

MTDECA.ORG

REGISTRATION GUIDE

MONTANA
DECA
**CAREER
DEVELOPMENT
CONFERENCE**

FEBRUARY 4-6, 2024
MISSOULA, MT | HILTON GARDEN INN



BUSINESS
MANAGEMENT +
ADMINISTRATION



ENTREPRENEURSHIP



FINANCE



HOSPITALITY +
TOURISM



MARKETING



PERSONAL
FINANCIAL
LITERACY



MTDECA.ORG/SCDC



KEY DATES

All Current and Revised Information Can be Located at MTDECA.ORG.

Advisors and Attendees should familiarize themselves with the key dates and deadlines and policies below:

MONDAY
NOVEMBER 13TH

State Conference Registration Site Opens Online

WEDNESDAY
JANUARY 3RD

State Conference Registration Due
State Conference Housing Due

FRIDAY
JANUARY 5TH

Written Events Submitted by Noon to MTDECA.ORG

TUESDAY-THURSDAY
JANUARY 16TH 19TH

Online Testing Open - All Attendees Must Complete

FRIDAY
JANUARY 19TH

Written Event Finalists Announced

WEDNESDAY
JANUARY 31ST

Payment for SCDC Invoice Due to Montana DECA.
Late Payment will incur a \$35/Day Surcharge.

SUNDAY-TUESDAY
FEBRUARY 4TH-5TH

State Career Development Conference
Missoula, MT | Hilton Garden Inn

HOUSING POLICY

- Chapters should not pull housing from inventory until they are certain that they will use the pulled room block. **Rooms that are pulled from inventory without occupants added within 24-Hours will be released and returned to inventory.**
- Room blocks held after **December 1st at Noon may not be reduced**, however rooms may be added.
- Montana DECA reserves the right to maximize our contracted room blocks at both housing locations.
- A maximum of (4) occupants per quad room, and (2) occupants per King Single room at both hotel properties.

Property preference order will be granted, within the constraints of the contracted housing block to chapters based on the previous years SCDC Pickup & Attendance, Chapter Size and Membership Growth, and the Attainment of Thrive or SBE Status.

Chapters not indicating their housing needs by November 15th will forfeit their preference ranking.

1. Flathead High School
2. Gallatin High School
3. Bozeman High School
4. Glacier High School
5. Whitefish High School
6. CMR High School
7. Great Falls High School
8. Belt High School
9. Capital High School
10. Big Sky High School
11. Helena High School
12. Polson High School
13. Stevensville High School
14. Bigfork High School

REGISTRATION INFORMATION

State Career Development Conference

February 4-6, 2024 ▪ Hilton Garden Inn Missoula, MT

Deadline: January 3, 2024 | Noon MST

Registration for Montana DECA's State Career Development Conference is submitted through the online registration system, DLG. To complete registration, please enter your participants into DLG, and verify submission. To qualify for the discounted chaperone rate, the chaperone must volunteer/be listed as an "on-call" competitive events judge or proctor. The Advisor registration rate applies to advisors who have paid annual DECA membership dues.

REGISTRATION

- \$150** per student member
- \$125** per volunteering chaperone
- \$100** per working advisor member

- Conference sessions
- Conference materials
- Conference t-shirt
- DECA After Dark Activity

MEALS INCLUDED:

- **Sunday Dinner**
- **Monday Breakfast**
- **Monday Dinner**
- **Tuesday Breakfast**

**Monday Lunch is on your own. There are many restaurants within walking distance. Attendees are also encouraged to use conference transportation to access the Southgate Mall, Bowling Alley, and University of Montana Campus.

REGISTRATION PROCEDURE

Registration for this conference will take place online at mtdeca.org/state-conference. All student attendees must be on a submitted and paid DECA Inc. roster to register. **All conference and hotel registration will take place on the online registration platform.**

For the online registration process, collect the following information from each attendee:

- Name
- T-Shirt Size
- Competitive Event(s)

CONFIRMATION:

If you have not received a registration confirmation email from Montana DECA within two days after submitting your online registration, please call John Stiles at (406) 209-4490.

CHANGES & SUBSTITUTIONS:

Make changes and substitutions using the online registration system until January 3rd. Changes, substitutions, and refunds are not allowed after January 3, 2024.

