

**2009
STATE
CAREER
DEVELOPMENT
CONFERENCE
INFORMATION
PACKAGE**

**THE FORTY-EIGHTH ANNUAL
NEW JERSEY HIGH SCHOOL DIVISION OF DECA
STATE CAREER DEVELOPMENT CONFERENCE**

INFORMATION PACKET

Deadline Date: January 27, 2009 at 5:00 p.m.
(For All Forms)

The deadline will be strictly enforced!

It is strongly recommend that you send all materials Return Receipt Requested or Express Mail if you are putting them into the mail on the day before they are due.

Conference Dates:

February 22, 23, 24, 2009 (Sunday, Monday, Tuesday) – Blue Division

February 25, 26, 27, 2009 (Wednesday, Thursday, Friday) - Gold Division

Location of the lead hotel: Crowne Plaza Philadelphia/Cherry Hill
Attn: Hillary Samad, Group Rooms Coordinator
2349 West Marlton Pike
Cherry Hill, New Jersey 08002
856-665-6666
856-662-1414 (FAX)

Location of the second hotel: Holiday Inn
Route 70 & Sayer Avenue
Cherry Hill, New Jersey 08002
856-663-5300

Please plan to arrive at your assigned hotel on:

February 22 (Blue) between 2:00 p.m. and 5:00 p.m.

February 25 (Gold) between 2:00 p.m. and 5:00 p.m.

No admittance to the property prior to 2:00 p.m.

On the registration forms provided in the following pages, please indicate the following information:

- Method of arrival (bus, car, school van, etc.)
- Write the names of any schools with whom you plan to share transportation.
- You will not be permitted to check in prior to 2 pm.

2009 NEW JERSEY DECA STATE CAREER DEVELOPMENT CONFERENCE DATA

- 1. Registration Fee**--All delegates, except officially registered advisors, judges and chaperones, must pay the \$45.00 per student registration fee. This fee covers all expenses for materials, awards, entertainment, etc. Make conference check payable to: "New Jersey DECA" - (check or purchase order) must be sent along with the Conference Registration forms to:

NJ DECA
Middlesex County College
TSC 200G
2600 Woodbridge Avenue
PO Box 3050
Edison, NJ 08818

(If a check or authorized, signed purchase order cannot accompany the conference registration form, a letter indicating that the purchase order or check is in-process and "guaranteeing payment" from the district superintendent will be sufficient. The forms will not be processed without a notice of payment. **No refunds will be issued for registration fees after the deadline date set for conference registration.** Chapters must pay for all students registered to attend a conference.

All conference registration fees must be **paid in full Net 30** as of the beginning date of the conference. If payment is not received within 30 days, chapters may not register for future conferences until payment is made.

- 2. Registration Procedure** – please submit all of the following materials:

- | | |
|--|---|
| <input type="checkbox"/> A. Conference Registration Summary Form | <input type="checkbox"/> F. Voting Delegate Form |
| <input type="checkbox"/> B. Special Needs Event Form | <input type="checkbox"/> G. Alternate Voting Delegate Form |
| <input type="checkbox"/> C. Responsibility Statement (if school is assuming responsibility) | <input type="checkbox"/> H. Copy of Housing Forms |
| <input type="checkbox"/> D. Adult Code of Ethics | <input type="checkbox"/> I. Judge's Event Preference Forms |
| <input type="checkbox"/> E. Advisor Statement of Assurance
(Permission form/CDC Dress Code) | <input type="checkbox"/> J. Purchase order or check to pay conference registration fees |

Please Note: If you are aware of a special service/assistance need for a disabled member or advisor that is to participate in an activity or event, please notify the NJ DECA office IN WRITING by January 27, 2009.

If you **require** a specific hotel because of a special need, you must contact Debra Rizzo by **December 3rd** to arrange, in advance, for that hotel. Situations that arise after that date must be dealt with on an individual basis and will be determined by hotel availability.

3. Judges

The requirement for recruitment of judges will be three business professionals per chapter attending the conference. Professional judges are individuals in the marketing industries related to the competitive events. School personnel are not considered professional judges. However, since many school officials are interested in assisting at the conference, we will ask if they will serve in other important areas such as the voting sessions, award sessions, etc.

Enclosed in this packet is a sample recruiting letter, directions to the hotel, an event preference form for the judges, and a housing form. Please duplicate these forms as needed. Judges forms are to be mailed by the January 27, 2009 deadline date to:

NJ DECA
Middlesex County College
TSC 200G
2600 Woodbridge Avenue
PO Box 3050
Edison, NJ 08818

4. Chaperones

There is a requirement of one chaperone per every eight students. Chaperones do not pay a conference registration fee. Please avoid using chaperones as judges.

1-8 Members = 1 Chaperone
9-16 Members = 2 Chaperones
17-24 Members= 3 Chaperones

25-32 Members= 4 Chaperones
33-40 Members= 5 Chaperones
41-48 Members= 6 Chaperones

- Chaperones must know where students are during the entire conference.
- Schools without proper number of chaperones will be permitted to have their students compete, but will not be permitted to remain overnight in the hotel. **The hotel will be instructed not to accept the chapter's reservations.**
- Chaperones are to be on hand at all times to supervise the DECA members assigned to them.
- Chaperones may not leave the properties while their students are still at the conference.
- Chaperones are to check each room occupied by the members under their supervision prior to check-out and report any damage to the hotel staff.
- Chaperones are to follow the same code of conduct, code of ethics, and dress code as the students and advisors.

5. Attendance Permission Form, Conduct and Dress Code

Included in this handbook is a copy of the Attendance Permission Form, Practices and Procedures Form and Conduct and Dress Code Form. Advisors must have required signatures from each delegate attending the conference. **These forms must be with the advisor upon arrival for the conference.** An overall verification sheet is to be sent in with registration materials stating that the advisor will bring the needed forms to the conference. Students will not be permitted to participate without these forms.

NO ONE will be admitted to the general sessions unless they are properly dressed!

6. Manuals

All written manuals will be registered at the conference. Do not mail manuals in advance. Each written event must include the written Statement of Assurance form that is included in this handbook, otherwise it will not be judged.

7. Smoking Policy

This is a non-smoking, school activity. Smoking is not permitted in the public areas of the hotel.

8. Voting Delegates

- Your school is entitled to 10% of your Chapter Membership, plus one vote per school based on your membership roster, as voting delegates. Students serving as voting delegates must be registered for the conference and must also be registered for a competitive event.
- **In order for your chapter to be considered eligible to vote, you must submit the Voting Delegate Registration Form with the conference registration packet.**
- THE FOLLOWING REPRESENTS THE NUMBER OF VOTING DELEGATES ALLOWED BY MEMBERSHIP:

1-10	MEMBERS	=	2	VOTES	101-110	MEMBERS	=	12	VOTES
11-20	MEMBERS	=	3	VOTES	111-120	MEMBERS	=	13	VOTES
21-30	MEMBERS	=	4	VOTES	121-130	MEMBERS	=	14	VOTES
31-40	MEMBERS	=	5	VOTES	131-140	MEMBERS	=	15	VOTES
41-50	MEMBERS	=	6	VOTES	141-150	MEMBERS	=	16	VOTES
51-60	MEMBERS	=	7	VOTES	151-160	MEMBERS	=	17	VOTES
61-70	MEMBERS	=	8	VOTES	161-170	MEMBERS	=	18	VOTES
71-80	MEMBERS	=	9	VOTES	171-180	MEMBERS	=	19	VOTES
81-90	MEMBERS	=	10	VOTES	181-190	MEMBERS	=	20	VOTES
91-100	MEMBERS	=	11	VOTES	191-200	MEMBERS	=	21	VOTES
		=							

201-210	MEMBERS	=	22	VOTES
211-220	MEMBERS	=	23	VOTES
221-230	MEMBERS	=	24	VOTES
231-240	MEMBERS	=	25	VOTES
241-250	MEMBERS	=	26	VOTES
251-260	MEMBERS	=	27	VOTES
261-270	MEMBERS	=	28	VOTES
271-280	MEMBERS	=	29	VOTES
281-290	MEMBERS	=	30	VOTES
291-300	MEMBERS	=	31	VOTES
301-310	MEMBERS	=	32	VOTES
311-320	MEMBERS	=	33	VOTES
321-330	MEMBERS	=	34	VOTES
331-340	MEMBERS	=	35	VOTES

2009 NEW JERSEY DECA STATE CAREER DEVELOPMENT CONFERENCE HOUSING INFORMATION

HOTEL REGISTRATION DEADLINE: January 27, 2009

Registration

Each chapter must submit the following forms to the hotel: Student Rooming List and Conference Housing Summary Form for all persons who will be attending the conference. All reservations must be secured with a purchase order or check for at least one night's deposit based on the total number of rooms reserved. Checks and purchase orders must be accompanied by an ST5 Form indicating tax exempt status.

Because of the large number of students attending this conference, students can be placed in Quad or Triple rooms; however, this is a school decision. The hotel will not assist in the filling of Quad and Triple rooms. Everyone will be housed exactly as the housing information is submitted to the hotel.

In order to accommodate as many people as possible at the Crowne Plaza Hotel and the Holiday Inn, double rooms will have one king size bed and triple rooms may in some cases have a king size bed and/or cot/pull out couch. Anyone requesting an **additional cot will pay \$25.00** per night per cot.

Commuting Schools

Commuting schools are **required** to secure at least one hotel room. The room should have adult supervision and may be used to hold coats or as a convenience to commuters. The following ratio applies to commuting schools:

- 1 room is required for chapters with 1 to 20 students attending.
- 2 rooms are required for chapters with 21 to 40 students attending.
- 3 rooms are required for chapters with 41 to 60 students attending.
- 4 rooms are required for chapters with 61 to 80 students attending.
- 5 rooms are required for chapters with 81 to 100 students attending.
- 6 rooms are required for chapters with 101 to 120 students attending.
- 7 rooms are required for chapters with 121 to 140 students attending.
- 8 rooms are required for chapters with 141 to 160 students attending.

Arrival

Check-in is not before 2:00 p.m. You will not be permitted to check in prior to your assigned check-in time. Advisors will check in at the entrance of the hotel where they have been assigned. Advisors will receive four (4) keys for each of their rooms from the staff of the hotel. At that time all reservations will be confirmed. Please understand that the NORMAL hotel check-in time is 4:00 p.m. They will make every effort to have all rooms available for the early arrivals, but you may not get access to all of your rooms if checking in early.

Bell Staff

Limited bell persons will be available to assist with removing luggage from each bus at the entrance and delivering the luggage to the floor of the individual school. You will need to provide your own luggage tags on each piece of luggage if you will require bell staff assistance. The bell staff will handle tagged luggage only. All schools indicating special needs will be provided with the complete cooperation of the bell staff in transporting luggage to the individual guest rooms. Charges for bell staff services are **not included** in the room rate. You should, therefore, be prepared to give the bell staff a deserved gratuity.

Maid Service

Maid gratuities are included in the room rate.

State Career Development Conference 2009 Hotel Information (continued)

Gratuities

Gratuities are included in all the food service prices at the hotel. Please inform the delegates **not** to tip food service personnel.

Room Charges

All guest room phones will be restricted from making outside calls unless otherwise noted by the Front Desk. All messages will be given to the individual guest rooms. Urgent calls will be directed to the DECA State Advisor who will locate the chapter advisor.

All chapter advisors are responsible for all rooms and incidental charges or damages of their students and adult delegates. The hotel requires that each advisor supply a major credit card to be applied to their room. Advisors/chaperones will be required to inspect all rooms prior to departure. The hotel will provide trash liners for debris. These trash bags can be picked up at the front desk or by calling housekeeping. A **\$100 housekeeping labor fee** will be imposed on each chapter not upholding this policy.

Parking

There will be no charge for self-parking in the hotel parking lot. Areas will be assigned for buses in the parking lot. When your bus is scheduled to pick you up on the last day of the conference, please ask the driver of your **bus to provide an identifying sign in the window facing the hotel**. This will expedite departure.

Security

Make sure that all rooms are kept locked at all times. The hotel staff has been instructed not to admit any students without keys to the hotel rooms. If a student does lose a key, replacement room keys may be obtained by the advisor at the front desk.

Students and advisors **must** have name badges on at all times. Additional security has been hired for this conference. ***If a student is not wearing a name badge, security will not allow him/her to have access to the elevators to the hotel rooms.***

Please advise students that tampering with elevators or fire alarms and extinguishers, throwing items from the windows, etc. will not be tolerated. The hotel has strategically placed security cameras inside the hotel and outside in the hotel entrance and parking lot. The hotel will prosecute to the fullest extent of the law. The hotel security staff has the right to ask people to leave the property if they encounter problems.

Please post a 3"x 5" index card on the **inside** of each of your rooms. This card must have each of the students' names occupying the room, plus the chapter advisor's name and room number.

Departure

Check-out time is 12:00 p.m. Students are encouraged to bring their luggage to their advisor's room by 9:00 a.m. on the day of departure. This luggage must be tagged as it was upon arrival, bell staff will handle tagged luggage only. At your request, the bell staff will pick up the luggage and will assist in loading the buses from the appropriate exits. Please be prepared to give the bell staff a gratuity.

A luggage holding room will be designated at the Crowne Plaza from 12:00 p.m. to 6:00 p.m. on February 22th and February 25th and on the day of departure. Any guestrooms that require a late checkout after 12:00 p.m. (noon) on the day of departure will be charged a \$50.00 late checkout fee.

