2024 Advisors’ National Update

ICDC – Anaheim, CA April 27-30, 2024

**Eligible to attend:**

**Students:**

\*SCDC competitive event 1st, 2nd, 3rd places. If you have an eligible student who placed 1st-3rd in a national event who will not be attending ICDC, please let us know **as soon as possible** so that we can contact any contestants who may then be eligible to attend.

\*DECA scholarship winners

\*State Officers (will attend Empower Academy when not competing)

\*Voting delegates (new state officers and 2023-2024 State President)

\*Leadership Academies (For those not in competition. These become student’s competition and all sessions must be attended)

 -Aspire (7)

 -Elevate (6)

 -Empower – For State Officer team only. Attendees can still participate in competitive events if eligible.

 -Ignite (13)

-Thrive

 -SBE Challenge Winners

 -Virtual Business Challenge Winners

See [Emerging Leader Series - DECA Inc](https://www.deca.org/high-school-programs/emerging-leader-series/)

**Adults:**

**\***The DECA Inc. Board of Directors has specified that there must be a minimum of ***one adult advisor for every eight high school division student delegates***. Advisors 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.

**Registration/Travel/Housing/Schedule of Events**

1. Registration $155 – student, advisor, chaperone, spouse. $75 discount for each **original** first place individual or team per event. (If team, discount is applied per team, not per individual competing in the team.) Registration will be completed through Blue Panda.
2. Great Wolf Lodge Garden Grove, Anaheim, room rate is $208/night for rooms up to 4 people (including tax and fees). Family Suites can accommodate up to 6 guests. Add $58/person for 5th and 6th guests. Minimum stay of 4 nights (12681 Harbor Blvd., Garden Grove, CA 92840, [www.greatwolf.com/southern-california](http://www.greatwolf.com/southern-california) ) If schools wish to share rooms, schools must arrange rooms with other schools. All attendees must stay in the official DECA property assigned to our delegation for a minimum of 4 nights. All hotel arrangements will be made as part of the registration process. Do not contact the hotel directly. If you are registering with another school, you will need the name and school to enter into registration. No charges should be charged to hotel rooms. Transportation will be provided by DECA. Please encourage your students to pack an umbrella in case of inclement weather.
3. Registration, rooming due by Monday, March 18, payment postmarked by Tuesday, March 19.
4. Last day to drop and receive $100 refund – April 5.
5. All chapters must arrange their own travel. It may be beneficial to coordinate with surrounding chapters to maximize ability for travel discounts**. Students are not to travel alone or without a chaperone**. Travel discounts available [Exclusive Travel Discounts for DECA Members | DECA Direct Online](https://www.decadirect.org/articles/exclusive-travel-discounts-for-deca-members)
6. Activities available [DECA ICDC 2024 Attraction Ticket Options | DECA Direct Online](https://www.decadirect.org/articles/deca-icdc-2024-attraction-ticket-options)

[Top 10 Things To Do | Visit Anaheim, CA](https://www.visitanaheim.org/things-to-do/top-10-things-to-do/)

1. Schedule of competitive events [DECA ICDC 2024 Schedule by DECA Inc. - Issuu](https://issuu.com/decainc/docs/deca-24-icdc-schedule?fr=sYTdiYjcwNDIzOTM)
2. Kentucky delegates should plan to arrive on Saturday, April 27 (unless otherwise notified by KY DECA staff) and depart on Wednesday, May 1. If your chapter wishes to take advantage of the attractions in the area on Saturday, April 27, delegates should plan on arriving on Friday, April 26.
3. If local advisor is unable to attend, students may still compete at nationals. However, the local advisor must make arrangements in advance with other advisors and school districts regarding room assignments, chaperone responsibilities, etc. Please inform KY DECA in this event. KY DECA does not assume the role of the local advisor or chaperone.