CHAPERONES/ SPOUSES

A minimum of one advisor for every ten student-delegates or portion of ten student-delegates is required for registration. It is the advisors responsibility to see that your chapter adheres to this ratio. This ratio will be strictly enforced by Montana DECA. Chaperones and spouses must pay the registration fee and be listed on the registration form.

REQUIRED PERMISSION FORMS

All attending students must complete the annual permission form packet, available at mtdeca.org/scdc.

PAYMENT METHODS

All housing and registration payments are remitted to Montana DECA.

Payment must be postmarked by January 31st. Late payments will incur a \$35/day late fee.

Registration and housing is non-refundable once submitted.

HOUSING

Deadline: January 3, 2024

Rooms are subject to availability within our block.

Once the room block is full, room rates may increase. Montana DECA will book, manage, and coordinate the entire room block.

HILTON GARDEN INN

\$149.22 per night
(single, double, triple, quad)
65 KING
81 QUAD

COURTYARD MARRIOTT

\$149.22 per night
(single, double, triple, quad)
20 KING
40 QUAD



AGENDA AT-A-GLANCE

Montana DECA has the State Career Development Conference waiting for you with dynamic and engaging general sessions, leadership workshops, exhibits, and enhanced tours/activities. The Montana DECA State Career Development Conference will take place at the Hilton Garden Inn | Missoula, MT. We can't wait to welcome you to Missoula for the 74th Annual State Career Development Conference.

SUNDAY FEBRUARY 4

1:00 PM	Registration Open
1:30 PM - 4:30 PM	Written & Principles Competitions
1:30 PM - 3:30 PM	Preliminary Shark Tank Competitions
1:00 PM - 6:00 PM	Shuttle to Southgate Mall
7:00 PM - 9:00 PM	Opening Session Dinner Served with Session Presenting Stephanie Quayle
10:30 PM	Curfew

Montana DECA has coordinated scheduled Bus routes to assist in transportation between hotel properties, as well as our tour/engagement activities.

- Sunday February 4, 2024 | 1:00 PM - 6:00 PM**
- Transfers from Hilton Garden Inn to Southgate Mall
 - Transfer Back to Courtyard between 9:30pm-10:30pm
- Monday February 5, 2024 | 10:00 AM - 6:00 PM**
- Stops @ Hilton Garden Inn, Courtyard, Southgate Mall, Westside Lanes, University of Montana
 - Transfer Back to Courtyard between 9:30pm-10:30pm
- Tuesday February 6, 2023 | 7:00 AM - 9:00 AM**
- Transfers between Courtyard and Hilton Garden Inn

**Evening shuttles between two hotels are serviced by a single 54 Passenger Motor Coach. All other routes are serviced using (2) 54 Passenger Motor Coaches

MONDAY FEBRUARY 5

7:00 AM	Advisors Meeting
7:30 AM - 9:00 AM	Breakfast Buffet Open
9:00 AM - 11:00 AM NOON - 2:00 PM 3:00 PM - 5:00 PM	Block #3 Competitions Block #4 Competitions Block #5 Competitions
10:00 AM - 6:00 PM	Bus Shuttle to Included Tours & Attractions -Southgate Mall -Westside Lanes & Arcade (11am-3pm) -University of Montana College of Business
10:00 AM - 2:00 PM	DECA Administrators Day
1:00 PM - 2:30 PM	Leadership Learning Labs Rotate Every 30 Minutes
6:30 PM - 8:00 PM	Achievement Awards Session Dinner Served with Session Presenting Michael Kent
8:00 PM - 10:00 PM	Game-of-Life Exhibits, Activities & Tournaments
10:30 PM	Curfew

TUESDAY FEBRUARY 6

7:00 AM - 9:00 AM	Breakfast Buffet Open
8:30 AM - 11:00 AM	Finalist Competitions
NOON - 1:00 PM	Grand Awards Session

MONTANA
DECA
CAREER
DEVELOPMENT
CONFERENCE



KEYNOTE ENTERTAINMENT

Feel the energy as DECA members come together for energetic, educational general sessions filled with dazzling lights, upbeat live music and a powerful message.