State Career Development Conference 2009 Hotel Information (continued)

Accounting

All incidental charges and final payment are due upon departure. Final payment can be made in the form of cash, credit card or school check. The front desk is open 24 hours. It is suggested that the chapter advisor check with the desk between the hours of 10:30 p.m. and 1:00 a.m. on February 23th and February 26th to expedite departures on the following day. All incidental charges should be settled with the front desk before the final general session on the last day of the conference.

Confirmations

A confirmation of each housing request will be sent to each Chapter Advisor by the hotel. This confirmation will be sent out by **February 17th** from the hotel. ***All rooms will be assigned on a first come, first served basis.*** The Crowne Plaza will be filled first. Once that is filled, the Holiday Inn will get the overflow of rooms as the second hotel. On the housing form you will notice a place where you can choose the hotel in which you would like to be housed, if you have a preference. Otherwise, again, all rooms will be filled on a first come, first served basis. (The Crowne Plaza is also reserved for chapters with state officers and with advisors who have major conference responsibilities.)

*****We may have to fill a third property based on # of reservations*****

Cancellations

Individual reservations cancelled after 12:00 p.m. on February 17, 2009 for the Blue conference and February 19, 2009 for the Gold conference will be charged a one (1) night room rate cancellation fee. All cancellations ***must*** be in writing directly to the Crowne Plaza Attn: Hillary Samad.

Keeping Chapter Rooms on the Same Floor

In order to accommodate your entire chapter on one floor of the hotel—the following possibilities may occur: 1.) there is a possibility that a quad may be a king bed with cots or 2.) there is a possibility that a triple may ultimately be a two bedded room.

These possibilities occur because of the layout of the rooms within the hotel itself. There are different configurations of rooms on each floor. For your information and guidance, the following is the way in which the hotel will assign the rooms:

Single Occupancy – (1) person – King Bed
Double Occupancy – (2) people – Queen Bed or King Bed (NO COT PROVIDED)
Triple Occupancy – (3) people – King Bed plus cot (no extra charge for this cot)
Quad Occupancy – (4) people – Two (2) Double Beds
Rental fee for additional cots requested in a room - \$25.00 per cot per night

All hotel rooms must be paid in advance before the chapter's arrival at the hotel. Before issuing room keys to the chapter advisor, the front desk will insist that all room fees, of the hotel rooms reserved by each chapter for the entire conference, be paid in full.

Number of people per room

In the past, the NJ DECA practice has been that each advisor reserve a single room for him/herself or share a double room with another adult. (Remember, any room with two occupants will be provided with only one bed, unless a cot has been previously arranged through the hotel at a rate of \$25.00 per night.) It has also been a practice to place two students per bed in either triple or quad housing. This would allow for inexpensive housing for students as they would share the cost of the room. However, this is a decision to be made by each individual school. (No more than four people are allowed in a hotel room, per the local fire code.) All rooms can be reserved for one single person each, if that is the preference of the school.

(Check which Division your school is in)

BLUE _____
February 22-24

GOLD _____
February 25-27

**HIGH SCHOOL DECA CONFERENCE REGISTRATION
SUMMARY FORM**

Type and complete all information and return to:

Deadline Date: January 27, 2009

Mrs. Debra Rizzo
NJ DECA State Advisor
Middlesex County College
2600 Woodbridge Avenue
Edison, NJ 08818
Office: Technical Services Center 200G

**Make Checks or Purchase Orders
payable to: NJ DECA**

School: _____ Phone () _____

Advisor(s): _____

School Address: _____

_____ Total Number of Conference Delegates at \$45.00 = \$ _____
(This includes all students who attend the conference)

Although there is no charge for advisors, judges or chaperones to attend the conference – please state the number of those adults who will attend the conference and who will be registered at no charge _____

NO REFUNDS OF REGISTRATION FEE WILL BE GIVEN BY NJ DECA AFTER JANUARY 27, 2009

Please Check One of the Following Arrivals:

Car _____

Bus _____

Van _____

Other _____ (describe)

Indicate what school(s) if any, you will share transportation with: _____

STATE CAREER DEVELOPMENT CONFERENCE
CONFERENCE CHECKLIST
2008-2009

Complete and send the following forms:

NJ DECA Office-TSC 200G
Middlesex County College
2600 Woodbridge Avenue
P.O. Box 3050
Edison, NJ 08818

High School DECA Conference Registration Summary Form

Registration (follow procedure of registration coordinator)

Print out Registration Reports

Special Needs Events Form

Responsibility Statement (if school is assuming responsibility)

Adult Code of Ethics

Advisor Statement of Assurance (Permission form/CDC Dress Code)

Voting Delegate Form

Alternate Voting Delegate Form

Copy of Housing Forms

Judge's Event Preference Forms

Purchase order or check to pay conference registration fees

T-Shirt Order Form

SCHOOL NAME

ADVISOR NAME

STATE CONFERENCE T-SHIRT ORDER FORM
2008-2009

**THE T-SHIRT SIZES THAT ARE NEEDED FOR THE CHAPTER ADVISOR AND STUDENTS
ATTENDING ARE AS FOLLOWS:**

(T-shirts are not provided free for chaperones, please don't include them in this count)

SMALL# _____

MEDIUM# _____

LARGE# _____

XLARGE# _____

XXLARGE# _____

XXXLARGE# _____

SCHOOL NAME

ADVISOR NAME

**SPECIAL NEEDS EVENTS FORM
CUSTOMER SERVICE & SUPERMARKET CAREERS**

I hereby certify that the following student(s) are presently involved with the Child Study Team and have an I.E.P. or 504 Plan on file in the _____ school district. These students therefore qualify to compete in the Customer Service or Supermarket Careers special needs events at the regional and/or state competitions.

Also, please indicate whether your student(s) require any assistance to compete in NJ DECA competitive events. (i.e. Enlarged font size, wheelchair/brace accessibility, etc.)

Name of School _____

Name of Advisor _____

Please check this box if this form does not apply to your school.

This form must be submitted with your registration packet for the state conference.

Student Name

Assistance Required

Signature of Marketing Education Teacher/DECA Advisor

Signature of Child Study Team Member/Director of Guidance

Signature of Administrator

Date

This form replaces the prior Special Needs Request
& Special Needs Statement of Assurance forms

Due Date: January 27, 2009

RESPONSIBILITY STATEMENT

Any damages to any property or furnishings in hotel rooms or building **must be paid for by the individual and/or chapter responsible. Damages are the ultimate responsibility of the advisor and the local school district.**

Each advisor must decide who will be responsible for the rooms that will be occupied by the students and chaperones representing their school. One school official may sign for all students or each parent may sign individually—that is up to the chapter advisor and/or the school administration.

Circle the conference which your chapter will be attending:

GOLD

BLUE

Name of School:

_____ will be responsible for any damages or any incidental
(Parent, Advisor, School Official)

charges incurred by students or _____ of _____.
(Individual Student Name) (School)

If school is responsible, one form may be used for the entire delegation. Attach to Conference Registration Form and mail to State Advisor with conference materials by January 27, 2009.

_____ (School Official Signature) _____ (Date)

If parent is responsible, one form is required for each student delegate attending. Attach each form to the corresponding Student Code of Conduct/Dress Code form(s) and give to State Advisor at conference registration desk at the start of the state conference.

_____ (Parent/Guardian Signature) _____ (Date)

This form is to be completed and returned to Debra Rizzo, NJ DECA State Advisor, as per the instructions above by January 27, 2009 or at the start of the state conference.

High School
State Career Development Conference
Advisor Statement of Assurance
Regarding Delegate Code of Conduct
Permission Form/CDC Dress Code

I certify that an attendance permission form, delegate conduct practices and procedures form, dress code form, and responsibility statement have been completed for each student attending the State Career Development Conference.

Chapter Advisor's Signature

School Name

Please complete and return this form to Debra Rizzo with the state conference registration materials by January 27, 2009.

ATTENDANCE PERMISSION FORM – 2009 State CDC

This is to certify that (Student Name) _____ has my permission to attend the (DECA activity) _____

I also do hereby, on behalf of (Student Name) _____ absolve and release school officials, the DECA chapter advisors and the assigned State DECA staff from any claims for personal injuries or illness, which might be sustained while he/she is en route to and from or during the DECA, sponsored activity.

Emergency Information:	Yes	No
On Medication	_____	_____
Allergies	_____	_____
Medical Restrictions	_____	_____

If you answered yes to any of the above please explain:

Emergency Contacts:

1.	_____	_____	_____
	Name	Relationship to Student	Phone
2.	_____	_____	_____
	Name	Relationship to Student	Phone
	_____	_____	_____
	Family Physician		Phone

I authorize the advisor to secure the services of a physician and/or hospital, and to incur the expenses for the necessary services in the event of accident or illness, and I will provide for the payment of these costs.

We have read and agree to abide by the DECA Code of Conduct. We also agree that the school officials, the DECA chapter advisors, the state DECA staff, or the Conference Conduct Committee, **have the right to send (student name) _____ home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment.**

Student Signature

Parent/Guardian Signature

Phone

Chapter Advisor Signature

School Official Signature

Insurance Company Name

Policy Number

Each chapter advisor is to bring these signed forms from every student attending the conference to the information/registration desk at the start of the state conference. (PLEASE KEEP A COPY FOR YOUR OWN CHAPTER)

NEW JERSEY DECA
DELEGATE CONDUCT PRACTICES AND PROCEDURES – 2009 State CDC

1. The term delegate shall mean any student participant attending the state career development competitive events conference.
2. There will be no defacing of public property. Any damages to any property or furnishings in hotel rooms or building must be paid by the individual and/or chapter responsible. Damages are the ultimate responsibility of the advisor and district.
3. Delegates shall keep their adult advisors informed of their activities and whereabouts at all times. Each delegate should have a written schedule of his/her activities and the adult advisor should have a copy of this schedule.
4. Delegates will spend evenings at their assigned hotel, in their assigned rooms. They will be quiet at curfew and respectful of the hotel guests. All advisors will enforce curfew between the hours of 12:00 a.m. and 6:00 a.m.
5. Conference delegates not staying at the hotel shall be off the grounds of the hotel immediately following the last scheduled event, no later than curfew.
6. No alcoholic beverages and/or controlled dangerous substances, in any form, shall be possessed by the delegates (students, advisors or chaperones) at any time, under any circumstances. Any delegate found to be under the influence of alcohol or a controlled dangerous substance will be immediately reported to his/her school district at which time the school district will follow the state approved policy for controlled dangerous substances (chapter 390).
7. Delegates must be prompt and prepared for all responsibilities.
8. Dating shall be permitted to authorized activities only, and between delegates only.
9. Out of common courtesy to the general public, smoking will not be permitted at the competitive events, awards ceremonies or in inappropriate areas. Conferences are non-smoking activities.
10. No delegate shall leave the hotel, except for authorized events, unless permission has been received from the chapter or state advisor.
11. Delegates are required to be assigned and attend all general sessions and all appropriate conference activities including workshops, competitive events, business meetings, etc. for which they are registered unless engaged in some specific approved assignment taking place at the time.
12. Identification badges will be worn at all times.
13. Chapter advisors are responsible for delegates' conduct.
14. All student delegates shall avoid places and actions which in any way could raise question as to moral character or conduct. Student delegates shall treat all NJ DECA members, judges and guests equally. Student delegates shall not violate any state or federal laws.
15. Delegates violating or ignoring any of the conduct rules as determined by the NJ DECA State Advisor, will subject their entire chapter delegation to be unseated and their candidates or competitive event participants being disqualified. Individual delegates or entire chapters may be sent home immediately--at their own expense. Curfew will be enforced! Disqualification means the student will no longer be eligible to participate in any regional, state or international DECA activity.
16. Delegates will follow the dress code as stated. By state officer mandate, failure to adhere to the dress code at the awards sessions will result in forfeiting of all awards and privileges.
17. Delegates will be financially prepared for all responsibilities.
18. A student delegate shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon NJ DECA.

A student member who violates or ignores any of the Delegate Conduct and Practices as stated in this NJ DECA handbook subjects himself/herself to:

- Being removed from the NJ DECA activity and sent home at his/her own expense after consultation with his/her chapter advisor(s).
- Having any honors and/or office withdrawn.
- Having his entire chapter removed from the conference.

As a student member of NJ DECA, I agree that I must abide by the Delegate Conduct and Practices Procedures.

Delegate signature: _____ Date _____

I/we have read the Delegate Conduct and Practices Procedures and understand that

(student name) _____

must abide by the rules and understand the consequences of violations to this code of conduct.

Advisor signature: _____ Date _____

Parent or Guardian signature: _____ Date _____

School Administrator signature: _____ Date _____

Each chapter advisor is to bring these signed forms from every student attending the conference to the information/registration desk at the start of the state conference. (PLEASE KEEP A COPY FOR YOUR OWN CHAPTER)

NEW JERSEY DECA
DRESS CODE – 2009 STATE CDC

All members must adhere to the following dress code at official DECA functions such as regional and state conferences, competitions and meetings. Members must dress in appropriate business attire as would be worn while working in a professional situation. Blazers are **NOT** a requirement for state competition.

