

## **Advisor's Guide to Michigan DECA District Conferences**

This guide has been developed to help Advisors prepare their members for a Michigan DECA District Conference. The best way to have a successful and enjoyable district conference is by knowing what to expect at the conference and know how to prepare your members for the competition.

### **October**

- Hold Recruitment activities to sign up DECA members
- Log on to DECA's membership processing system and submit your membership
- Send one check for both State and National Membership dues directly to National DECA. The address is on the invoice that you can print after your members have been submitted.

### **November**

- Review the events that are offered at the District Conference.
- Have your students look at the competitive events corner of the Michigan DECA Website. This can be found in the Student section of the website, and is full of information on each of the competitive event areas.
- Practice Role-play and Case Study events with your class.
  - Some of the resources for role-play events include:
    - Michigan DECA's *Integrating DECA into the Curriculum* for suggestions on introducing role-play events.
    - The Competitive Event Corner of the Michigan DECA website has role-play events for each area.
    - Sample events can be purchased from DECA Images
    - Refer to DECA Images Competitive Event Training Guide
- Administer Practice Occupational Exams with your members
  - Some of the resources for multiple choice tests include:
    - The Competitive Event Corner of the Michigan DECA website has sample test questions for each area
    - Sample tests can be purchased from DECA Images and or MarkED
    - Refer to DECA Images Competitive Event Training Guide
- Discuss options for traveling to the conference with your principal
- Sign your members up for the event that best suits each member's needs and experiences.

- Secure at least two individuals that can serve as competitive event judges for the event you will be coordinating at the conference.
- Register your members for the conference. The registration form can be found in the forms section of the Michigan DECA Website at [www.mideca.org](http://www.mideca.org) (Remember that password is: magic) Feel free to contact Chris Pollum at the Michigan DECA if you have any challenges registering your students (734.487.3322 or email him at [cpollum@emich.edu](mailto:cpollum@emich.edu)).
  - The registration Deadline for Districts 1, 3, 7 & 8 is November 23
  - The registration Deadline for Districts 2, 4, 5 & 6 is December 11
- If appropriate, collect registration fees from your members
- Review the Dress Code and expectations with your students, consider holding a Professional Dress Day
- Submit your request to have your check sent directly to Michigan DECA
- Distribute the Delegate Code of Conduct/Medical Authorization Forms (Located in the forms section of [mideca.org](http://mideca.org)) to each student attending the conference. The forms must be completed and signed by a parent. Have a deadline 7 to 10 days prior to the conference, so you have time for your principal to also sign the forms. **A completer form for each student must be brought with you to the conference.**

### **The Week Prior to the Conference**

- Proof the confirmation that Michigan DECA sends back; check the following:
  - That each name is spelled correctly
  - That each student is listed in the correct event
  - That each team is correctly paired up
  - Fax any corrections back to Michigan DECA
- Review the Series Event and MDM Event Participant Information Sheets with your students so they know what to expect the day of the conference
- Practice more Role-play and Case Studies with the students
- Review when and where they have to meet to ride to the conference and the expected time to return home.
- Double check to see that everyone has paid for the conference
- Let them know if they need money for lunch, or if lunch will be provided
- Prepare your State Conference registration flyer for your students that qualify at the conference. A sample is attached.
  - Talk to your principal to see if any financial support will be available
  - Find out the cost of transportation to Dearborn
  - Determine if you need any up charges to cover the costs of chaperones or additional meals

- Determine how much each student will have to pay
  - Develop a fact sheet that has conference date, costs and deadlines to sign up
- To have an effective conference, each advisor will be assigned an event to coordinate. The event instructions will be mailed to you with your registration confirmation. Do not worry – 100's of new advisors have administered events before you and have done an excellent job.

### **The Day Prior to the Conference**

- Review the Dress Code and expectations with your students, again.
- Remind your students to bring a pencil and calculator.
- Review when and where they have to meet to ride to the conference and the expected time to return home, again.
- Double and triple check to be sure that you have a completed and signed Delegate Code of Conduct form for each student.
- Confirm your transportation times with the busing department or company.
- Double check that your camera is working.
- Call and remind your judges where and when they need to be at the conference.
- Pack the following items for when you administer your event:
  - 100 Sheets of scratch paper
  - A roll of Scotch tape
  - A couple of red pens
  - A couple of calculators to check the judges' math

### **The Day of the Conference**

- Take attendance as your students board the bus
- When you arrive at the conference site direct your students to the holding area and then proceed to the registration area to pick up your registration materials: name tags, programs, etc.
  - Take a few minutes to review your registration list, a couple of minutes now will greatly aid the tabulation room to be able to process the results in a timely fashion so the day goes smoothly and does not go over time.
  - Return your registration list and extra name tags to the person at registration. Cross out the first names of all people that did not attend. Mark a NS after their full name.
  - Distribute the materials to your students.
- Proceed to the room where the advisors meeting will be held. The students will remain where they are for the opening session.

- You will then go to the room where you will be coordinating your event. So you can be ready to administer your event when the students are dismissed from the opening session. You will see your students again at the awards session.
  
- During the Awards Session:
  - Medallions will be given for the top 5 scores on each test.
  - Medallions will be given for the top one or two places in each section for the role-play event or case study event.
  - Overall Red White and Blue Medallions will be given to each overall finalist. These students are eligible to compete at the state conference.
  
- During or following the awards sessions, you will be given an envelope with each of your students' role play Scantron forms and a printout that has each of their scores. Resist the temptation; **do not hand out the materials** to your students until the next day in class. You need to review the information first so you can understand the judges' comments.

### **After the Conference**

- Prepare a PA announcement congratulating your students for their efforts at the conference.
  
- Send a press release of the winners to your local newspaper(s)
  
- Discuss the competition in each of your classes; even if not all of your students attended the conference, this is an excellent way for your other class members to learn from the activities.
  
- Hand out the Judge Scantron forms to each student.
  
- Remember that New Advisors are eligible to bring these additional students to the state conference in addition to any that qualify at the district conference:
  - Two additional competitors in either a series event or in an MDM event
  - Teams in both the DECA Quiz Bowl Event and the Team Decision Making Event.
  
- Hand out the State Conference Fact Sheets so your students can decide if they will be attending and know when to bring in their deposit.

About a week after the conference you will receive a packet that has all of the conference winners. This detailed list shows who qualified for the State Conference, and who are the alternates for each of the events. Please note that not all events have alternates. If you have any qualifiers that will not be attending the state conference; please call the advisor of the next alternate listed on the report.

Also note that because scores vary from judge to judge, we take the top people or teams from each event. Because of this, a third place competitor in one section may have a score higher than a first place competitor in a different section.

The process starts over as you prepare and register your students for the state conference.

**Feel free to call the Michigan DECA Office (734-487-3322) if you have any questions.**