Stephanie Quayle
OPENING SESSION

The Montana native, Stephanie Quayle, has had a massive presence in country music with standout radio singles “Whatcha Drinkin’ Bout,” “Selfish,” and digital releases like “Wild Frontier” in the last few years. The CMT “Next Women of Country” inductee has been tapped as a Grand Ole Opry darling, making multiple appearances into the iconic circle and performing on the historic Ryman Auditorium stage. Quayle was included in the star-studded weeklong line-up to celebrate Dolly Parton’s 50th Anniversary of being a Grand Ole Opry member. The entertainer has shared stages with artists like Willie Nelson, Bonnie Raitt, Carly Pearce, Ashley McBryde, and many more; and in a once in a lifetime opportunity, the charismatic performer was the only independent act invited to perform for the five living former U.S. presidents (Obama, W. Bush, Clinton, H.W. Bush and Carter) alongside artists like Lady Gaga and Alabama as part of the hurricane relief concert “Deep from the Heart: The One America Appeal” in Texas.



Michael Kent
ACHIEVEMENT AWARDS SESSION

Comedy Magician Michael Kent gives the art of magic a face-lift with irreverent comedy and satire that has earned him prestigious awards and thousands of fans across America. As one of the busiest entertainers in the College Market, he has been voted “ENTERTAINER OF THE YEAR” by the readers of Campus Activities Magazine and was named “MAGICIAN OF THE YEAR” by the Association for the Promotion of Campus Activities. Michael was featured on the season Premiere of “Penn & Teller: Fool Us” on The CW Network. His combination of interactive comedy and mind-blowing magic has made Michael Kent a CROWD FAVORITE across the nation.

In a style reminiscent of a late-night talk show, Michael invites the audience to laugh with him at the absurdity of a modern-day magician.



COMPETITIVE EVENT UPDATES

1. The Competitive Event exam will be conducted online, and will be open for registered attendees to complete January 16-19, 2024. Additional proctoring instructions and credentials will be sent by November 13, 2023 to Chapter Advisors.
2. Written Projects will be submitted via Google Classroom. Students will upload their presentations to the appropriate classroom by the January 5, 2024 deadline. Google classroom links will be provided at mtdeca.org beginning November 13, 2023.
3. Beginning with the 2024-2025 Academic Year, Principles of Entrepreneurship will be added.

CONFERENCE UPDATES

1. Both the Opening and Achievement Awards Session will feature plated meals. Breakfasts will remain buffet style, with ample seating available. The Opening Session will be a formal "Oscar Style" event. Attendees are encouraged to wear Black-Tie attire. Minimum dress code standard is Business Professional.
2. No lunch will be provided on Monday.
3. The conference name badges will be enhanced with QR codes and online digital resources. Print conference programs will be scaled back.
4. The DECA Auction will be a series of pop-up auctions, that will be released through the Goosechase App.
5. The Spirit Award will be tacked and awarded through the GooseChase App.
6. The DECA Hub/Exhibits will continue to be combined with the Game-of-Life to allow for maximum entertainment and vendor engagement.
7. The DECA Hub will remain, and activities will be added/enhanced.
8. We will continue to provide conference head-shot photos. A schedule will be provided.
9. The Game-of-Life and exhibits have been moved to Monday evening.
10. The Advisors Meeting has been moved to Monday Morning.

COMPETITIVE EVENT WORKSHEET

MTDECA.ORG

STUDENT NAME _____

T-SHIRT SIZE _____

EMAIL _____

PHONE _____

COMPETITORS MAY CHOOSE UP TO **ONE EVENT PER BLOCK**, AND COMPETE IN **UP TO THREE (3) EVENTS TOTAL**

CHAPTER ADVISORS MAY BE MORE RESTRICTIVE

(MARKETING) (MANAGEMENT) (HOSPITALITY & TOURISM) (ENTREPRENEURSHIP) (FINANCE)

BLOCK #1	
BUSINESS OPERATIONS RESEARCH EVENTS (1-3 PERSON TEAM)	
BUSINESS SERVICES OPERATIONS *	BOR
BUYING & MERCHANDISING OPERATIONS *	BMOR
FINANCE OPERATIONS *	FOR
HOSPITALITY & TOURISM OPERATIONS *	HTOR
SPORTS & ENTERTAINMENT MARKETING OPERATIONS *	SEOR
ENTREPRENEURSHIP EVENTS (1-3 PERSON TEAM)	
INNOVATION PLAN *	EIP
START-UP BUSINESS PLAN *	ESB
FRANCHISE BUSINESS PLAN *	EFB
INDEPENDENT BUSINESS PLAN *	EIB
BUSINESS GROWTH PLAN *	EBG
INTERNATIONAL BUSINESS PLAN *	IBP

