregistration.com/tx-d07> by Thursday, December 14th. The registration log-in is the same as your National DECA membership log-in.

Remember to number your team members under appropriate events with the same number as his/her partner.

Please send or bring to CDC a copy of your on-line registration invoice with payment to District 7 DECA by January 16th. (No Cash and No Personal Checks, Please)

ONLY THOSE CHAPTERS/STUDENTS THAT HAVE PAID MEMBERSHIP AND DO NOT OWE FEES FOR OTHER EVENTS WILL BE ALLOWED TO REGISTER FOR DISTRICT CDC.

THERE WILL BE NO EXCEPTIONS.

All changes must be made using the on-line system, no later than Saturday December 16th. You will only be allowed to drop after the December registration deadline. You may not add additional competitors after 12/16/17. There will be no changes after this deadline. Refunds will be given only for changes made on or prior to December 16th.

(As stated in the Texas DECA Operating Procedures 7.23-- Requests for refunds of conference registration fees must be made in writing prior to the registration deadline. Refunds can only be made in cases of extreme emergency and for no amount under \$25.00. An operational charge of \$5.00 may be deducted on such refunds.) **REGISTER CAREFULLY!!!!**

REGISTRATION CHECK-IN ON January 16th

Advisors should pick-up registration from 8:00 am-9:00 am in the entry hallway in front of Exhibition A at Irving Convention Center. Cluster Directors will meet with Lisa Greco at 8:00. Opening Session will begin at 9:15 am, so it is imperative that you are on time and that your students are ready to present. Please see the contents of your registration packet for name badges, role-play times, and conference agenda. More info on check-in and worker assignments will be provided prior to CDC.

(All participants must have a photo ID upon entering his/her competitive event.)

MEALS

A box lunch and drink will be provided to each student and adult registered for the conference. A box lunch will be ordered for every participant (except testing proctor) registered on December 16th and meal pick-up instructions for each chapter will be included in the registration packet. There will be no refund for unused lunches. Please don't forget to order your lunches during registration!

**WE HAVE A FOOD AND BEVERAGE CONTRACT WITH THE CONVENTION CENTER!
NOT OUTSIDE FOOD OR BEVERAGE MAY BE TAKEN INTO THE VENUE! THERE WILL
BE CONCESSION ITEMS AVAILABLE FOR STUDENTS TO PURCHASE THRU THE
CONVENTION CENTER.**

TESTING

Testing dates are Thursday January 11th or Friday January 12th between the hours of 7 am and 6 pm. Remember that you can choose to test on either day or both days but you **MUST** test all testers from the same cluster together. (Ex. All students taking the Hospitality test must take it at the same time; all Marketing testers must all take the test at the same time, etc.) Each campus is responsible for locating and securing a testing room and a proctor. **DECA advisors may not proctor the exam!** The test proctor's information must be entered in the registration system at the same time that you are registering for the conference.

Any student who is unable to test during the designated testing days will not be able to participate at the District CDC. Please see the on-line testing form for additional information. (Will be sent by separate email)

CONFERENCE CONDUCT AND EXPECTATIONS

Remind members that we are guests at the Irving Convention Center and they are expected to dispose of trash properly and be respectful of all staff members. When students are not competing, they should stay in Exhibition B or in the outside seating areas. **STUDENTS AND CHAPTERS SHOULD NOT LEAVE THE CONVENTION CENTER UNLESS THEY DO NOT INTEND TO RETURN!!** Chapters should bring board games, cards, study materials, etc. to keep chapter members occupied while they are waiting. There will be downtime and all DECA members are expected to act professionally and be respectful of property, other DECA members, advisors, judges and staff. Advisors will be working, so you may need to bring chaperones to supervise your students. One chaperone for every 15 students! There will be four security guards on premise, but we really don't want to have to use them.

Teacher/Coordinators – Please remember that **ANY Tobacco use by Minors is a Misdemeanor** offense and that the student can/will be subject to receiving a ticket if an officer sees them. This is a school sponsored activity so all rules that apply at your school will apply at this conference.