**Important Dates:**

March 18 – Registration, rooming due

March 19 - Payment postmarked

April 5 – Last day to drop attendee from registration and receive $100 refund

April 10 - All written events must be uploaded…NO LATE UPLOADS WILL BE ACCEPTED

**Competition Schedule**

The Competition Schedule can be found at [DECA ICDC 2024 Schedule by DECA Inc. - Issuu](https://issuu.com/decainc/docs/deca-24-icdc-schedule?fr=sYTdiYjcwNDIzOTM) . All participants must attend the briefing sessions scheduled for their competitive event during the conference. This includes all team members. If a student does not attend his or her briefing, he or she will not be allowed to compete and will be dropped from the event or team. All competitive events with a written entry component will require that the written entry be submitted online by April 10, prior to the DECA International Career Development Conference. The written entry will be evaluated prior to ICDC. DECA members may bring a copy of the written entry with them to provide the judge, if they wish; however, they will not be returned.

**Subbing:**

**For TDM events**:

1. If a member of a qualifying team is unable to attend ICDC, first consideration will be given to a TDM participant whose team did not qualify from that school.

2. If the Team still cannot be filled, then the spot will be offered to 4th, 5th, etc. to fill the spot on the National DECA roster.

3. If no team with a place beyond 4th can fill the TDM spot, the original winning school could then submit a sub who had competed at regionals or state in another event so that the KY DECA spot is filled at ICDC.

4. One original TDM member must remain on the team.

5. A team cannot be made up of only one individual.

**For Series, Principles, and PFL events:**
Spots will be filled with those who did not qualify (for example, 4th place, 5th place, etc.).

**For Written events**:
1. First priority in chapter written events will be given to any other students who were involved in the chapter project who competed in a different event at regionals or state. Another student who competed in any other event at regionals or state can come in and fill the spot. The project will need to be revised to include the new addition before submission.

2. If, at that point, at least 1 original team member cannot attend, the 4th place winner would move into that spot. In those written events who had only 1 person present and author the event, the substitution would go to the 4th place winner. There is not an option to sub someone into an event that has only 1 member because "at least one original team member must present the project."

For any event which has been substituted, only the original 1st place winner or team(s) who attends ICDC is eligible for the $75 rebate on their registration. If it is a 1st place team with a sub, since one original member must be submitted to be able to compete, that team would still be eligible for the $75.

There are those spots in the Academies for those who are unable to compete because their partner cannot attend, or those students who did not qualify to attend in their event. In many of those Academies the students compete for top honors of participation, etc. within those Academies. They receive their recognition at the close of the Academy instead of on stage. This is in place of competition and must be attended as if a competition.

**Event Coordination Schedule**

KY DECA has been given the assignment to run the PFL event for ICDC 2024. Once registration is completed, Jayne will put together a schedule for advisors as well as the duties that will be assigned. The event requires a **minimum** of 23 people from Kentucky so a combination of advisors and chaperones will be required to work the event. Every effort will be made to limit the amount of time each advisor/chaperone must work and accommodate your need to be with your students that are in competition. Since this is a state delegation responsibility, failure to participate as assigned could put your chapter in jeopardy regarding future ICDCs.

**Attendance at ICDC General Sessions**

Each delegate attending the ICDC as a member of the Kentucky DECA delegation will have the following responsibilities:

\*Attend state delegation pre-opening session meeting, closing meeting, and any curfew meetings deemed necessary. We will have mandatory delegation meetings on Saturday, April 27 at 7:30 p.m. and on Tuesday, April 30 at 6:00 p.m.

\*Attend the complete opening session

\*Attend the Grand Awards Session

\*Attend all aspects of their specific event

Failure to meet these responsibilities will result in loss of Premier Chapter points and could put your chapter in jeopardy regarding future ICDCs.

Chapters violating the ICDC policies may have notice submitted to their local administration (superintendence and local principal):

\*Any student not completing his/her assigned event

\*Any advisor not completing his/her assigned responsibilities

\*Any chapter delegation not in full attendance at the above required meetings

ATTENDANCE CRITERIA

The DECA Inc. Board of Directors has specified that there must be a minimum of one adult advisor for every eight high school division student delegates. An adult advisor may be any adult named by the chartered association DECA advisor to serve the chartered 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.

To be eligible to attend the International Career Development Conference, each high school division 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 with DECA Inc.
* Have the approval of the chartered association DECA advisor.
* Have the approval of the chapter DECA advisor.
* Have the approval of the school administration.
* Have the approval of parent or guardian unless 21 years or older.