BLOCK #3	
TEAM DECISION MAKING EVENTS (2 PERSON TEAM)	
HOSPITALITY SERVICES	HTDM
SPORTS & ENTERTAINMENT MARKETING	STDM
TRAVEL & TOURISM MARKETING	TTDM
INDIVIDUAL SERIES	
AUTOMOTIVE SERVICES MARKETING	ASM
BUSINESS SERVICES MARKETING	BSM
FOOD MARKETING	FMS
PROFESSIONAL SELLING EVENTS	
FINANCIAL CONSULTING	FCE
HOSPITALITY & TOURISM PROFESSIONAL SELLING	HTPS
PROFESSIONAL SELLING	PSE

BLOCK #2	
INTEGRATED MARKETING CAMPAIGN EVENTS (1-3 PERSON TEAM)	
INTEGRATED MARKETING CAMPAIGN - EVENT *	IMCE
INTEGRATED MARKETING CAMPAIGN - PRODUCT *	IMCP
INTEGRATED MARKETING CAMPAIGN - SERVICE *	IMCS
PROJECT MANAGEMENT EVENTS	
COMMUNITY GIVING PROJECT *	PMCG
BUSINESS SOLUTIONS PROJECT *	PMBS
CAREER DEVELOPMENT PROJECT *	PMCD
FINANCIAL LITERACY PROJECT *	PMFL
SALES PROJECT *	PMSP
COMMUNITY AWARENESS PROJECT *	PMCA
PRINCIPLES EVENTS (FIRST YEAR COMPETITORS ONLY)	
PRINCIPLES OF BUSINESS MANAGEMENT & ADMINISTRATION	PBM
PRINCIPLES OF FINANCE	PFN
PRINCIPLES OF HOSPITALITY & TOURISM	PHT
PRINCIPLES OF MARKETING	PMK

BLOCK #4	
TEAM DECISION MAKING EVENTS (2 PERSON TEAM)	
BUYING & MERCHANDISING	BTDM
FINANCIAL SERVICES	FTDM
MARKETING MANAGEMENT	MTDM
INDIVIDUAL SERIES	
ACCOUNTING APPLICATIONS	ACT
APPAREL & ACCESSORIES MARKETING	AAM
BUSINESS FINANCE	BFS
ENTREPRENEURSHIP	ENT
HOTEL & LODGING MANAGEMENT	HLM
QUICK SERVE RESTAURANT MANAGEMENT	QSRM
RETAIL MERCHANDISING	RMS

BLOCK #5	
TEAM DECISION MAKING EVENTS (2 PERSON TEAM)	
BUSINESS LAW & ETHICS	BLTDM
ENTREPRENEURSHIP	ETDM
INDIVIDUAL SERIES	
HUMAN RESOURCES MANAGEMENT	HRM
MARKETING COMMUNICATIONS	MCS
RESTAURANT FOOD SERVICES MANAGEMENT	RFSM
SPORTS & ENTERTAINMENT MARKETING	SEM
PERSONAL FINANCIAL LITERACY	PFL

*

THESE EVENTS REQUIRE AN **ADVANCE WRITTEN SUBMISSION**
 THE **TOP (8) WRITTEN ENTRIES** IN EACH EVENT WILL ADVANCE
 TO THE STATE CAREER DEVELOPMENT CONFERENCE

MY EVENTS	
EVENT	PARTNER(S) IF APPLICABLE:
1	
2	
3	



RECOGNITION & AWARDS

Montana DECA recognizes our members and competitors in the following ways:

FINALIST MEDALLION:

During the achievement awards session on Monday night, competition finalists will be recognized with a finalist medallion, signifying a top eight finish in the state of Montana.

ICDC QUALIFICATION TROPHY:

During Grand Awards, all event finalists are called to the stage for recognition. International Career Development Qualifiers are recognized with a Montana DECA medallions, signifying their State Victory!

EMERGING DIAMOND:

The Montana DECA Emerging Diamond Awards recognize outstanding chapter leaders and members for their service, impact and dedication to their local chapter programs.