Business attire for females is:

1. Business suit (matching jacket and skirt or pants) and coordinating blouse or shirt.
2. Business type dress including knit dress
3. Business type skirt (no shorter than two inches above the middle of the knee cap), sweater& blouse or shirt
4. Business type dress pants, sweater and blouse or shirt.
5. Business type dress shoes (pumps, heels or flats)
6. Hose (stockings) must be worn with skirts or business shorts
7. Business type shorts suit (business shorts must be no shorter than two inches above the middle of the knee)

Females may not wear the following:

1. Skirts shorter than two inches above the middle of the knee.
2. Low cut fronts, open sides, open backs, see through), tube, halter, strapless, sleeveless or midriff tops.
3. Denim, jean, cocktail, formal or transparent dresses
4. Any shorts other than business shorts (business shorts must be no shorter than two inches above the middle of the knee)

Business attire for males is:

1. Business suit with matching pants, coordinating collared dress shirt, necktie or bow tie
2. Collared dress shirt, pants, necktie or bow tie (coordinating blazer or dress sweater is optional)
3. Dress shoes either laced or slip on.
4. Dress socks must be worn.

Males may not wear the following:

1. String tie
2. Collarless, sleeveless, cut off, golf shirts or bare midriff shirts
3. Shorts of any kind

Male and female may not wear the following:

1. Clothing containing pictures or statements relating to alcohol, drugs or other items which would be considered inappropriate in the home school
2. Sneakers, sandals, open toe shoes
3. Hiking, work, army, cowboy boots
4. Jeans and denim of any color or style
5. Sweat shirts or sweat pants of any type
6. Sunglasses
7. Winter/outdoor wear, (i.e. Outdoor leather denim, jean jackets or coats)

Twenty points will be subtracted for dress code violations in each section of a competitive event (written test, role-plays, or manual interview).

Delegate Signature: _____

Advisor Signature: _____

Parent Signature: _____

Date: _____

Each chapter advisor is to bring these signed forms from every student attending the conference to the information/registration desk at the start of the state conference. (PLEASE KEEP A COPY FOR YOUR OWN CHAPTER)

VOTING DELEGATES FORM - 2009

SCHOOL
NAME: _____

ADVISOR'S
SIGNATURE: _____

CIRCLE:

GOLD

BLUE

NORTH

CENTRAL

SOUTH

I certify that the information given
below is correct and that each student listed
is a member in good standing in DECA

Each school is entitled to one vote per chapter and one vote for every ten members -- only the delegates listed below will be permitted to vote, substitutions are not permitted.

Directions: Type each delegate's name (last name first) and have each student sign in the place indicated.

Delegates will not be permitted to vote unless they have signed this form prior to the state conference.

NAME OF VOTING DELEGATE
TYPED ALPHABETICALLY
(Last Name First)

VOTING DELEGATE'S
SIGNATURE

FOR SIGNATURE AT CONFERENCE
STATE USE ONLY

1

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Please complete and return this form to Debra Rizzo with your state conference registration materials by January 27, 2009.

ALTERNATE VOTING DELEGATES FORM - 2009

SCHOOL NAME: _____ ADVISOR'S SIGNATURE: _____

CIRCLE:

GOLD

BLUE

NORTH

CENTRAL

SOUTH

I certify that the information given below is correct and that each student listed is a member in good standing in DECA

Each school is entitled to one vote per chapter and one vote for every ten members -- only the delegates listed below will be permitted to vote, substitutions are not permitted.

Directions: Type each delegate's name (last name first) and have each student sign in the place indicated.

Delegates will not be permitted to vote unless they have signed this form.

NAME OF VOTING DELEGATE TYPED ALPHABETICALLY (Last Name First)	VOTING DELEGATE'S SIGNATURE	FOR SIGNATURE AT CONFERENCE STATE USE ONLY
--	--------------------------------	---

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____
17	_____
18	_____

Please complete and return this form to Debra Rizzo with the state conference registration materials by January 27, 2009.

CONFERENCE HOUSING SUMMARY FORM

HOUSING SUMMARY Deadline: January 27, 2009
(Check One): BLUE Conference (February 22-24)

GOLD Conference (February 25-27)

Mail Hotel Reservations to:
Ms. Hillary Samad
Group Rooms Coordinator
Crowne Plaza Hotel
2349 West Marlton Pike
Cherry Hill, NJ 08002
856-665-6666 and (fax) 856-662-1414

HOTEL PREFERENCE:
CROWNE PLAZA HOTEL
HOLIDAY INN

The hotels will make every effort to honor your request, based on a first-come, first-served basis. (Please keep in mind that the Crowne Plaza is reserved for chapters with state officers and/or advisors with a major conference responsibility.)

The hotel confirmation will be sent to the chapter advisor indicated below: (Please Type All Information)

Arrival Date: Departure Date:

NAME Telephone # ()

FAX # ()

SCHOOL

ADDRESS NJ (City) (State) (Zip)

Room Tabulation

Room Rates:

Quads @ Crowne Plaza Holiday Inn Hotel \$130.00 or \$110.00 per room per night x nights = \$

Triples @ \$130.00 or \$110.00 per room per night x nights = \$

Doubles @ \$130.00 or \$110.00 per room per night x nights = \$

Singles @ \$130.00 or \$110.00 per room per night x nights = \$

Suite (1) @ \$260.00 1 bedroom & parlor per night x nights = \$ Crowne Plaza only

Suite (2) @ \$390.00 2 bedrooms & parlor per night x nights = \$ Crowne Plaza only

Total Charges \$

Total # Rooms

Total # Student Attendees

Total # Advisors attending

Total # Chaperones attending

CONFERENCE HOUSING SUMMARY FORM – 2009 STATE CDC (continued)

Pursuant to the ADA Act, please indicate below any special needs required by your delegation. This could include a refrigerator for medications, handicap access, or any special need.

Please Check One of the Following Arrivals:

Car _____

Bus _____

School Van _____

List Schools Sharing Your Transportation To Hotel: _____

Please complete and **send a copy** of this form to Debra Rizzo by January 27, 2009 with the state conference registration materials. (THE **ORIGINAL** OF THIS FORM GOES DIRECTLY TO THE CROWNE PLAZA ATTN: HILLARY SAMAD- GROUP ROOMS COORDINATOR)

ROOMING LIST Deadline Date: January 27, 2009

2009 DECA State Career Development Conference

(Please circle one)

February 22, 23, 24 (BLUE Conference)

February 25, 26, 27 (GOLD Conference)

School: _____

Arrival Date: _____

School Address: _____

Departure Date: _____

Advisor(s) : _____

Directions:

1. Form Must Be Typed
2. Must fill in the first and last name of each guest sharing a room.

DO NOT SKIP ANY LINES. DO NOT WRITE ANYTHING BUT NAMES ON LINES

Office Use

ROOM	STUDENT #1	STUDENT #2	STUDENT #3	STUDENT #4	SPECIAL REQUEST	M/F	ROOM
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

2009 DECA State Career Development Conference

(Please circle one)

February 22, 23, 24 (BLUE Conference)

February 25, 26, 27 (GOLD Conference)

School: _____

Arrival Date: _____

School Address: _____

Departure Date: _____

Advisor(s) : _____

Directions:

1. Form Must Be Typed
2. Must fill in the first and last name of each guest sharing a room.

DO NOT SKIP ANY LINES. DO NOT WRITE ANYTHING BUT NAMES ON LINES

Office Use

ROOM	STUDENT #1	STUDENT #2	STUDENT #3	STUDENT #4	SPECIAL REQUEST	M/F	ROOM
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
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39							
40							

USE THIS FORM FOR CHANGES TO BE MADE IN ORIGINAL HOUSING FORM. THIS MUST BE FAXED to the Crown Plaza, Cherry Hill

2009 DECA State Career Development Conference

(Please circle one)

February 22, 23, 24 (BLUE Conference)

February 25, 26, 27 (GOLD Conference)

School: _____

Advisor _____

Date Prepared: _____

Directions:

1. Form Must Be Typed
2. Must fill in the first and last name of each guest sharing a room.

DO NOT SKIP ANY LINES. DO NOT WRITE ANYTHING BUT NAMES ON LINES

Office Use

CHANGE ROOM # From Rooming List	STUDENT #1	STUDENT #2	STUDENT #3	STUDENT #4	M/F	ROOM
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
ADDITIONS	STUDENT #1	STUDENT #2	STUDENT # 3	STUDENT #4		
1						
2						
3						
4						

ADVISOR and CHAPERONE ROOMING LIST. THIS FORM WILL EXPEDITE LOCATION OF ADULTS IN HOTEL

2009 DECA State Career Development Conference

(Please circle one)

February 22, 23, 24 (BLUE Conference)

February 25, 26, 27 (GOLD Conference)

School: _____

Arrival Date: _____

School Address: _____

Departure Date: _____

ROOM	ADVISOR/CHAPERONE #1	ADVISOR/CHAPERONE #2	ADVISOR/CHAPERONE #3	ADVISOR/CHAPERONE #4	SPECIAL REQUEST	M/F	Office Use
							ROOM
1							
2							
3							
4							
5							
6							
7							
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10							
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2009 State Career Development Conference

Dear Judge:

Each year the members of the various Marketing Education Programs across the state of New Jersey participate in a statewide DECA competition. DECA provides an opportunity for students to compete in many marketing fields. The areas of competition range from Advertising to Food Services, Fashion Merchandising to Marketing Management.

In order to offer this unique opportunity for our students, we are in need of business people who would be willing to share their expertise with these students. This year the State Career Development Conferences will be held at both the Crowne Plaza @ Philadelphia/Cherry Hill and the Holiday Inn, also in Cherry Hill. We offer two identical State Conferences to our students and we can use your assistance on either February 23, 2009, or February 26, 2009 (**or both**).

Enclosed is a Judge's Event Preference Form, and a Hotel Reservation Form should you need housing. Please return the **information requested by January 27, 2009, to the addresses on the forms**. Directions to the hotel are included with this letter or call the Crowne Plaza directly at 856-665-6666. If you plan to make reservations by phone with the hotel, please indicate that you will be serving as a judge for the NJ DECA State Career Development Conference.

If you have never had the experience of serving as a judge for one of our conferences, I hope you will be able to fit one of these days into your busy schedule. You will have the opportunity to see the future marketing executives in action! If you have any questions, the Judges Coordinator or I can be reached at 732-906-2584.

Thank you in advance for your help to make this competition the best we could possibly offer our bright young students. I hope you will be able to assist us!

Sincerely,

Debra A. Rizzo

Debra Rizzo
New Jersey DECA State Advisor/Project Director

JUDGE'S EVENT PREFERENCE FORM
NJ DECA STATE CAREER DEVELOPMENT CONFERENCE
2009

Please return this form by January 27, 2009 to:

Mrs. Debra Rizzo
New Jersey DECA State Advisor
Middlesex County College
2600 Woodbridge Avenue
Edison, NJ 08818
Office: Technical Services Center 200G

Please Type:

Name of School who contacted you: _____

Judge's Name: _____ Title _____

Company you represent: _____ Phone () _____

Business Address:

(Street) (City) (zip)

Home Address:

(Street) (City) (zip)

Home Phone () _____ (To be used for cancellation due to weather)

Check Appropriate Date(s) on which you will serve as a judge: _____ February 23, 2009 _____ February 26, 2009

Served As A Judge In The Past? Yes _____ No _____

Which Competitive Areas? _____

Your Area of Expertise: _____

Would be interested in judging a written event? _____ Yes _____ No

The importance of judges cannot be minimized. Your participation is vital to the success of the conference, if we are to provide our students with a meaningful experience!

JUDGE'S EVENT PREFERENCE FORM
NJ DECA STATE CAREER DEVELOPMENT CONFERENCE
2009

Please number three areas (in order of preference) from the list below to indicate which event you might want to judge:
1, 2, and 3

- | | |
|---|---|
| <input type="checkbox"/> Accounting Applications | <input type="checkbox"/> General Marketing |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Hospitality Services/Hotel & Lodging |
| <input type="checkbox"/> Automotive Services | <input type="checkbox"/> International Marketing |
| <input type="checkbox"/> Apparel and Accessories | <input type="checkbox"/> Management |
| <input type="checkbox"/> Business Services | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Business Law and Ethics | <input type="checkbox"/> Quick Serve Restaurant |
| <input type="checkbox"/> Buying and Merchandising | <input type="checkbox"/> Restaurant & Food Service Mgt. |
| <input type="checkbox"/> Customer Service (special needs) | <input type="checkbox"/> Retail Merchandising/Marketing |
| <input type="checkbox"/> Internet Marketing | <input type="checkbox"/> Sports and Entertainment Marketing |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Supermarket Careers (special needs) |
| <input type="checkbox"/> Fashion Merchandising | <input type="checkbox"/> Technical Sales |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Travel and Tourism Marketing |
| <input type="checkbox"/> Food Marketing | |

Would you be willing to read and evaluate our written manuals (30-page research papers) overnight on the night of February 22nd or February 25th?

NO _____ YES _____ if yes, which night(s) _____

Representing: _____
(School Name)

Teacher: _____
(DECA Advisor)

**NJ DECA STATE CAREER DEVELOPMENT CONFERENCE
JUDGES' HOUSING RESERVATION FORM – 2009**

Mail to:
Ms. Hillary Samad
Group Rooms Coordinator
Crowne Plaza Hotel
2349 W. Marlton Pike
Cherry Hill, NJ 08002
856-665-6666
856-662-1414 (FAX)

Deadline Date: January 27, 2009

Please Read Carefully:

1. Please print or type to assure accuracy.
2. Complete each part in detail for correct and rapid processing.
3. All confirmations will be sent directly to the individual listed below.
3. Reservations at the conference rate will not be accepted by phone or letter.
5. Judges must **send a deposit of one night's stay with your reservation** or it will not be honored.
6. Judges will be assigned to either the Crowne Plaza or Holiday Inn as space allows.