Any professional, alumni or collegiate division member meeting the above criteria is eligible to attend the International Career Development Conference.

In addition to the above criteria, high school division members must meet one (1) of the following criteria:

* Be a chartered association participant in one of the international competitive activities. Competitors must be on a submitted roster by February 15.
* Be a DECA Inc. scholarship award recipient.
* Be a chartered association, area or regional officer.
* Be a voting delegate representing his/her chartered association for his/her division.
* Be a delegate to one of the following: Aspire

Elevate Empower Ignite

School-based Enterprise Academy (SBE) Thrive

* Be a chartered association delegate by receiving special permission from his/her chartered association DECA advisor (limited to 1% of the chartered association’s DECA Inc. membership in the high school division).

Allocation for competitors and chartered association representatives are based on each chartered association’s membership in the high school division on June 30 of the previous calendar year. Please refer to the allocation schedules included for details.

PRESIDENTIAL GOVERNANCE COMMITTEE

A Governance Committee will be appointed for the High School Division. The purpose of the committee will be to act upon all violations of the Delegate Conduct Practices and Procedures within the division. The conduct guidelines were approved by the Board of Directors for DECA Inc. and apply to adult advisors as well as student delegates.

A copy of the Delegate Conduct Practices and Procedures and ICDC Dress Code may be found in this section. The dress code applies to all participants while in the convention center and convention facilities. The Board of Directors of DECA Inc. requires every student delegate to read and complete these forms as partial completion of ICDC attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the International Career Development Conference. Chartered association advisors may wish to bring these forms with them to the conference for possible reference. PLEASE DO NOT MAIL TO DECA INC.

The chartered association advisor will be notified (in writing) of all violations. Notices may require the committee to assemble and take such action as is outlined in the Conference Conduct Practices and Procedures.

CODE OF ETHICS FOR ADULT ADVISORS

DECA offers training to those students who have a career objective in the field of marketing, finance, hospitality, management or entrepreneurship. Individual conduct and appearance is a phase of this training. This phase of the education program becomes apparent at DECA’s International Career Development Conference.

Since a good example is one method of teaching, and students participating in the conference are impressionable, a Code of Ethics is set for adult advisors.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be referred to the president of the Board of Directors for DECA Inc.

* Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
* Advisors shall keep an agenda for each student so that they may be reached at any time during the conference.
* Each chartered association shall arrange to have one advisor on call at all times.
* Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.
* The rules as stated in the Delegate Conduct Practices and Procedures and the Dress Code are called to your attention for review and should govern the behavior of advisors as well as students.

DELEGATE CONDUCT PRACTICES + PROCEDURES

The term “delegate” shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).

* There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
* Delegates must wear identification badges and wristbands at all times.
* Delegates shall refrain from using inappropriate or profane language at all times.
* Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
* The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation or disability is prohibited.
* Delegates shall respect the rights and safety of other hotel guests.
* Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
* Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
* Use of tobacco products and electronic cigarettes by delegates is prohibited at all DECA functions.
* Delegates must adhere to the dress code at all times.
* Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
* Students shall keep their adult advisors informed of their activities and whereabouts at all times.
* No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and chartered association advisors.
* Delegates should be prompt and prepared for all activities.
* Delegates should be financially prepared for all activities.
* Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
* Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
* Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
* Chartered associations will be responsible for delegates’ conduct.
* Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events

participants to being disqualified. Individual delegates may be sent home immediately at their own expense.

* Tasteful casual wear will be accepted during specific social functions as designated during orientation.

NON-DISCRIMINATION POLICY

DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form

of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and

contribute to this climate.

DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non- discriminatory between genders.

DECA’s board of directors has developed the following official dress standards for the International Career Development Conference. Students, advisors and chaperones must follow the dress code.

Competitors must wear an official DECA blazer during interaction with the judges. While official DECA blazers are not required during briefing and testing, professional business dress is required. Professional dress should also be worn to all conference sessions including workshops and special meal functions such as luncheons.

For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks. All skirts and dresses must be at or below the knee.