MEMBER OF THE YEAR:

The Member of the Year Award recognizes exceptional service and dedication to the Montana DECA program on the Local Chapter Level.

THRIVE LEVEL RECOGNITION & SBE:

Local DECA Chapters are recognized for their School-Based Enterprise and Chapter Campaign Achievements throughout the year.



COMPETITIVE EVENT TOPICS

Business Operations Research Events

The topic for each career category is the development of a strategy to combat the talent challenge. Businesses today are facing labor shortages across all industries. Participants will collaborate with a local business or organization to analyze the current process for recruiting, hiring, onboarding and retaining employees. Participants will then create and present a strategic plan to attract and retain employees.

Financial Consulting

You will assume the role of a financial consultant. A small-business client has scheduled a meeting with you because they would like to add a peer-to-peer payment platform option for their customers. The client would like you to share and explain different peer-to-peer platforms and make a recommendation that will have a positive financial impact.

Hospitality + Tourism Professional Selling

You will assume the role of a sales manager for a glamping resort. You are meeting with the CEO of a company that is hosting a retreat for its 12 employees and their immediate families. During the meeting, you should discuss, at a minimum, the setting, accommodations, dining and activities. This meeting is very important to the CEO, who is also wanting to host an annual kick-off meeting during the retreat in a creative meeting space for only the 12 employees.

Professional Selling

You will assume the role of a sales representative for a company that specializes in assisting clients with social media selling strategies. Social selling is a sales method that practices incorporating social networks into every stage of the sales process. A large part of the customer experience now takes place on social media and in more casual communication channels. You have a meeting scheduled with the owner of a local retail boutique to present the services your company can provide for expanding their company's social media selling strategies.



CHAPTER INCENTIVES

Montana DECA is pleased to announce nearly \$1,000 in financial assistance to local chapters. To qualify for incentives, chapters must send the chapter leadership team to the Virtual Chapter Officer Training on November 17, 2024.

Whether you take advantage of one or three incentives, these are designed with your growth, and impact in mind.



DECA+

NOVEMBER 15th DEADLINE
\$295 VALUE

Aligned to National Curriculum Standards and Career Clusters®, DECA+ offers case studies, exams and project exemplars to easily incorporate into classroom instruction and help DECA members learn industry-validated knowledge and skills standards. These learning standards are current, relevant and aligned to what business says is important for success in the workplace.

Help your members prepare for competition, with sample case-studies, exams, and career development resources for marketing, finance, hospitality, management, entrepreneurship and personal financial literacy.

Get a complimentary subscription when you grow your student membership by 20.



MEMBERSHIP THRIVE

DECEMBER 1st DEADLINE
\$600 VALUE

When your chapter achieves Membership Thrive, you will enjoy (2) attendee spots to the DECA International Career Development Conference in the Thrive Academy, and also receive (4) complimentary State Conference Registration Fees.



CHAPTER CAMPAIGNS

DECEMBER 1st DEADLINE
\$298.44 VALUE

When your chapter achieves Chapter Campaign Thrive status, you will enjoy (2) attendee spots to the DECA International Career Development Conference in the Thrive Academy, and also receive a complimentary quad hotel room at the State Career Development Conference.

DECA CHAPTER CAMPAIGNS

deca.org/campaigns

CELEBRATE #DECAMONTH IN
NOVEMBER

MEMBERSHIP

Guide your membership efforts by meeting these goals.

20

MORE STUDENTS
THAN LAST YEAR

OR

20

ALUMNI

OR

20

PROFESSIONALS

DEADLINE 12.1.23

Earn **ACHIEVEMENT LEVEL** by meeting the requirements in any **one** of the categories (students, alumni or professionals) of the Membership Campaign and receive a pennant and certificate.

Earn **THRIVE LEVEL** by meeting the requirements in any **two** of the categories of the Membership Campaign and receive a pennant, plaque, flag and two allocations to attend the Thrive Academy at ICDC!

PROMOTIONAL

Conduct these promotional activities from the beginning of your school year through DECA Month.

