

**ADDITIONAL CDC INFORMATION:**

**Competitive Events Guidelines:** ***The 2017-2018 DECA Guide*** should be referenced when preparing for competitive events. These guidelines are available through DECA’s website at: <http://www.deca.org/competitions/highschool/> .

***The following guidelines apply to all competitive events, as approved by the Delaware DECA Advisory Board:***

***In ALL contests, students must have scored at least 60% of the total possible points for their event to be eligible to compete in that event at the International Career Development Conference. Also for a student to be eligible to register for one of the International Career Development Conference workshops they must have scored at least a 60% on their State Test.***

**Registration Cancellation Requests**: Cancellation requests (***must be made by email****)* made on or before your Chapter’s State Testing Date will be fully refunded. Cancellations made after the State Test but before ***January 19, 2018*** shall receive a $50.00 refund of their registration fee. ***No requests for refunds will be honored after January 19, 2018.***

**Contest Substitutions**: *Contest substitutions will be accepted if emailed on or before January 15, 2018*. Please notify Denise Christiansen immediately if you have a contestant who will not compete or for whom you need to make a substitution. Due to the complexities of scheduling, NO substitutions or changes will be accepted after this time (unless a member of a team event doesn’t attend; we will accommodate the other team member).

***Advisor Verification Sheet:*** In addition to required permission slips (medical, permission, and photo release) it is suggested that the *Conduct Practices and Procedures* guidelines and *Dress Code* documents be distributed to parents (adherence to these procedures is referenced on the permission slip). Please note that the ***Advisor Verification & Sign-Off Sheet*** is to be sent to the State Office *in* ***LIEU of a copy of the Medical and Permission, Dress Code, Code of Conduct,* and the *Photo Release form for each student*.**

**Inclement Weather Contingency Plan:** As approved by the Delaware DECA Advisory Board, decisions regarding postponement of the State Career Development Conference will be made at the discretion of the State Advisor, Conference Management Team, and Advisory Board’s Chairperson. Please provide **emergency contact information (phone and email) via email to** martin.tuohy@christina.k12.de.us. Should a change take place, advisors will be contacted via this phone number; therefore more than one number can be given, at the advisor’s discretion. In addition, local radio and television stations will be contacted. You can also call Denise Christiansen at (302) 584-1152 should you have any questions.Decisions regarding the State Test will be made by individual advisors.

**Events will begin promptly at 9:20 A.M. on February 1st:** Plan to arrive early! We will not be able to reschedule or make up events because of transportation problems.

We anticipate that this year’s Career Development Conference enrollment will include over 375 students and advisors. Thank you, in advance, for your continued commitment to our marketing students. I look forward to working with you as we strive to make this year’s Career Development Conference a great success for ALL students! Please feel free to contact me at (302) 438-6434 (cell) or martin.tuohy@christina.k12.de.us should you have any questions.

**Delaware DECA is a resource and support organization that does not select, control or supervise local chapter or individual member activities except as expressly provided for in Delaware DECA’s constitution, bylaws, or policies.**