 AN OFFICIAL DECA BLAZER IS REQUIRED TO RECEIVE RECOGNITION OR AN AWARD ON STAGE.

WHEN APPEARING BEFORE JUDGES AND ON-STAGE

* Official DECA blazer
* Dress slacks or dress skirt or business dress
* Collared dress shirt and appropriate neckwear (necktie, ascot, scarf) or Dress blouse
* Dress shoes

DECA GENERAL SESSIONS, MEAL FUNCTIONS, EVENT BRIEFING, MANUAL REGISTRATION AND TESTING

* Business suit or sport coat or blazer (blazer optional)
* Dress slacks, dress skirt or business dress
* Collared dress shirt, dress blouse or dress sweater
* Blazer optional
* Dress shoes
* Necktie/scarf (optional)

DECA BUSINESS CASUAL

* Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes.
* Jeans, t-shirts and athletic shoes are not included in business casual attire.

UNACCEPTABLE DURING DECA ACTIVITIES

* Skin-tight or revealing clothing
* Midriff-baring clothing
* Swimwear
* Athletic clothing
* Leggings or graphic designed hosiery/tights
* Clothing with printing that is suggestive, obscene or promotes illegal substances
* Unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes and hiking boots.

When judging adherence to the dress code, DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. DECA does not support or condone the touching of students or their clothing as a means of determining whether or not a student is following the dress code guidelines.

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

ATTENDANCE PERMISSION FORM

ATTENDANCE

This is to certify that has my permission to attend the above named DECA activity. I also do hereby on behalf of him/her absolve and release the school officials, the DECA chapter advisors and the assigned chartered association 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

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

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

WALK-IN CLINIC

CVS Minute Clinic Kaiser Permanente Urgent Care

1803 S. Harbor Boulevard Anaheim, CA 92802 12100 Euclid Street Garden Grove, CA 92840 (888) 988-2800

(866) 389-2727

LOCAL HOSPITALS

Anaheim Global Medical Center 1025 South Anaheim Blvd Anaheim, CA 92805

(714) 533-6220

Kaiser Permanente Orange County - Anaheim Medical Center 3440 E. La Palma Avenue Anaheim, CA 92806

(833) 574-2273

University of California Irvine Medical Center

101 The City Drive South Orange, CA 92868

(714) 456-7890

PHARMACIES

CVS Walgreens

1803 S. Harbor Boulevard Anaheim, CA 92802 1802 S. Harbor Boulevard

(714) 817-9116 Anaheim, CA 92802

 (714) 808-1026

We have read and agree to abide by the delegate conduct practices and procedures and dress code. We also agree that the school officials, the DECA chapter advisors, the chartered association, DECA staff, or the Conference Conduct Committee members have the right to send the student home from the activity at our expense, provided that he/she has violated the delegate conduct practices and procedures 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

PERMISSION FORM

ICDC DRESS CODE

HIGH SCHOOL DIVISION

**INTERNATIONAL CAREER DEVELOPMENT CONFERENCE**

I certify that a permission form that includes an explanation of the ICDC dress code has been completed for each student attending the International Career Development Conference.

Chartered Association DECA Advisor State/Province

This form should be turned in at conference registration on April 26.

# DELEGATE INFRACTION NOTICE

TO: Name of Chartered Association Advisor or State Supervisor State/Province

It has been reported that of your state/

province delegation violated the following delegate conduct practice and/or procedure:

 Dress code No identification badge

 Defaced public property In unauthorized place

 Possession of alcoholic beverages/narcotics Curfew regulations

 Use of alcoholic beverages/narcotics Unauthorized date

 Smoking (including vaping) in a DECA Unauthorized transportation blazer while officially representing

state/province association of DECA Other (please specify)

on at date time

For the benefit of the thousands of DECA members who will be privileged to attend the International Career Development Conference in future years, it is necessary for all current ICDC delegates to abide by established conference rules. The exemplary image of DECA must be upheld.

A word of caution to those who care should be sufficient.

Major infraction reports require appropriate action by the Conference Conduct Committee. Please bring this notice to the immediate attention of all parties involved.

Date Chairperson

Presidential Governance Committee