3

SCHOOL
OUTREACH ACTIVITIES

+

3

SUCCESS STORIES
OF ALUMNI

+

3

COMMUNITY
OUTREACH ACTIVITIES

DEADLINE 12.1.23

Earn **ACHIEVEMENT LEVEL** by meeting the requirements in any **one** of the DECA Month Chapter Campaigns (Promotional Campaign, Community Service Campaign or Ethical Leadership Campaign) and receive a pennant and certificate.

Earn **THRIVE LEVEL** by meeting the requirements in any **two** of the DECA Month Chapter Campaigns (Promotional Campaign, Community Service Campaign or Ethical Leadership Campaign) and receive a pennant, plaque, flag and two allocations to attend the Thrive Academy at ICDC!

COMMUNITY SERVICE

Conduct a community service activity from the beginning of your school year through DECA Month.

1

OR MORE COMMUNITY
SERVICE ACTIVITIES

+

75%

OR MORE PARTICIPATION
OF YOUR DECA MEMBERS

+

1

FORM OF PUBLICITY
OR PROMOTION

ETHICAL LEADERSHIP

Conduct these ethical leadership activities from the beginning of your school year through DECA Month.

3

ETHICAL LEADERSHIP
CHALLENGE ENTRIES

+

3

ETHICAL LEADERSHIP SCHOOL
OUTREACH ACTIVITIES

+

3

ETHICAL LEADERSHIP COMMUNITY
OUTREACH ACTIVITIES

DEADLINE 3.1.24

Meet the requirements in the Advocacy Campaign during February and receive a pennant, special plaque from DECA's Congressional Advisory Board and a letter of recognition sent to your school administrator and government officials.

ADVOCACY

Advocate during Career and Technical Education Month® in February.

3

SCHOOL
OUTREACH ACTIVITIES

+

3

PUBLIC POLICY
MAKERS OUTREACH

+

3

COMMUNITY
OUTREACH ACTIVITIES

Eligibility to attend ICDC is determined by the chartered associations, based on their policies. Chapters should consult with their association advisor for eligibility guidelines.

MONTANA DECA ATTENDANCE

ATTENDANCE

This is to certify that _____ has my permission to attend the **Montana DECA State Career Development Conference** in Missoula, MT. I also do hereby on behalf of him/her absorb and release the school officials, the DECA Chapter Advisor(s), as well as Montana DECA Staff, Agents and Volunteers from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the Montana DECA sponsored activity.

EMERGENCY

Any medical exceptions or modifications to the Montana DECA Medical Release form/code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local chapter advisor.

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

WALK-IN CLINICS

Providence Urgent Care
3075 N Reserve Street #Q
Missoula, MT 59802
406.327.1750

HOSPITALS

Providence St. Patrick
500 West Broadway
Missoula, MT 59802
406.543.7271

Community Medical
2827 Fort Missoula Rd
Missoula, MT 59802

DRUG STORES

CVS Pharmacy
1211 S Reserve St. #102
Missoula, MT 59802
406.728.5650

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 Advisor(s), and Montana DECA Staff have the right to send the student home from the State Career Development Conference at our expense, provided he/she has violated the delegate conduct practices and procedures and/or his/her conduct had become a detriment. We also authorize Montana DECA to publish press releases and media publications which could include my students name, photo, and/or voice.

Student Signature

Parent Signature

Chapter Advisor Signature

School Official Signature

Insurance Company Name

Policy Number

MONTANA DECA PROFESSIONALISM

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 males and females.

The Montana DECA Board of Directors has developed the following official dress standards for the State Career Development Conference. Students, advisors and chaperones must follow the conference dress code.

Competitors must wear professional dress during interaction with judges and/or corporate partners. Professional dress should also be worn to all conference sessions including workshops and special meal functions.

WHEN APPEARING BEFORE JUDGES

FEMALES: Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress; dress shoes.

MALES: Business suit or sport coat with dress slacks, collared dress shirt and necktie; dress shoes; dress socks.

The following are not allowed: denim, athletic shoes, sweatshirts, t-shirts, shorts, hats.

BUSINESS CASUAL ATTIRE

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

CASUAL ATTIRE

Neat casual clothing is acceptable during free time and select Montana DECA tours/activities, or as otherwise authorized by the Chapter Advisor or Montana DECA Staff. Casual attire is not acceptable in front of judges, corporate partners, or event staff. Casual attire is not permitted in competition of judging areas.