Conference rates for rooms: Crowne Plaza Hotel - \$130.00 Holiday Inn - \$110.00

Confirmation for room reservation will be sent to: (please print)

NAME _____
(First) (Last)

TITLE _____

ADDRESS _____

(City) (State) (Zip)

PHONE: () _____

Please reserve the following accommodation(s) for:

NAME: _____ M/F
(Last) (First)

(Last) (First)

Check One: Double ____ Single ____

Note: Reservations will be held until 6:00 P.M. unless special arrangements are made directly with the hotel after you have received your confirmation.

Arrival Date _____ Departure Date _____

DIRECTIONS TO THE HOTELS FOR THE NEW JERSEY DECA STATE CONFERENCES

CROWNE PLAZA
2349 W. Marlton Pike
(located at Route 70 at Cuthbert Boulevard)
Cherry Hill, NJ 08002
(856) 665-6666

Directions

FROM PHILADELPHIA (Center City and Amtrak's 30th Street Station)

Take 676 East to the Ben Franklin Bridge. Follow Route 30 East to Route 70 East to the Hotel on your right. (approximately 8 miles)

FROM TRENTON, NJ

Take Interstate 295 South to Exit 34B (Cherry Hill/Route 70 West). Proceed approximately 4 miles on 70 West to Cuthbert Blvd./Collingswood Exit. Hotel is on left. (approximately 35 miles)

FROM ATLANTIC CITY AND SOUTH JERSEY

Take the Atlantic City Expressway to Route 42 North to Interstate 295 North to Exit 34 (Cherry Hill/Route 70 West). Proceed on Route 70 West approximately 4 miles to the Cuthbert Blvd./Collingswood Exit. The Hotel is on the left. (approximately 62 miles)

FROM NEW YORK CITY AND NORTH JERSEY

Take the New Jersey Turnpike South to Exit 4. After the toll, take Rt. 73 North to Interstate 295 South. Exit at 34B (Cherry Hill/Route 70 West). Proceed on Route 70 West approximately 4 miles to the Cuthbert Blvd./Collingswood Exit. The Hotel is on your left. (Approximately 85 miles from New York City)

.....
Holiday Inn

Route 70 & Sayer Avenue
Cherry Hill, NJ 08002
856-663-5300

Trenton, NJ

Take I-295 south to exit 34B, that will put you on Route 70 west, follow for approx. 3 miles, hotel is on the left, to the Cornell Avenue jug-handle. Take the jug-handle at Cornell Avenue to bring you back around and the hotel will be on the right adjacent to Red Hot & Blue.

Approx. 35mi - 45 min.

Atlantic City / South Jersey

Take the Atlantic City Expressway to the North/South Freeway to I-295 north to exit 34B. This will put you on Route 70 west. Follow for approx. 3 miles, hotel is on the left, to the Cornell Avenue jug-handle. Take the jug-handle at Cornell Avenue to bring you back around, and the hotel will be on the right adjacent to Red Hot & Blue

Approx. 55mi - 1 hr. 15 min.

New, York/North Jersey

Take the New Jersey Turnpike to exit 4, then take Route 73 north to Route I-295 south to exit 34B. This will put you on Route 70 west. follow for approx. 3 miles, hotel is on the left, to the Cornell Avenue jug-handle. Take the jug-handle at Cornell Avenue to bring you back around, and the hotel will be on the right adjacent to Red Hot & Blue.

Approx. 85mi 1 hr. 30 min. (from New York City)

**STATE
SCHOLARSHIP
APPLICATION**

NEW JERSEY DECA STATE SCHOLARSHIP

The State Association of New Jersey DECA has instituted six (6) educational scholarships (3 for each division **BLUE & GOLD**) to be awarded to any high school senior (graduating) member of New Jersey DECA. The amounts awarded are \$1,500 for First Place, \$1,000 for Second Place and \$500 for Third Place. The purpose is to help further the education of worthy members of New Jersey DECA in any accredited two year or four-year institution (including students who enter the US Armed Forces) in marketing, management or merchandising, or to prepare for careers in the teaching of marketing education. However, students need not apply to college as Marketing Education majors.

The scholarship is awarded based on need, participation in DECA and other activities, and character. In addition, each applicant is required to submit a personal letter outlining the applicant's plans for the future, interests, and activities. Applications and supporting materials will be reviewed and rated by a committee established by the New Jersey DECA State Advisor. **If there is missing or incomplete information you will NOT be considered for the scholarship(s).**

There is no limit to the number of eligible students that may apply for the scholarship from any local New Jersey DECA Chapter. Send all applications and required materials to:

Mrs. Debra Rizzo
New Jersey DECA State Advisor
Middlesex County College
2600 Woodbridge Avenue
Edison, NJ 08818
Office: Technical Services Center 200G

Note: It is the responsibility of the scholarship winner to notify, in writing to the New Jersey DECA State Advisor, the legal name and address where the scholarship is to be sent and the social security number of the winner. The scholarship check will be sent directly to the student at their home address. A follow-up letter will be sent to each scholarship recipient following the state career development conference detailing the required information and deadline date.

THE VAL DURKAC MEMORIAL AWARD SCHOLARSHIP

The New Jersey DECA State Officers offer two additional scholarships. They will each be called **THE VAL DURKAC MEMORIAL AWARD**. Mr. Val Durkac was a Marketing Education teacher and coordinator for 35 years at Monmouth Regional High School. He passed away in July of 2001. His dedication and commitment to the students of Monmouth Regional High School and to the members of NJ DECA during his 35-year career as well as his active and concerned professionalism will be greatly missed and will be honored with these scholarships in his name. These scholarships will consist of one \$1,000 Blue and one \$1,000 Gold division scholarship winner. The same above information and forms will be used to select the winners of these scholarships. (YOU MUST SUBMIT A SEPARATE APPLICATION FOR THIS SCHOLARSHIP)

Application Deadline Date: January 27, 2009

NEW JERSEY DECA SCHOLARSHIP

Character & Backup Information

There Are Two Parts To The Evaluation On Character

1. A personal letter or essay that covers the following points:
 - a. Why you plan to further your education.
 - b. Why you chose or are choosing the particular college or institution.
 - c. What vocation you plan to pursue and why.
 - d. An indication of your need for this scholarship.
 - e. Your interests, hobbies, abilities, etc.
 - f. How you feel DECA activities have helped you.
 - g. Anything else of interest about yourself that may support your application.

This letter or essay must be typed, and double-spaced and may be no more than two pages.

2. Letters of recommendation from your employer (if you are employed*) and two of the following sources:
 - a. Guidance Counselor, other than reference used in application.
 - b. Teacher other than your Marketing Education Teacher/Coordinator, other than reference used in application.
 - c. Principal

The Screening Committee relies completely on the application and the materials provided in the application packet. No family members may be used as references. It is also the responsibility of the scholarship winner to notify the State Advisor in writing regarding where the scholarship is to be sent. Failure to do so will result in a loss of the scholarship.

A parent or guardian as well as a school administrator must sign this application, after reading it, to verify that all information is true to the best of their knowledge.

*There is not a penalty if the student is presently not employed.

NEW JERSEY DECA SCHOLARSHIP APPLICATION

Academic Year: 2008 to 2009

Date of Application_____

Please read the application carefully. Answer all questions on the application. All of the information given in the application, including academic performance records, are strictly confidential.

Please Type:

Applicant's Name_____

Address_____

Phone () _____ (City) _____ (State) _____ (Zip)

Date of Birth_____

Graduation Date _____ Social Security # _____

Marketing Education Information

Are you enrolled in: _____ ME I _____ ME II _____ ME III _____ OTHER (describe)

Are you in a School-to-Work program? Yes _____ No _____

Does your school have a school store? Yes _____ No _____

Do you work in the school store? Yes _____ No _____

If no, State Reason _____

Employment or positions held while enrolled in the Marketing Education program:

Name of Company	Supervisor	Your Job Title	Dates
-----------------	------------	----------------	-------

College or Institutions where student has applied:

First Choice _____ Accepted____ Rejected____ No reply yet____

Second Choice _____ Accepted____ Rejected____ No reply yet____

Third Choice _____ Accepted____ Rejected____ No reply yet____

Prospective Major_____ Expected Course Duration_____

SCHOLARSHIP AND FINANCIAL AID APPLIED FOR:

List all other scholarships applied for and indicate if received:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

DECA INFORMATION

Name of Chapter: _____

Number of years in DECA: _____ Present year grade in high school _____ (must be in grade 12)

Offices held in DECA: _____

List the DECA activities in which you have been involved:

- 1. _____ 4. _____
- 2. _____ 5. _____
- 3. _____ 6. _____

(You may give more details on a separate sheet.)

DECA Competitions

List the areas in which you have entered in competition.

- 1. _____ 4. _____
- 2. _____ 5. _____
- 3. _____ 6. _____

DECA Awards And Honors

- 1. _____ 4. _____
- 2. _____ 5. _____
- 3. _____ 6. _____

Other activities (school, church or social)

- 1. _____ 3. _____
- 2. _____ 4. _____

Offices held in these organizations

REFERENCES

Please give the names, addresses and telephone numbers of three people to whom the Screening Committee can refer. Include one reference from Marketing Education, one from a current employer and one from a school Guidance Counselor or teacher.

Marketing Education Reference:

Name: _____
Address: _____

(City) (State) (Zip)
Phone: () _____ Profession _____

Current Employer Reference (if employed):

Name: _____
Address: _____

(City) (State) (Zip)
Phone: () _____ Profession _____

Counselor/Teacher Reference:

Name: _____
Address: _____

(City) (State) (Zip)
Phone: () _____ Profession _____

ACADEMIC RECORDS

Please request the Guidance Office of your high school to forward a transcript of your records, including your latest grades and SAT scores by the deadline date to:

Mrs. Debra Rizzo
NJ DECA State Advisor
Middlesex County College
2600 Woodbridge Avenue
Edison, NJ 08818
Office: Technical Services Center 200G

Attach all character and backup information and Scholarship Data Sheet to this application.

SCHOLARSHIP DATA SHEET - 2009

Attach this page when signed as the first page of your New Jersey DECA Scholarship Application.

I attest that all the information in this application is true to the best of my knowledge.

Signature of Applicant _____ Date _____

Signature of Parent/Guardian _____ Date _____

Signature of School Administrator _____ Title _____

Type the following information:

Check the Division of NJ DECA that your school is in:

Blue Division _____ **Gold Division** _____

High School: _____

Social Security Number: _____

Name of school/college that you will be attending in the coming year:

Address: _____

_____ (City) (State) (Zip)

For Screening Committee Only

Scholarship Data Sheet	Incomplete _____	Complete _____
Application	Incomplete _____	Complete _____
Personal Letter	Included _____	Not Included _____
Letters of Recommendation	Employer _____ (if employed)	
	(Two of the following)	
	Guidance Counselor _____	
	Other Teacher _____	
	Principal _____	

Ranking _____

**STATE
OFFICER
CANDIDATE
INFORMATION**

INFORMATION FOR NEW JERSEY DECA OFFICER CANDIDATES - 2009

ARE YOU READY TO BE A NEW JERSEY DECA STATE OFFICER?

Before you answer this question there are several others you should answer first.

- Am I physically and mentally ready for the hard work and dedication that it takes to be a successful State Officer?
- Am I a self-starter, the kind of person others can depend upon to carry out the duties of an office without a great deal of supervision?
- Am I willing to spend the time required to complete the many tasks expected of a state officer?

Do I possess the personal assets of:

Social Maturity

Leadership

Excellent Communications Skills

Critical Thinking Skills

Initiative Problem Solving Skills

Integrity

Enthusiasm

Self-Control

If you answered “yes” to all these questions **You may be state officer material!**

ARE YOU ELIGIBLE TO RUN FOR OFFICE?

Yes, if you are currently all of the following:

1. Active dues paying student member of DECA (may not be a Senior)
2. Are participating in the co-curricular Marketing Education Program of DECA
3. Have a minimum 2.75 grade point average based on “A” letter grade equivalent to 4.0 for the last six marking periods.

If you fit the above requirements, you may apply to become a candidate for a New Jersey DECA state office.

WHAT DO YOU NEED TO APPLY FOR OFFICE? - 2009

Provide the following candidate backup materials as a complete packet in the order given below:

1. State officer candidate application with signatures as required.
2. A letter of intent to include your involvement with business, school and other groups as related to marketing education and DECA. Explain your goals and objectives and why you want to run for office. Letter should be single spaced, one page and typed.
3. Letter of approval from your Chapter Advisor.
4. Letter of approval from your School Principal.
5. Official transcript with school's official seal. The transcript must have a written description of explanation of the grading procedure. The grading procedure should explain the grades in relation to A, B, C, D, and failing. If the school system's grading procedure grants incomplete as a grade, the "I" must be verified as a NO Grade or Failing.
6. State Officer Candidate Agreement and Officer Code of Conduct form with all signatures.
7. Resume (maximum of two pages) of activities completed in high school and Marketing Education courses taken.

Candidate applications will not be processed unless all of the above items are included.

Deadline Date: December 16, 2008

WHAT HAPPENS NEXT?

