

# *DEADLINE: DUE IN STATE OFFICE BY JANUARY 4, 2018*

## MEMORANDUM

TO: DECA Chapter Advisors

FROM: Martin Tuohy, Assistant State Advisor

DATE: November 28, 2017

SUBJECT: **CDC Registration Packet / State Officer Candidate Information**

Enclosed you will find the 2018 Delaware DECA Career Development Conference (CDC) Information and Registration packet. **January 4, 2018,** is the **DEADLINE** for all **REGISTRATION FORMS** and **FEES**, **Written Entries events** and **State Officer Applications.** As per Article IV, of the Delaware Association Constitution, a student must be enrolled in a business education program approved by the Department of Education to be eligible to participate in the State Career Development Conference. In addition, a student must also be a member of the DECA National Association before registration will be accepted. **Also note that ALL student names on the CDC registration forms must match the names on the Chapter Membership list.**

All students attending the State CDC are allowed to participate in ONE (and only One) Individual Series**,** Team Decision Making, Personal Financial Literacy Event, Business Operations Research, Chapter Team, Business Management and Entrepreneurship, Marketing Representative, or Professional Selling Events. Also DECA Inc. offers several On-line Events that students are eligible to participate in as an additional event that are held prior to the conference (these are national events and we do not run them at the state level but will recognize any local winner.) **ALL TEAM EVENTS should be entered by the Team Event Number and a Team Identification Number (Example: Event 18-1 for team 1, 18-2 for team 2, etc…)**

***All registration forms will be sent to advisors via email and posted on delawaredeca.com.*** Please complete the **CDC Advisor Verification & Sign-Off** **Sheet,** **Competitive Events Survey, Guest Meal Registration, and Voting Delegate forms** and **RETURN VIA EMAIL** to **martin.tuohy@christina.k12.de.us and** **lydia.tucker@doe.k12.de.us**(followed by payment via state or USPS). **Conference** **Registration will be completed on-line at:** <https://www.decaregistration.com/de> (instructions are attached) and **Conference Invoices** will be automatically generated and emailed to you after your registration is submitted. (References to *file names* are listed in *italics below,* with the enclosures.)

**\*\*\*\*CONFERENCE REGISTRATION WEBSITE WILL NOT OPEN UNTIL AFTER DECEMBER 11, 2017\*\*\*\***

Please refer to the agenda (enclosure #1) for conference format information. If you have any questions, please contact me at (302) 438-6434 or martin.tuohy@christina.k12.de.us Thank you for your continued support of Delaware DECA and our marketing education students!

 Enclosures

1. CDC General Information / Memo (form A-1)

2. Registration Instructions (form A-2)

3. Advisors Verification & Sign-Off Sheet (form A-3)

4. Competitive Events Survey (form A-4)

5. Guest Meal Registration (form A-5)

6. Voting Delegate Information (form A-6)

7. Conduct Practices and Procedures (form A-7)

8. Photo Release (form A-8)

9. Honorary Life Nomination (form A-9)

10. Bus. Professional of the Year Nomination (form A-10)

11. Advisor of the Year Nomination (form A-11)

12. State Officer Candidate Application (form A-12)

13. Additional CDC Information (form A-13)

14. Competitive Event and Exam List (form A-14)

15. Emergency Medical (form A-15)

16. Permission Form (form A-16)



**2017 CAREER DEVELOPMENT CONFERENCE**

**INFORMATION AND REGISTRATION PACKET**

**FEBRUARY 1, 2018**





**2018 DELAWARE DECA**

**CAREER DEVELOPMENT CONFERENCE**

**FEBRUARY 1, 2018**

**Location:** Dover Downs Hotel & Conference Center

 1131 North DuPont Highway

 Dover, DE 19903

**Cost:** **$ 80.00**

 Conference cost includes the following:

 Registration

 Lunch

 Awards Dinner

***TENTATIVE AGENDA-will update prior to conference***

## THURSDAY, FEBRUARY 1, 2018

**REGISTRATION**

8:00 am - 9:00 am

**JUDGES’ ORIENTATION**

8:30 am - 9:20 am

**ADVISOR’S MEETING**

9:00 am - 9:20 am

**COMPETITIVE EVENTS**

9:30 am - 4:00 pm

**WORKSHOPS**

9:20 am - 4:00 pm

**LUNCH (Open Seating)**

11:30 pm - 1:00 pm

**Election – Speeches & Voting**

4:00 pm - 4:45 pm

**Chapter Meeting**

4:45 pm - 5:15 pm

**GENERAL SESSION / AWARDS DINNER**

5:15 pm - 7:45 pm

**Please Note: ALL SESSIONS ARE MANDATORY FOR *ALL* STUDENTS!**