UNACCEPTABLE ATTIRE

The following are unacceptable during any Montana DECA activities: skin-tight or revealing clothing, athletic clothing, swim-wear (unless swimming), and clothing with printing that is suggestive, obscene, or promotes illegal activities.

When judging adherence to the dress code, Montana DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. Montana 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.

CODE OF CONDUCT

The Montana DECA Board of Directors requires each delegate attending the State Career Development Conference to read, agree to, and comply with the following standards:

1. The term "delegate" shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
2. 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.
3. Delegates must wear identification badges at all times.
4. Delegates shall refrain from using inappropriate or profane language at all times.
5. Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
6. 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.
7. Delegates shall respect the rights and safety of other hotel guests.
8. Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
9. Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
10. Use of tobacco products and electronic cigarettes by delegates is prohibited at all DECA functions.
11. Delegates must adhere to the dress code at all times.
12. Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
13. Students shall keep their adult advisors informed of their activities and whereabouts at all times.
14. No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and chartered association advisors.
15. Delegates should be prompt and prepared for all activities.
16. Delegates should be financially prepared for all activities.
17. 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.
18. 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.
19. Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
20. Chartered associations will be responsible for delegates' conduct.
21. Tasteful casual wear will be accepted during specific social functions as designated during orientation.
22. 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.

Student Signature

Parent/Guardian Signature

Date



The purpose of this form is to authorize the provision of emergency treatment for chapter members in the unlikely event that they become ill or injured while traveling with their advisor. It is imperative the following information be furnished so that the member will be cared for properly in the event of an emergency.

The authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

I _____ of _____
 (Parent Name) (Address)(City)(State, Zip)

hereby give my consent for: (1) the administration of any emergency treatment deemed necessary by a licensed physician or dentist, (2) the transfer to any hospital reasonably accessible, and (3) consent to release the medical information provided.

_____ Date _____ / _____ / _____
 (Member Signature) (Month) (Day) (Year)

_____ Date _____ / _____ / _____
 (Parent/Guardian Signature) (Month) (Day) (Year)

The following information is needed by any hospital or practitioner not having access to the member's medical history:

Does the member have: ANY ITEMS MARKED "YES" SHOULD BE EXPLAINED BELOW

Any food allergies

- a. FOOD YES NO
- b. MEDICATION YES NO
- c. OTHER (Insect, etc..) YES NO

Any health problems or physical disabilities YES NO

Any respiratory problems YES NO

Any diabetes YES NO

Any epilepsy YES NO

Any chronic disease YES NO

Any emotional or physical problems YES NO

Any medication being taken at present YES NO

Any Glasses: YES/NO Contact Lenses: YES/NO Hearing Devices: YES/NO

Date of Last Tetanus Booster: _____ / _____ / _____
 (Month) (Day) (Year)

Does member have all required immunization shots? YES NO



CALENDAR OF EVENTS 2023-2024

JULY

7-9
EMERGING LEADER SUMMIT
Tysons Corner, VA
deca.org/els

12-13
**CHAPTER ADVISOR
KICK-OFF EXPERIENCE**
Virtual Event
deca.org/advisorkickoff

AUGUST

9-11
**CHARTERED ASSOCIATION
MANAGEMENT CONFERENCE**
Anaheim, CA

SEPTEMBER

15
**DISTRICT-LEVEL
INSTRUCTIONAL AREAS
ANNOUNCED**
decadirect.org

23
**MT ADVISOR & CHAPTER
OFFICER MASTERMIND CALL**
Via Zoom | 6pm

30
**ACTIVATE YOUR CHAPTER
INCENTIVE DEADLINE**

OCTOBER

2-6
**SCHOOL-BASED
ENTERPRISE WEEK**
deca.org/sbeweek

13-16
**DECA AMPED + MBA
RESEARCH CONCLAVE**
Denver, CO
deca.org/amped

18
**REGISTRATION FOR DECA
ULTIMATE POWER TRIP DUE**
deca.org/power

19-20
**MONTANA ACTE/MBEA FALL
INSTITUTE**
Fairmont Hot Springs Resort

NOVEMBER

DECA MONTH

1
**SPECIAL AWARD
NOMINATIONS DUE**
mtdeca.org/special-awards

13-19
**GLOBAL ENTREPRENEURSHIP
WEEK**
genglobal.org/gew

13
**STATE CONFERENCE
REGISTRATION SITE OPENS**
mtdeca.org/scdc

15
**INITIAL MEMBERSHIP
DUES DEADLINE & DECA +
INCENTIVE DEADLINE**
deca.org/register