If all of the potential candidates materials have been receive by the deadline and are complete, the candidate and his/her Chapter Advisor will be asked to attend the State Officer Candidate Screening Session. Student candidate chapter advisor, a parent, or a district administrator **must** attend the screening session with their students.

All materials to complete the application process, must be mailed to:

Mrs. Debra Rizzo
NJ DECA State Advisor
Middlesex County College
2600 Woodbridge Avenue
Edison, NJ 08818
Office: Technical Services Center 200G

FOR WHICH OFFICE MAY I RUN? - 2009

Potential candidates will be asked to indicate which office they seek on the application. The present State Officers, serving as the Nominations Committee, will recommend a slate of candidates for State Office. The State Advisor will make the final decision regarding all eligible candidates for the slate.

New Jersey DECA State Offices

State President

Northern Region Vice President
Blue/Gold

Central Region Vice President
Blue/Gold

Southern Region Vice President
Blue/Gold

State Recording Secretary

State Communications Secretary

State Treasurer

The State Advisor reserves the right to fill vacant offices as needed.

WHAT HAPPENS AT THE SCREENING SESSION? - 2009

There Are Three Stages To The Screening Process:

1. STATE OFFICER CANDIDATE EXAMINATION, a 50 question, multiple choice, written test. The exam will cover such areas as knowledge of DECA, competitive events, leadership and parliamentary procedure. All questions will be taken from the following sources:
 - The New Jersey DECA state handbook
 - The 2008-2009 DECA Guide
 - Robert's Rules of Order, newly revised

A minimum test score of 60% correct will be required for a student to progress to the next stage of officer candidacy.

2. STATE OFFICER CANDIDATE INTERVIEW. The Nominations Committee will interview all potential candidates. The members of the Nominations Committee are the current State Officers and the State Advisor. The evaluation sheet which follows will help candidates prepare for the interviews.

If a candidate is **not in attendance** at the screening session, he/she **will be disqualified** unless the committee feels the individual has a reasonable excuse. NOT ACCEPTABLE:

(a) conflicts with sports events, (b) could not find location, (c) forgot to check schedule.

Women may carry purses, if they wish, to the nominating interview. Otherwise, no materials are to be taken to the interview.

3. EVALUATION/RANKING. The Nominations Committee will rank the candidates based on the interviews, the examination, the application and the essay, providing that all other qualifications have been met. All applicants must understand that the office for which they decide to run **may NOT be the office to which they are assigned by the Nominations Committee**. Only candidates interviewed by the Nominations Committee will be qualified for state office.

Advisors of qualified candidates will be notified in writing after the screening as to whether or not the applicant is a candidate and for which state office he/she will be running. Once a candidate has been declared for an office, he/she DOES NOT have the option of changing his/her decision and run for another office.

Those candidates who qualify to run for state office must attend **both** of the NJ DECA State Conference election sessions.

STATE OFFICER CANDIDATE INTERVIEW RATING SHEET - 2009

NAME	OFFICE SEEKING										
1. PRE-INTERVIEW	10	9	8	7	6	5	4	3	2	1	
Introduced self properly											Physically poised and ready
Stated the office seeking											Stood until invited to sit down
Spoke clearly and forcefully											
Good first impression											POINTS _____
2. APPEARANCE	10	9	8	7	6	5	4	3	2	1	
Good color coordination											Hair clean and neat
Clothing clean and well pressed											Facial appearance is clean and natural
Wore DECA Blazer											Pleasant smile
Good posture											POINTS _____
3. ATTITUDE	10	9	8	7	6	5	4	3	2	1	
Attentive											Alert and responsive
Enthusiastic											Sincere and conscientious
Self-confident (supports own convictions)											Competitive and open-minded
Socially at ease and comfortable											POINTS _____
4. PROFESSIONAL MANNER	10	9	8	7	6	5	4	3	2	1	
Courteous											Ability to remember names
Poise											Sense of humor
Ability to take criticism											Conversational
											POINTS _____
5. SPEECH	20	19	18	17	16	15	14	13	12	11	
	10	9	8	7	6	5	4	3	2	1	
Proper grammar											Word selection
Good diction											Appropriate use of gestures
Speaks clearly and smoothly											Good eye contact
											POINTS _____
6. QUESTION RESPONSE	30	29	28	27	26	25	24	23	22	21	
	20	19	18	17	16	15	14	13	12	11	
	10	9	8	7	6	5	4	3	2	1	
Organization of answer											Thinks question through before answering
Precision of word usage											Answers are logical and reasonable
Maintains Cool											Answers questions directly and readily
(concise, speaks to the point)											Interesting to listen to
doesn't get flustered or shaken)											POINTS _____
7. POST INTERVIEW	10	9	8	7	6	5	4	3	2	1	
Thanked the committee											Left promptly
Remained poised											Still eager
											POINTS _____
TOTAL POINTS _____											

Please make additional comments on reverse side.

Timetable for 2009-2010 Potential State Officer Candidates

- December 16: Last day for accepting completed application forms and required supporting data into the NJ DECA state office.
- January 15: State Officer Candidate Examination and Screening Interviews at North Brunswick High School, Route 130 and Raider Road, North Brunswick, NJ
- February 22 through February 27: 2009 NJ DECA State Career Development Conferences dates when State officer candidates are expected to be present to participate in State Officer Candidate activities:
- 2/22/09 } Opening Sessions and
 - 2/25/09 } Introduction of Candidates

 - 2/23/09 } Meet The Candidates Sessions and
 - 2/26/09 } Campaign Booth and Elections

 - 2/27/09 } Closing Session and
Announcement of 2009-2010 State Officers
- April 2: 2008-2009 and 2009-2010 State Officer Transition Meeting
- April 29 through May 2: 2009 International Career Development Conference – Anaheim, CA
Including required participation in the State Officer Leadership Academy as well as representing NJ DECA as a voting delegate
- June 3: State Officer Installation Banquet (Forsgate Country Club)
- Summer 2009: State Officer Training (date and location to be announced)

OFFICER CANDIDATE ADVISOR REQUIREMENTS - 2009

The Chapter Advisor of each state officer candidate will be briefed on the extraordinary requirements and duties for which they are assuming responsibility when acting as Advisor to a state officer. These duties and responsibilities, not the least of which is a **commitment** to provide their officer with transportation combined with **an unusual amount of additional time and effort**, must be given a priority. The rewards, training and growth experienced by state officers and their Advisors are valuable experiences.

It is an honor for the local chapter to provide a member to serve as a state officer.

Advisors are required to attend or, on occasion, provide a chaperone to accompany their student(s) to the following activities:

1. Officer Candidate Interview
2. State Officer Candidacy Sessions at the two State Career Development Conferences
3. Officer Transition Meeting
4. Officer Installation Banquets (both, as they are incoming and outgoing)
5. Officer Training Sessions (generally a summer activity)
6. Officer Meetings (conducted a minimum of once a month)
7. Chapter Officer Leadership Training Workshop (COLT Conferences)
8. Regional, State, NARCON and International Conferences
9. State Career Development Conference Planning Session (held in December)
10. Special State/Regional Ceremonies (as required)
11. Department of Education sponsored Conference(s).

Parents, school administrators, or marketing teachers from the same school are acceptable chaperones. Advisors and/or chaperones are expected to provide their students with assistance when requested by the student(s) or state staff. District and advisor agreement and acceptance of this responsibility is indicated in completion of the application.

Student Signature: _____

Parent/Guardian Signature: _____

Advisor Signature: _____

School Administrator signature: _____

Date: _____

**NEW JERSEY DECA
STATE OFFICER
CANDIDATE APPLICATION (2009)**
(Please Type All Information)

Name: _____

School: _____

Office: _____

Seeking: _____

Region: North Central South
Division: Blue or Gold

Home Address: _____

School Phone: _____

City _____ State _____ Zip _____

Home Phone: _____

Date of Application: _____

Grade Point Average: _____

DECA Offices Held: _____

DECA Honor or Awards: _____

Other Activities	Organization(s)	Office(s) Held

Marketing Classes Taken: _____

Assurances: (Please complete this section with your Advisor and Parent/Guardian.)

	YES	NO
1. If the committee recommends you for an office other than the one which you have indicated, do you agree to abide by the committee's decision?	___	___
2. Do you agree to attend all meetings and meet all officer obligations?	___	___
3. Do you agree to abide by all campaign rules and regulations?	___	___
4. Do you agree to exhibit a professional attitude and behavior as determined by the		
5. New Jersey DECA Advisor, and further agree to accept removal from office if the State Advisor determines your behavior to be other than professional?	___	___
6. Does your local chapter, local chapter advisor, school district administration, and local school board, and family agree to support you if elected to state office?	___	___
7. I certify that I am an active member of NJ and National DECA and that all information on this application and on my candidate backup materials which I am submitting are factual as presented.	___	___

I have read and fully understand the statements I have completed above and agree to abide by the final decisions of the NJ DECA State Advisor

Chapter Advisor

Student Candidate

Student's Parent(s)/Guardian

School Administrator

Name: _____

School: _____

Being a DECA State Officer is both an honor and a working commitment. Each year only seven people are elected by the student members to represent them on the state level. The primary role of a DECA State Officer is to be an ambassador for the organization.

1. State officers must represent thousands of New Jersey DECA members, not solely the members of his/her chapter and/or region.
2. The entire organization will be judged by other people’s impression of you. Consequently you must always be mindful of the image you project in appearance, in speaking and in manners. State officers must conduct themselves in a mature, business like manner at all times.
3. State officers representing New Jersey DECA are expected to wear DECA blazers at all times. An officer must be neat, honest, intelligent and responsible with a well-developed sense of right and wrong and willingness to maintain the integrity of DECA and their office. They must have the fortitude to carry out all obligations even when alone.
4. State officers must maintain at least a 2.75 cumulative average during their term. Keep in mind that DECA does not take preference over your education.
5. State officers and candidates will abide by all of the policies described in the DECA State Officer Code of Professional Conduct.
6. The example that you set will affect each member’s enthusiasm, involvement, and emotions toward DECA through its many members. In reaching for higher goals in self-improvement, so you will instill in those you meet the desire for self-improvement and the attainment of higher goals.
7. State officers and candidates make a commitment of time and energy for sixteen months.
8. State officers must attend all planned activities. Each chapter advisor or (in an emergency) a qualified representative will chaperone his/her student (state officer) to all activities. If a state officer is absent from three or more activities, the State Advisor may replace or dismiss the student from office. This is the decision of the State Advisor. The state officers must attend the following conferences, workshops and meetings:

- 2008-2009 and 2009-2010 State Officer Transition Meeting
- 2009-2010 State Officer Installation Banquet
- Summer Leadership Training/Planning Session
- NJ Department of Education Conference(s)
- New Jersey DECA Chapter Officer Leadership Workshops (COLT)
- Southern-North Atlantic Regional Conference (SONAR)
- New Jersey DECA State Conference Planning Session
- Regional Conferences (as required)
- State Officer Candidate Screening Sessions
- NJ DECA State Career Development Conferences (both)
- 2009 and 2010 DECA International Career Development Conferences (must participate in LEAD or SMI)
- National Officer Candidate speeches and meet the candidate sessions at ICDC
- National Officer Election session at ICDC (NJ has 13 votes, the NJ President will designate one officer as an alternate)
- State Officer monthly meetings
- President must attend NJ DECA Advisory Committee monthly meetings
- President must also attend NJ CTSO Leadership Council quarterly meetings

9. The School Board of Education must be made aware of the state officer candidate’s interest in running for a position, so that the Board is supportive of the student’s activities, both financially and in spirit. Signature of the school official (on the following page) is verification of this notification and support.
10. Behavior of state officers is crucial to the success of New Jersey DECA. Behavior which is unbecoming a New Jersey DECA State Officer as determined by a committee of the officers or the state advisor will not be tolerated. Failure to comply with these principals/behaviors will result in the disqualification of candidates and dismissal of the State Officer by the State Advisor and/or a committee of state officers and chapter advisors based on the New Jersey DECA constitution.

If you are willing to abide by the above statement and believe in the goals of DECA, sign below indicating your agreement to conduct yourself as described above. Please secure the required signatures as indicated below:

Student Signature

Chapter Advisor Signature

Parent/Guardian Signature

School Principal or Superintendent Signature

DECA, INC.
STATE OFFICER CODE OF PROFESSIONAL CONDUCT - 2009

As the elected representatives of the student members of DECA's High School Division, State Officers assume and accept a high degree of responsibility to conduct themselves in a manner that brings credit to themselves, the organization and the members.

By signing this State Officer Code of Professional Conduct, individual officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a state officer. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered as all-inclusive.

Category 1. Professional Responsibilities and Standards

As a State Officer, I will:

Abide by the State Officer Dress Code while representing the association.

- A. Complete and submit all reports and assignments on time and correctly formatted.
- B. Attend and participate in all called meetings and conferences.
- C. Comply with all conference rules and regulations including curfews, dress codes, etc.
- D. Follow instructions given by the State Advisor or his/her designee.
- E. Not use tobacco products while in the presence of student members or advisors.
- F. Not use profanity or other vulgar or inappropriate language or behavior.
- G. Not lie, cheat or steal (that is not a Category 2 offense).
- H. Not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a State Officer (follow the higher standard of conduct of either the function or the State Officer Code of Conduct).
- I. Obtain advance approval from the state officer liaison for all activities where the officer is representing DECA. Officers may not independently solicit invitations to meetings or conferences.