WRITTEN EVENTS

Two copies of all written and marketing representative events must be submitted prior to the District CDC. One copy (Penalty Point copy) needs to be placed in the official DECA folio.

Submitting Written Events:

DUE DATE: ALL WRITTEN EVENTS MUST BE UPLOADED NO LATER THAN 6:00 PM ON TUESDAY JANUARY 9, 2018

Three options for handing in penalty point folios:

1) Mailed folios (Penalty Point copy) must be received by Tuesday, January 9, 2018 to:

Lisa Greco
Birdville Center of Technology and Advanced Learning
7020 MidCities Blvd
North Richland Hills, TX 76180

2) Deliver papers to Lisa Greco by 4:00 pm on Tuesday, January 9, 2018

At the above address
Cell phone: 817-713-7863

3) Deliver papers to Penalty Point Party on Wednesday, January 10th by 5:00 pm (The meeting will start @ 4:30!)

Grapevine High School
3223 Mustang Drive
Grapevine, TX 76051

- (This option is NOT FOR DROP OFF PAPERS ONLY!!! Advisor must stay for the meeting and help Penalty Point all papers.)

LATE WRITTEN EVENTS WILL NOT BE ACCEPTED FOR ANY REASON!!

Written Event Folio and Labeling Instructions

Print 3 labels for every written event entered

- Labels should be placed as follows: one on the outside top right of the folio, one on the presentation evaluation for the judge and one on the written entry checklist.
- Please hole punch the presentation evaluation sheet and written entry checklist and place them inside the folio.

In order to obtain competent written event judges we need your help! If you are planning to register students in Written Events, please send the name of one written events judge for every 5 written events that you enter.

These judges are in addition to the judges that you need to recruit for the event that you will be working. Judges should not be right out of high school and should have a business related background.

Please remember that acquiring competent judges is the responsibility of all of us! Without judges, we don't have a competition.

OTHER INFORMATION:

The following forms should be received by Lisa Greco at the address listed below on or before **Tuesday, January 9, 2018 (All forms are located on the Texas DECA website):**

- **District Officer Candidate Forms**
- **Texas DECA Scholarship Forms**

Mail these forms to:

Lisa Greco
District 7 DECA
7020 MidCities Blvd
North Richland Hills, TX 76180
817-547-3835

Application materials may also be hand delivered to the Penalty Point Meeting on Wednesday, January 10, 2018

Officer Candidates:

Please send District Officer Candidate applications to Lisa Greco. All candidates for any office (District and State) **MUST** take, and pass, the officer test on Thursday, January 11th or Friday January 12th or they will not be eligible to run for any DECA office. District and State Officer Applications and Procedures are available on the Texas DECA website under the District Career Development Conference heading. You **MUST** register your candidates (District and State) as Officer Candidates in the registration system so that a test will be populated for them.

District officer candidates will be interviewed on January 16th by the current district officers, two state officers, and the district officer coordinator.

STATE OFFICER APPLICATIONS SHOULD BE SENT TO JOSHUA SHANKLE (TEXAS DECA EXECUTIVE DIRECTOR). MAILING INFORMATION IS LISTED ON THE APPLICATION.

Scholarship Candidates will be interviewed by the District Director or a designated advisor at the District CDC.

District Officer Candidates and Scholarship Candidates will be notified of their interview times prior to the conference.

THE DRESS CODE ESTABLISHED BY TEXAS DECA WILL BE STRICTLY ENFORCED! Please have your students properly dressed for all events (ties for gentlemen, **jacket when appearing before a judge for ladies and gentlemen**, ladies skirts must be knee length, no tennis shoes or flip flops). **DO NOT** bring any student who will not be cooperative and follow the guidelines of the conference.

PLEASE DO NOT MAKE ME PULL YOUR STUDENT FOR DRESS CODE VIOLATIONS. CHECK THEM BEFORE THEY GET ON THE BUS AND DO NOT BRING THEM IF THEY ARE OUT OF DRESS CODE!!!!!!