17
**CHAPTER OFFICER VIRTUAL
TRAINING 12:00PM-3:00PM**
mtdeca.org

17-19
**THE ULTIMATE DECA POWER
TRIP**
Austin, TX
deca.org/power

29-December 2
ACTE CAREERTECH VISION
Phoenix, AZ
careertechvision.com

DECEMBER

1
**DECA CHAPTER CAMPAIGNS +
MEMBERSHIP CAMPAIGN DUE**
deca.org/campaigns

**HONORARY LIFE
MEMBERSHIP + OUTSTANDING
SERVICE AWARD
APPLICATION PACKETS DUE**
deca.org/professionalawards

**SCHOOL-BASED ENTERPRISE
CERTIFICATION OPENS**

JANUARY

3
**STATE CONFERENCE
REGISTRATION, HOUSING &
TOURS ORDER DUE @ NOON**
mtdeca.org/scdc

5
**WRITTEN PROJECTS DUE @
NOON**
mtdeca.org/scdc

11
**SCHOOL-BASED
ENTERPRISE CERTIFICATION
DOCUMENTATION DUE**
deca.org/sbe

12
**STATE OFFICER
APPLICATIONS DUE**
mtdeca.org/leadership

**STUDENT SCHOLARSHIP
APPLICATIONS DUE**
deca.org/scholarships

16-19
ONLINE TESTING OPEN
mtdeca.org/scdc

19
**SCDC WRITTEN EVENT
FINALISTS RELEASED**
mtdeca.org/scdc

31
**PAYMENT FOR SCDC
INVOICES DUE TO MT DECA**
**KNOWLEDGE MATTERS
DIGITAL PRESENTATION
SKILLS CHALLENGE ENTRIES
DUE**
deca.org/challenges

FEBRUARY

CTE MONTH

1
**EMERGING LEADER HONOR
AWARD APPLICATIONS OPEN**
deca.org/honoraward

4-6
**STATE CAREER
DEVELOPMENT CONFERENCE**
Hilton Garden Inn - Missoula
mtdeca.org/scdc

8 @ Noon
**INITIAL ICDC BUMP UPS DUE
TO GOOGLE SHEETS
(PLACES 1-3 INDICATED)**
mtdeca.org/scdc

9 @ 8pm
FINAL ICDC BUMP UPS DUE
mtdeca.org/scdc

12 @ 5pm
**ICDC REGISTRATION, TOURS,
AIRFARE & HOUSING DUE**
mtdeca.org/scdc

15-18
**WESTERN BUSINESS
EDUCATORS CONFERENCE**
Eugene, OR

MARCH

1
ADVOCACY CAMPAIGN DUE
deca.org/campaigns

6
**PAYMENT FOR ICDC
AIRFARE, TOURS, HOUSING &
REGISTRATION DUE**

27-April 10
**ICDC-QUALIFYING WRITTEN
ENTRY SUBMISSIONS DUE**

26-29
**NATIONAL BUSINESS
EDUCATION ASSOCIATION
CONFERENCE**
Myrtle Beach, SC

29
**ICDC BLAZER ORDER
DEADLINE**
shopdeca.org

31
**EMERGING LEADER HONOR
AWARD NOMINATIONS DUE**
deca.org/honoraward

APRIL

10
**ICDC-QUALIFYING WRITTEN
ENTRY SUBMISSIONS DUE**

9-12
ACTE REGION V CONFERENCE
Honolulu

27-30
**DECA INTERNATIONAL
CAREER DEVELOPMENT
CONFERENCE**
Anaheim, CA
deca.org/iCDC



DECA

EXPERIENCE

the DIFFERENCE

Not all experiences are created equal, and DECA is one of a kind! When you become a member of DECA, you're one step closer to making your college and career dreams a reality. From competitive events to chapter campaigns and leadership development to exciting conferences, there's something for everyone.

We can't wait to show you what we're all about! Experience it for yourself.

#ExperienceDECA

GET CONNECTED WITH @DECAINC



Visit deca.org/brand to download theme artwork and recruitment resources.