Category 2. Conduct Unbecoming a State Officer

As a State Officer, I will not:

- A. Violate the Law, including but not limited to:
 - 1. Consuming or possessing alcoholic beverages or other controlled substance.
 - 2. Theft or other felony crimes
- B. Represent someone else's work as my own.
- C. Engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written or verbal comments and all forms of physical contact).
- D. Discriminate against others.
- E. Violate one or more of the Professional Responsibilities and Standards.

Violations of the State Officer Code of Professional Conduct may result in removal from office. A violation does not necessarily have to be associated with the officer's representation of DECA. Violations will be documented and penalties assessed in accordance with Article VI in the New Jersey DECA Constitution.

The state advisor and officer will be notified in writing of any violation when the penalty is assessed.

I _____ of the _____ division, understand and agree to this Code of Conduct:

Officer Signature

Date

I have read the above and understand this code of conduct as it pertains to the state officer candidate.

Parent/Guardian Signature

Date

Chapter Advisor Signature

Date

School Official Signature

Date

NOTE: This form is to be signed by all officer candidates, their advisor, parent and school official as part of their application for state office.

Page 2 of 2
STATE OFFICER INFRACTION POLICIES AND PROCEDURES - 2009

An infraction of the State Officer Agreement and/or Code of Professional Conduct may result in the dismissing of the offending officer.

The policy whereby a state officer may be relieved of duty is:

- (1) The state advisor will send a written notice, by certified mail, to the officer within one (1) week after the infraction. The notice will point out the officer's infraction and request a letter of the officer's intent to continue as an officer. Said letter must be sent to the state advisor within ten (10) days of receipt of the notice of infraction.

An improvement must be shown within two (2) weeks of receiving the notice of infraction.

- (2) Should the officer's performance not improve within two (2) weeks after the infraction, the State Officer Action Team, the state Advisory Committee and New Jersey DECA will consider the office vacant.
- (3) The officer will receive a written notice of removal from the State Advisor. The State Advisor will be responsible for filling the vacancy in accordance with the NJ DECA Constitution.
- (4) Copies of all the above written communications will go to the New Jersey State Department of Education, DECA Advisory Committee and DECA Chapter Advisor of the school at which the officer is a student.

OFFICER DRESS CODE

Female Officers

Professional Business: DECA blazer, shell, skirt, hosiery and shoes
Business Casual khaki pants and polo shirt, hosiery and shoes

Male Officers

Professional Business: DECA blazer, dress shirt, tie, dress slacks, hose and shoes
Business Casual: khaki pants, polo shirt, hosiery and shoes

STATE OFFICER ELECTIONS -2009

Elections will be held at the New Jersey DECA State Career Development Conference.

Voting:

The Nominations Committee will determine those individuals who are qualified for state officer candidacy. Only candidates declared eligible can seek nomination. The number of total votes allowed each chapter is listed in the NJ DECA Handbook. Voting will be by secret ballot and votes from each chapter may be divided among the candidates for any given office. They do not have to be a "block" decision. Voting will only be allowed from designated voting delegates. Candidates declared eligible will be announced at the opening sessions. It will not be necessary for candidates declared eligible to be nominated from the floor.

Campaigning:

Election Campaigning will be allowed at assigned tables only. No candidate may spend more than a total of \$200.00 per conference on campaign materials. (This is a total of \$400.) Candidates must keep and bring to the conference original receipts for all their campaign materials and turn them in to the elections chairperson before the "Meet the Candidates" session.

No campaign or candidate sponsors of any kind are permitted (such as school stores, school administrative entities or "booster" type clubs, vendors, advisors, parents, training station sponsors, etc., to name a few.) If any outside celebrities are hired, the cost factor MUST stay within the \$400 total value, and the time may not be donated. No campaign materials may be donated or provided at a cost below their fair market value. Funds can be raised by traditional fund raising.

No damage may be caused to any hotel property or the property of others as a result of campaigning. No materials of any kind are to be affixed in any way to hotel property or any property in the vicinity.

Each candidate's local Chapter and Chapter Advisor are responsible for disposing of any campaign materials immediately after the election session and for any expenses incurred as a result of their candidate's campaign.

Each candidate will be expected to attend the Meet the Candidates session of both State Career Development Conferences in order to be introduced to all of the voting delegates, present a brief speech (maximum 3 minutes) and answer any questions. The topic for each candidate's speech will be "This is who I am, this is a description of me, and what I will do for NJ DECA if elected."

State Officer Elections (continued) - 2009

Rules to remember:

1. There is to be no campaigning at the Meet the Candidates Session.
2. Each State Officer Candidate must compose a goal statement/fact sheet. This sheet may be a maximum of two sides of one 8 ½ " x 11" sheet of paper. A maximum of 500 fact sheets are to be brought to each conference.
3. Each candidate will be assigned a campaign booth for the first and second day of the conference. This booth assignment will be changed (reassigned) for the second conference.
4. The candidate may place one sign no larger than 24" x 36" on the table provided at the booth.
5. The candidate must man this table during assigned open hours whenever he/she is not in a competitive event. If the candidate must leave to participate in a competitive event he/she must assign a campaign representative to represent him/her.
6. The candidate may discuss goals and plans for the year at the table and hand out their goal/statement fact sheets.
7. Election campaigning will be allowed at assigned booths. Election campaign items such as pins or candy may be distributed at his/her assigned campaign booth. **Candidates and helpers MUST remain behind booth when campaigning.**
8. NO STATE OFFICER CAMPAIGNING WILL BE PERMITTED PRIOR TO THE STATE CAREER DEVELOPMENT CONFERENCE.
9. It is the responsibility of each candidate to see that ALL campaign material is picked up and removed from the hotel.
10. All chapters are expected to encourage and observe good taste in the promotion of their candidates. Because of the "public eye" focused on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in "putting our best foot forward."

Any violation of the above requirements, as determined by the State Advisor, will result in the disqualification of the officer candidate.

HELPFUL CAMPAIGN HINTS - 2009

Listed below are a few commonly asked questions for state officer candidates. We have provided some possible answers to these questions. The best hint that we can give you is to remember that the voting delegates are looking for a candidate with strong goals and the self-motivation to achieve those goals. They also want someone who can identify with the most DECA members. Someone who is a good public speaker and is natural and sincere in the way they conduct themselves.

What qualities does a State Officer need?

- The ability to speak comfortably and effectively to any audience
- Strong goals for DECA
- Enthusiasm for themselves and DECA
- Motivation to achieve goals
- Self-confidence
- Good communication skills, both written and verbal
- A professional presence
- The understanding to help others believe in themselves and accomplish their goals

What does a successful State Officer campaign consist of?

- Strong goals
- Effective communications with all DECA members
- Visibility to all members
- A strong theme, having one slogan and color scheme
- Strong support from your local chapter
- Detailed prior planning, planning ahead will get best prices on campaign material
- The availability of a handout with your goals on them

How can I pay for my campaign?

- Make presentations at local businesses and community organizations
- Ask for financial support from your Look at fund-raising ideas
- Ask for discounts rather than money donations, business people may be more responsive
- Make a detailed budget and stick to it
- Focus on funds for items that show you and your platform, booth and brochures
- If you have extra campaign funds, use them to provide recognition for your supporters

ELECTION EXPENSE TALLY FORM – 2009

Duplicate this form, fill it out as required, and bring it with your receipts to the conference. This form and the receipts are to be presented to the advisor assigned to supervise the election sessions.

Candidate Name: _____

School Name: _____

Office: _____

Supplies for Campaign - Maximum Cost \$200.00 per conference.

Material(s)	Where Purchased	Costs
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	TOTAL	_____

HAND IN ALL RECEIPTS AND THIS FORM TO THE ADULT ELECTIONS CHAIRPERSON BEFORE THE “MEET THE CANDIDATES” SESSION AT THE STATE CONFERENCE.

I ATTEST THAT ALL CAMPAIGN SUPPLIES WERE PURCHASED IN ACCORDANCE WITH THE PROCEDURES STATED IN THE CURRENT NEW JERSEY DECA HANDBOOK.

(Candidate’s Signature)

(Date)

Chapter Advisor’s Signature _____

The following terms and information are presented for your preparation to become a DECA Officer:

Advisors	Adults charged with the responsibilities of giving guidance to the chapter and state associations.
Alumni Division	Support Division - to provide a means by which Marketing Education students can maintain an association with DECA; encourage support for DECA on the local, state and/or international level; and promote the purpose of DECA.
Blue and Gold	Official DECA colors
Board of Directors (International DECA)	Eight (8) individuals representing various segments of the DECA organization who provide leadership for DECA, Inc.
Budget (Chapter)	Document identifying the amount of money needed by the chapter to carry out the program of work which is prepared annually.
CAB	Congressional Advisory Board - made up of senators and representatives from Congress who help to support DECA on the national level.
Charter States	The 17 states which adopted the national constitution and the official name in 1948: Arkansas, Georgia, Indiana, Kansas, Kentucky, Louisiana, Michigan, Missouri, North Carolina, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Virginia, and Washington.
Chapter	Local unit of DECA (not clubs)
Competitive Events	Designed to help students develop the skills necessary to succeed in marketing, management and entrepreneurship careers. Consisting of Individual Series Events, Team Events, Individual Participating Events, Individual Written Events and Special Activities.
Individual Series Events	<ul style="list-style-type: none">• Accounting Applications• Apparel and Accessories Marketing• Automotive Services Marketing• Business Services Marketing• Food Marketing• Hotel and Lodging Management• Marketing Management• Quick Serve Restaurant Management• Restaurant and Food Service Management• Retail Merchandising

- Sports and Entertainment Marketing

Team Events

- Business Law and Ethics MDM
- Buying and Merchandising MDM
- Financial Analysis MDM
- Hospitality Services MDM
- Internet Marketing MDM
- Sports and Entertainment Marketing MDM
- Travel and Tourism Marketing MDM

Marketing Research Event

- Business and Financial Services Marketing Research Event
- General Marketing Research Event
- Hospitality and Recreation Marketing Research Event
- Retail Marketing Research Event

Business Management and Entrepreneurship Events

- Internet Marketing Plan Event
- Entrepreneurship Written Event
- International Business Plan Event
- Entrepreneurship Participating Event (Creating an Independent Business (ENPI) or Franchising Business (ENPF))

Chapter Team Events

- Community Service Project
- Creative Marketing Project
- Entrepreneurship Promotion Project
- Financial Literacy Promotion Project
- Learn and Earn Project
- Public Relations Project

Marketing Representative Events

- Advertising Campaign
- Fashion Merchandising Promotion Plan
- Technical Sales Event

Special Activities

- These events are held only at the ICDC Conference
- DECA Quiz Bowl (exception – this is held at Regional and State conferences in NJ)
 - Stock Market Game
 - Virtual Business Challenge Retail
 - Virtual Business Challenge Sports

Conferences

International, State, Regional, COLT, NARCON

DECA	The student-centered organization whose program of leadership and personal development is designed specifically for students enrolled in Marketing Education and related courses.
<i>DECA Advisor</i>	Official DECA publication for DECA advisors
<i>DECA Dimensions</i>	Official DECA magazine
DECA Emblem	DECA Diamond - The symbol of a job well done and the cooperation between student, teacher, businessperson and parent.
DECA Foundation	Foundation set up to help fund DECA Activities on the international level.
<i>DECA Guide</i>	The catalog for DECA, Inc. awards, written event guidelines, materials, supplies and approved sales projects.
DECA Identifier	An Association of Marketing Students
DECA Images	The organization within DECA which sells student-related materials, awards, and supplies for DECA members.
DECA, Incorporated	Adults from each State Association of DECA who are legally responsible for DECA, Inc.
DECA Related Materials (DRM)	Service which sells educational materials for advisors to use with the DECA members, a department of DECA Images.
DECA Tagline	“Developing Future Leaders for Marketing and Management”
Delta Epsilon Chi Division	Post secondary division of DECA, Inc. – to aid in attracting students to careers in marketing, management and entrepreneurship – to develop respect for education in marketing and DECA and to promote understanding and an appreciation for the responsibilities of citizenship in our free enterprise system – represented by national officers consisting of a president and four regional vice-presidents.
Divisions of DECA	<ul style="list-style-type: none"> • High School Division • Delta Epsilon Chi Division • Alumni Division • Professional Division

Edward L. Davis, Ed.D.

DECA, Inc. Executive Director

Goals of the International Career
Development Conference

1. To provide all DECA Divisions an opportunity to conduct necessary business as outlined by the DECA Inc. Constitution and Division Bylaws.
2. To provide a national forum for the competitive events program.
3. To provide delegates and advisors an opportunity to obtain information regarding occupational, educational, and career opportunities.
4. To provide an opportunity for delegates to assist in the growth and development of DECA.
5. To provide delegates an opportunity to develop poise and human relations abilities by participation in scheduled social and educational activities.

High School Constitution

The high school constitution falls under the major categories presented below:

- I. Name and Purpose
- II. Organization
- III. Membership
- IV. Voting
- V. Meetings
- VI. National Officers
- VII. Advisors
- VIII. Finances
- IX. Emblem and Colors
- X. Amendments

High School Division

The largest division of DECA, for high school students in Marketing Education. Officers consist of a president and four regional vice-presidents who are known collectively as the Executive Council. The president presides at all meetings of this division and has the task of giving direction to each regional vice president.

Honorary Life Membership

The highest award a Chapter, State or DECA can bestow on an individual.

Learn & Earn Project

A chapter project which helps chapter members learn to conduct fund raising activities in a businesslike manner.

Marketing Education

The program for which DECA is the professional association (co-curricular association).

MEA	Marketing Education Association - professional association for marketing educators.
MAP	Merit Awards Program - self-directed activities on the chapter, state, and national levels which allow the individual members to be recognized for their ability, interest and creativity.
NAB	National Advisory Board – business representatives from donor companies who lend financial and personal support to DECA and serve in an advisory capacity to the DECA Board of Directors.
International Awards Program	Plan to recognize the outstanding accomplishments of individual members and chapters - presented to finalists in chapter and individual competitive events.
Membership Fees (DECA Inc.)	Used to support approximately 1/3 of the total operational cost of DECA Inc.– established by student delegates to the International Career Development Conferences and paid through the State Associations - used to pay part of the national officer expenses - \$8 for High School and Collegiate; \$10 for Epsilon Chi.
International DECA Officers	Elected representatives for the Delta Epsilon Chi, and High School Divisions.
Parliamentary Procedure: Purposes	<ol style="list-style-type: none"> 1. To enable an assembly to transact business with speed and efficiency. 2. To protect the rights of each individual. 3. To preserve the spirit of harmony within the assembly.
Principles of Parliamentary Procedures	<ol style="list-style-type: none"> 1. Only one main motion may be considered at a time. 2. Each member’s rights are equal to those of his/her fellow members. 3. The majority has the right to work its will and its decisions must be followed. 4. The minority has the right to be heard.
Four Types of Motions	<ol style="list-style-type: none"> 1. Main 2. Subsidiary 3. Incidental 4. Privileged
Two Types of Amendments	<ol style="list-style-type: none"> 1. First order 2. Second order
POW	Program of Work - well-rounded plan of student activities developed by the local, state, and national organization officers and members.

Professional Division	Support Division - established to provide teachers of Marketing Education a means for identification with DECA beyond that of being a Chapter Advisor – no officers elected, represented on Board of Directors for DECA, Inc.
Purposes for Competitive Events	<ol style="list-style-type: none"> 1. To contribute to the development of competencies needed for careers in marketing, merchandising, and management. 2. To evaluate student achievement of the competencies through careful measurement devices. 3. Provide opportunities for student recognition. To provide a constructive avenue for individual or group expression, initiative, and creativity. 4. To motivate students to assume responsibility for self-improvement and self-discipline. 5. To provide a vehicle for students to demonstrate their acquired competencies through individual and group activities.
Purposes for Competitive Events (cont'd)	<ol style="list-style-type: none"> 6. To assist students in acquiring a realistic self-concept through individual and group activities. 7. To help students to participate in an environment of cooperation and competition. 8. To provide visibility for the educational goals and objectives of marketing education.
Regional Conferences	Conferences held within each region to give students the opportunity to participate in worthwhile activities and to assist students in career development.
Regions (DECA Inc.)	Western, Central, Southern, North Atlantic - each region has 13 or more state or provincial associations.
Scholarship Program	Plan to help DECA members to further their education in marketing – first scholarships were awarded in 1962.
Special Projects	Activities developed by DECA which are of a unique nature or have special importance in the instructional program often involve awards.
State and Provincial Associations	<p>Consists of local school chapters within a state, province, territory, or equivalent geographic unit and perform four (4) major functions.</p> <ol style="list-style-type: none"> 1. To act as a unifying body by providing an

opportunity for the chapters to work and plan together on a statewide basis.

2. To set standards which local chapters must meet before a charter can be granted.
3. To act as a clearing house for information and ideas which will benefit DECA locally, state wide, and nationally.
4. To act as a liaison between the DECA, Inc. organization and local DECA Chapters in carrying out programs and projects.

Four Points of the DECA Diamond

Social Intelligence

To gain knowledge of social graces, develop poise to attend well-planned social events.

Civic Consciousness

To learn to recognize individual responsibilities and obligations to the community by studying the needs of the community and planning activities to improve the community. To realize individual responsibilities in the free enterprise system.

Vocational Understanding

To acquire first-hand knowledge of merchandising, salesmanship, and opportunities available in the individual's chosen career area through participation in Marketing Education and DECA.

Leadership Development

To participate in opportunities provided through DECA which allow the individual to develop as a leader and as a follower.

**STATE
AND
NATIONAL
AWARDS
NOMINATION
FORM**

NEW JERSEY DECA PROFESSIONAL AWARDS CRITERIA

New Jersey DECA recognizes leadership and accomplishment by awarding trophies, plaques, and medals, most of which are given during the New Jersey State Career Development Conference. In addition, many certificates are given, both during the State Career Development Conference and throughout the year, which recognize achievement by students, adults and organizations.

Certificate Of Appreciation

To recognize individuals or companies who have given guidance, inspiration and support to the New Jersey DECA Program of Activities.

Certificate Of Service

Given to Chapter Advisors, competitive event judges, and others who assume additional responsibilities during the State Career Development Conference or throughout the year.

Outstanding Service Award

Given to Marketing Education personnel, business people, school administrators, and other individuals who have contributed significantly to the success of DECA; who have rendered outstanding work toward DECA; or to organizations or companies whose assistance has been notable in any area of the DECA program for more than 5 years at the regional and state levels. The maximum number of awards will not exceed 6 each year except under unusual circumstances.

Honorary Life Membership

This may be awarded to Marketing Education personnel who have contributed a minimum of 15 years of service and have aided significantly the development and/or progress of DECA at the regional and state levels; or to individuals other than Marketing Education personnel who have supported DECA in a significant way for a minimum of five years, and from whom DECA may reasonably expect continued interest in its activities. Also to Marketing Education personnel who have left the profession, but who continue to support DECA for a minimum of five years, and from whom DECA may reasonably expect continued interest in its activities. Only under unusual circumstances can more than two such awards be presented in any one year. This is DECA's highest award.

NJ DECA State Hall of Fame

Awarded to Marketing Education personnel who have contributed a minimum of 10 years of service and have aided significantly the development and growth of DECA at the regional and state levels, or to individuals other than Marketing Education personnel who have supported DECA in a significant way for a minimum of five years. Also to Marketing Education personnel who have left the profession, but who have or had contributed to the successful development of DECA at the regional and state levels. The maximum number of awards shall not exceed two each year except under unusual circumstances.

NEW JERSEY ASSOCIATION AWARD RECOMMENDATION FORM

I Recommend The Following Person for :
(Use a new sheet for each recommendation)

- Type of Award (check one):
- Certificate of Appreciation _____
- Certificate of Service _____
- Outstanding Service Award _____
- Honorary Life Membership _____
- NJ DECA State Hall of Fame _____

Please mail this form to:
Mrs. Debra Rizzo
Middlesex County College
2600 Woodbridge Avenue
Edison, NJ 08818

DEADLINE DATE: February 1, 2009

Name of Candidate: _____ Phone (____) _____

Address: _____
(Street)

(City) (State) (Zip)

Number of Years of Service to DECA/Marketing Education _____

Give a complete description of why this person deserves the above award. Include facts and details of how they have helped DECA/Marketing Education. Use extra paper if needed.

I attest that the above person is deserving of the award stated above.

Name: _____ Phone (____) _____
(Nominator)

Address: _____
(Street)

(City) (State) (Zip)

Signature: _____

PROFESSIONAL DIVISION AWARDS CRITERIA

The Professional Division of DECA is seeking your assistance in identifying outstanding individuals who have contributed to the successful development of DECA and its various components. Awards presented by the Professional Division of DECA are divided into three categories.

HONORARY LIFE MEMBERSHIP is DECA's highest award. Persons eligible for this award must be Marketing Education personnel who have contributed a minimum of 20 years of service to the organization. Candidates for this award must have added significantly to the development and/or progress of DECA at the national level; or to individuals other than Marketing Education personnel who have supported DECA at the national level in a significant way for a minimum of five years, and from whom DECA may reasonably expect continued interest in its activities. Also to Marketing Education personnel who have left the profession, but who continue to support DECA on the national level for a minimum of five years, and from whom DECA may reasonably expect continued interest in its activities. Only under unusual circumstances can more than two such awards be presented in any one year.

OUTSTANDING SERVICE AWARD is one of DECA's most prestigious awards. This award recognizes Marketing Education personnel who have rendered outstanding contributions toward DECA for more than 5 years. Candidates for this award must have contributed toward DECA's success at the national level. The maximum number of awards shall not exceed six each year except under unusual circumstances.

OUTSTANDING DECA CHAPTER ADVISOR AWARD is given to the chapter advisor in each state who is actively involved in DECA activities. To earn the Outstanding DECA Chapter Advisor Award, an advisor must earn a total of 100% of the possible evaluation points. During the 2008-2009 school year points will begin in September and accumulate through the State Career Development Conference. For the 2008-2009 school year, points will begin to accumulate at the State Career Development Conference and end at a time designated by the State Advisor before the next year's State Career Development Conference. Advisors who accumulate the required number of points will submit a brief application to the State DECA Advisor documenting each activity. Qualifying chapter advisors will earn a lapel pin and certificate from National DECA recognizing their achievement. Outstanding Advisors will be recognized at the State Conference. (The NJ evaluation sheet will be written by the Advisory Committee and distributed to all chapter advisors at the end of October, 2008.)

Recipients are selected from nominations received. Nominations are to be submitted through State Advisors. It is up to members of the DECA Professional Division to identify deserving individuals or organizations and to initiate the nomination process.

State Advisor must notify DECA Inc. of any candidates being nominated for these awards by January 5, 2009. Nominations and supporting materials must be received by February 15, 2009 at the DECA Inc. center to receive consideration for presentation at the 2009 ICDC.

If you have an interest in finding out more information about any of the above awards, contact your State Advisor.

DECA PROFESSIONAL DIVISION AWARD NOMINATION -2009

Name of nominee _____

Type of award (check one)

HONORARY LIFE _____

OUTSTANDING SERVICE _____

OUTSTANDING CHAPTER ADVISOR _____

Home address of nominee _____

Business address of nominee _____

Occupation or Profession _____

Position or Title _____

Schools attended _____

Degrees _____

Civic, fraternal and other organizations activities and affiliations:

Nominated by State DECA Association

This nomination form must be sent to the State Advisor by February 1, 2009.

This nomination form must be accompanied by:

1. Three letters of recommendation in support of the candidate as a National DECA award recipient.
2. A chronological list of the candidate's contributions and achievements that have advanced the cause of DECA and Marketing Education at the national level.
3. Two 8" X 10" black and white glossy photographs of the candidate. (Photographs required for Honorary Life Candidates only)

YOU MUST NOTIFY THE STATE ADVISOR OF ANY CANDIDATES FOR THESE AWARDS BY January 15, 2009.

Send all supporting data to Mrs. Debra Rizzo, NJ State DECA Advisor by February 1, 2009.

DECA, Inc.
MISCELLANEOUS
INFORMATION

FACTS FOR DECA MEMBERS

WHAT IS DECA?

DECA is an association of marketing students. DECA is an international organization with a total membership of approximately 200,000. There are 50 State Associations of DECA, Inc., and there are also Associations in the District of Columbia, the US territories, Canada, Germany, Mexico and South Korea.

WHAT ARE THE DIVISIONS OF DECA?

There are five divisions of the DECA structure. The two student divisions are High School and Delta Epsilon Chi. The three support divisions are Alumni, Collegiate and Professional. (Presently, New Jersey does not have an alumni division.)

THE DECA EMBLEM?

DECA's emblem signifies that DECA is a progressive, enlightened organization preparing for the future.

WHAT ARE THE DECA COLORS?

The colors of DECA are blue and gold. Blue suggests sincerity and should remind us to reach for the highest goals we can. Gold suggests success and is a reminder that success comes to those who work hard.

WHAT IS THE PROFESSIONAL DECA MANNER OF DRESS?

The DECA Blazer is the official jacket for our organization. THE DECA Blazer symbolizes the professionalism and teamwork for which we all strive. Those members who wear a DECA Blazer know the pride of accomplishment and the satisfaction of membership in our organization. Student competitors at the International Career Development Conference are required to wear a DECA Blazer for competition. New Jersey DECA State Officers are required to wear their DECA Blazers at all times when on official business of the organization. Many local DECA Chapter officers and members also are proud to wear their official blazers. New Jersey DECA also has a dress code for all members, students and advisors, at all official functions.

WHAT IS THE DECA TAGLINE?

Developing Future Leaders in Marketing

The sub line for the organization is – DECA: An Association of Marketing Students.

WHAT IS THE DECA CREED?

The DECA Creed is a guideline for all members of DECA. It states the high standards that we set for ourselves. The DECA creed is read by members at chapter, state, and international activities to reaffirm our commitment to ourselves, our community, and our nation.

DECA INFORMATION

WHY JOIN DECA?

- DECA** is a student-centered organization for you... the Marketing Education student.
- DECA** is co-curricular; it is an important part of the Marketing Education instructional program in secondary and post secondary schools.
- DECA** offers high school students, post secondary students, college students, professionals and other members activities at the local, state and international levels.
- DECA** maintains a series of chapter, state and international competency-based competitive event activities.
- DECA** conferences are designed to stimulate and motivate classroom interest, career exploration and vocational competence.
- DECA** believes in competition and offers awards and recognition to student members and advisors for outstanding accomplishments.
- DECA** provides you with the opportunity to develop socially through leadership experience, civic activities and travel.
- DECA** Conferences give you the chance to participate in competency-based competitive events in your chosen career field; to compete with other students with similar interests; and to practice your skills in marketing, merchandising, management and entrepreneurship.

THE DECA CREED

I BELIEVE in the future which I am planning for myself in the field of marketing, and in the opportunities which my vocation offers.

I BELIEVE in fulfilling the highest measure of service to my vocation, my fellow beings, my country, and my God - that by so doing, I will be rewarded with personal satisfaction and material wealth.

I BELIEVE in the democratic philosophies of private enterprise and competition, and in the freedoms of this nation -- that these philosophies allow for the fullest development of my individual abilities.

I BELIEVE that by doing my best to live according to these high principles, I will be of greater service both to myself and to others.

NORTH ATLANTIC REGION INFORMATION

What Is The North Atlantic Region?

The North Atlantic Region is one of four regions that make up DECA, Inc. The other three regions are the Central, Southern and Western. The North Atlantic Region is comprised of twelve states, the District of Columbia and Canada. Members of the North Atlantic Region are provided with a conference in November called the North Atlantic Regional Conference, or NARCON, where DECA members receive leadership and competitive event training. This conference is held in various states throughout the region.

This school year, 2008-2009, the NARCON conference will be held in Nashville, Tennessee, and the dates are November 7-9, 2008.

Who Operates The North Atlantic Region?

The North Atlantic Region is part of the DECA, Inc. structure. Regional conferences and other activities are planned by the North Atlantic Regional Council, or NAR Council, and the divisional advisory boards.

The NAR Council is comprised of two representatives from each member state, the District of Columbia, and Canada. There are also Advisory Boards to the NAR Council which are funded by a surcharge added to the North Atlantic Regional Conference. The Advisory Boards - High School, Delta Epsilon Chi and Professional - have one representative from our State designated by the State Advisor. These Advisory Boards plan activities and programs throughout the year.

Which State/Provincial Associations Comprise The North Atlantic Region?

Connecticut	Maryland	Ontario, Canada
Delaware	Massachusetts	Pennsylvania
District of Columbia	New Hampshire	Rhode Island
Maine	New Jersey	Vermont
	New York	West Virginia

2009
INTERNATIONAL
CAREER
DEVELOPMENT
CONFERENCE

April 29 – May 2, 2009
Anaheim, California

**2009 INTERNATIONAL CAREER DEVELOPMENT CONFERENCE
ATTENDANCE CRITERIA AND ELIGIBILITY
HIGH SCHOOL DIVISION**

The board of directors of DECA, Inc., has specified that there must be a MINIMUM OF ONE ADULT ADVISOR FOR EVERY EIGHT HIGH SCHOOL DIVISION STUDENT DELEGATES. Adult advisors may be any adult named by the state DECA advisor to serve the state association in this capacity. He/she must register for the conference, pay the registration fee, and be in attendance for the entire period of the conference. There are no restrictions on the number of adult advisors who may attend. In reference to the required minimum, all coordinators, parents, supervisors and teacher-educators are eligible.

STUDENT DELEGATES:

1. To be eligible to attend the International Career Development Conference, each member must meet these basic criteria:
 - Be an active member of a division of DECA. Membership must be recorded on an official DECA Membership Roster and be on file at DECA, Inc. headquarters.
 - Have the approval of the state DECA advisor.
 - Have the approval of the chapter DECA advisor.
 - Have the approval of the school administration.
 - Have the approval of a parent or guardian unless 21 years or older.
2. In addition to the above criteria, High School Division members must meet one (1) of the following criteria:
 - Be a state participant in one of the international competitive activities. (DUES MUST BE PAID BY MARCH 1, 2009).
 - Be a state officer.
 - Be a voting delegate representing his/her state association for his/her division.
 - Be a state association representative by receiving special permission from his/her state DECA advisor (limited to 1% of the state's DECA, Inc. membership in the High School Division).
 - Be an International Scholarship Award recipient.
 - Be a delegate to the International Leadership Development Academy.
 - Be a participant in the DECA Quiz Bowl.
3. Allocation for competitors, voting delegates and state association representatives are based on each state/provincial association's membership in the High School Division on July 1st of the previous calendar year.

NOTE: Every NJ DECA professional member attending the ICDC MUST serve as a competitive event facilitator for a minimum of 4 hours during ICDC. (This includes substitute advisors.) A schedule of times will be provided by the State Advisor and his/her designee.

**2009 INTERNATIONAL CAREER DEVELOPMENT CONFERENCE
QUALIFICATIONS FOR ENTERING INTERNATIONAL COMPETITIVE EVENTS**

RULES AND REGULATIONS

1. All participants must be active members of DECA with the current year's dues on file with DECA, Inc. prior to March 1, 2009.
2. All participants and written entries must be approved and authorized for entering competition by their association through official competitive events registration forms.
3. All participants and written entries must meet specifications set forth for each activity.
4. All participants must have participated in state, and regional local competition.
5. All entry forms and written entries must be submitted by the state advisor or designee according to announced deadlines.
6. A participant may enter only one of the competitive events with a participatory component during the International DECA Conference.
7. No additions or substitutions may be registered for competition after the deadline set forth by DECA, Inc.
8. A written entry may not be entered in more than one international competitive event during a given year.
9. Once a written entry is entered in international competition, the identical content material may not be entered in international competition again.
10. All participants must attend the briefing sessions scheduled for their competitive event during the international conference.
11. Participants are required to wear an official DECA blazer during all phases of competition, at ICDC, during which they come in contact with a judge or judges.
Example: A DECA blazer is not required for testing, but is required for all role-play and interview situations. Professional dress is required during briefing and testing.
12. All written entries must include a signed copy of DECA's Written Entry Statement of Assurances.

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

SPECIAL EVENTS

2009

Workshops/Seminars:

Workshops, seminars and special interest sessions will be scheduled throughout the conference. They are important opportunities for delegates and advisors to grow professionally from attending the International Career Development Conference. The following categories of workshops/seminars and special interest sessions will be conducted during the ICDC.

Leadership Development Academy (LDA)

These seminars will focus on leadership development and improvement. DECA student members will have the opportunity to sharpen their skills, develop new ones and learn from internationally known leadership specialists. Each school may submit one (1) High School DECA member with a letter of application written by the student, indicating why he/she is interested in attending this seminar. (A request from the chapter advisor will not be accepted.)

This student must:

1. be a member in good standing in the local DECA chapter,
2. be an underclassman, NOT a senior,
3. have competed at the regional and state conferences.

New Advisor Academy

This academy has been planned to present the most useful, successful practices of chapter advisors across the country. It has been designed for advisors who wish to learn basic chapter management skills and/or how to integrate DECA activities into the curriculum. All advisors who feel they can benefit from this program are welcome.

Senior Management Institute (SMI)

This leadership academy is designed to serve as a bridge to real world careers. This academy will prepare students with real life skills needed in the business world or college. This is only open to present high school seniors. The academy activities are scheduled for two days, six hours per day. For eligibility, one (1) senior from each school may submit a letter of application. (The letter may not be written by the chapter advisor.)

This student must: 1.) be a member in good standing in the local DECA chapter, and, 2.) have competed at the regional and state conferences.

Send all letters of applications to any of the academies described above to:

Mrs. Debra Rizzo
NJ DECA State Advisor- TSC 200G
Middlesex County College
2600 Woodbridge Avenue
Edison, New Jersey 08818

As State Advisor, Debra Rizzo will make the decision as to who will attend the conference in these categories. **Deadline Date: March 5, 2009.**

**NATIONAL
HARRY A.
APPLEGATE
SCHOLARSHIP
AWARD**

NATIONAL DECA SCHOLARSHIP INFORMATION

The National Scholarship Awards Program is a plan whereby worthy members of DECA may have the opportunity to further their education in marketing or to prepare for careers in the teaching of marketing education.

The program is made possible by gifts and contributions from interested individuals and organizations and from the award recipients themselves.

New Jersey may submit nine (9) applicants. The applicants **must be approved** by the New Jersey DECA State Advisor.

Any High School senior or current graduate who is or has been an active member of DECA and who intends to pursue a full-time, two-year or four-year course of study in marketing, merchandising or marketing education is eligible.

In order to be considered eligible for a Scholarship Award, you must do the following:

1. Arrange to take the Scholastic Aptitude Test in your school or community. It is recommended that you take this test in November, 2008. The results of the SAT must be included on your application.
2. Apply to the college or institution of your choice.
3. **All completed applications must be sent to the New Jersey DECA State Advisor by February 1, 2009. (THIS SCHOLARSHIP REQUIRES THE STATE ADVISOR SIGNATURE)**

For additional information contact:

DECA Scholarship Awards Program
1908 Association Drive
Reston, VA 20191
Phone: 703-860-5000

**THE
HARRY A. APPLGATE
SCHOLARSHIP
AWARD**

The Harry A. Applegate Memorial Scholarship Program gives members the opportunity to further their education in marketing, merchandising or management, or to prepare for careers in the teaching of Marketing Education.

Funds for the prestigious Harry A. Applegate Memorial Scholarship Award are provided by the contributions of individuals and interested business organizations. Their support stems from a desire to create an awareness of careers in marketing, merchandising or management and to encourage higher education among those deserving students whose ability and need merit assistance. The program is administered by DECA, Inc.

Any high school senior, or graduate, who is an active member of DECA, and intends to pursue a full time, two- or four-year course of study in marketing or Marketing Education is eligible. Any accredited post-secondary institution or four-year college offering courses designed to prepare individuals for careers in these areas may be selected by the student. The Award must be used during the school year in which it is awarded.

In order to be considered for the Harry A. Applegate Memorial Scholarship Award, a student must:

1. Arrange to take the Scholastic Aptitude Test or the American College Testing Program Score in his/her school or community at the earliest possible date. The results of this test must appear on the application.
2. Apply for admission to the college of your choice. An application for a DECA award is not the same as an application for admission to college. Also, applicants should apply for admission to more than one college because the first choice may not be available.
3. Obtain an application for this award through the school guidance counselor, chapter advisor, state DECA advisor, or from DECA Inc. No applications for these awards will be accepted directly by the DECA, Inc. Harry A. Applegate Memorial Scholarship Committee. **All applications must be submitted through the state advisor and must have his/her signature.**

If the applicant is a high school graduate and is currently enrolled, or has been enrolled in college, he or she may either apply directly to the DECA Scholarship Awards Committee of the state in which graduation from high school occurred, or from the state in which his or her college is located. In lieu of the SAT or ACTP, a transcript of the student's college record and a letter of recommendation from the college dean or advisor must be furnished.

All awards will be made on the basis of merit. The following items will be considered:

1. *Scholastic Record*. A transcript of all secondary school work completed must be included.
2. *Scholastic Aptitude* as determined by the score on Scholastic Aptitude Test of the College Entrance Examination Board.
3. *Financial Need*. The amount of the award will depend on the amount of assistance requested, the institution selected the amount of help available from the applicant's family, and the amount of earnings which the applicant can reasonably expect from part-time summer employment. If an award or prize from another source is received, or if scholarship aid from the applicant's state association of DECA is received, it will not disqualify the applicant from receiving this award. However, it will be taken into account in determining financial need. Other such awards or prizes will reduce the actual need, but in no way diminish the honor which is due. At the same time, such a reduction of need may enable DECA to assist another member whose need may be greater.

When a student's application form has been completed, along with the necessary substantiating information, it will be reviewed on a date specified by the local Scholarship Committee. If approved, it will be ranked in order of merit with other local applications and forwarded to the appropriate state Scholarship Committee for a second rating review.

Each state will develop procedures best suited for its own use in accepting and screening applications at the local and state level.

The state Scholarship Committee will rank applications in order of merit and forward the top nine to DECA headquarters for review by the national Harry A. Applegate Memorial Scholarship Committee. The completed application, signed by the state advisor, must reach DECA headquarters no later than the second Monday in March for consideration by the committee.

The local DECA Scholarship Committee should include a school administrator, a guidance counselor, an ME teacher-coordinator, and a representative of business.

The state Scholarship Award Committee should include a member of the state's ME staff, one other official representative of business from that state.

The Board of Directors of DECA, Inc. reserves the right to determine the number of awards to be made in any given year and will provide as many awards as funds will permit.

All awards made by the Harry A. Applegate Memorial Scholarship Committee will be announced at the International Career Development Conference. Winners of the Harry A. Applegate Memorial Scholarship Award will be notified by mail and the award will become official when the student is enrolled in the college to which he or she has been admitted.

The award will be paid directly to the college. The amount is credited to an account which may be drawn upon for expenses as approved by the school officials.

For further information, students may contact their DECA advisor or DECA, Inc., 1908 Association Drive, Reston, Virginia 20191. Phone (703) 860-5000. The application process can be found on the DECA, Inc. website at www.deca.org.

A CERTIFICATE OF CONTRIBUTION is given to individuals, companies, chapters state associations, and organizations contributing to the Harry A. Applegate Memorial Scholarship Award Program. Checks should be made payable to DECA, Inc. and mailed to the DECA Center in Reston, Virginia.

INVOICE 2008-2009

Date:

To:

From: Debra Rizzo
NJ DECA State Advisor

Subject: NJ DECA Billing

Date of Activity:

Description of Activity:

Description of Charge(s) Incurred:

Total amount paid to date for this activity: \$ _____

BALANCE OWED \$ _____

Debra Rizzo, NJ DECA State Advisor