

**NEW JERSEY DECA**

**CENTRAL REGION CONFERENCE  
BLUE**



**JANUARY 7, 2010  
MIDDLESEX COUNTY COLLEGE  
EDISON, NEW JERSEY**

## GENERAL INSTRUCTIONS FOR ADVISORS

- The competitive events offered at the Regional Conference include all CBCE Series Events, Management Team Decision Making Events (mandatory team of 2), Technical Sales Event, Customer Service, Supermarket Careers, and DECA Quiz Bowl (mandatory team of 4).
- **Quotas:** None for Principles of Business Administration Events, Team Decision Making Events, Individual Series Events, Technical Sales Event, Customer Service, or Supermarket Careers. Limit of 1 team per chapter for Quiz Bowl.
- Send a copy of your DECA roster to Leslie Malec with the registration materials.
- Note that the final deadline for registration packets is November 18, 2009. Late registration packets will not be accepted. It is recommended that your actual Excel registration be emailed to Leslie Malec at both [lmalec26@yahoo.com](mailto:lmalec26@yahoo.com) and [lmalec@spotswood.k12.nj.us](mailto:lmalec@spotswood.k12.nj.us). It is recommended that all remaining packet information be mailed either by Express or Certified mail, or simply bring it to our Central Regional Meeting at Middlesex County College on 11/18/09.
- Each advisor will be in charge of at least one competitive event. Plan on bringing one or two chaperones to assist you. We will not be able to provide you with additional assistance.
- Each school is required to provide **four** judges from business. School personnel are not eligible to judge. If you have difficulty locating four judges, please notify Judge Coordinator. Adequate judges are essential in order to have the regional competition run smoothly. Please do not leave this task up to others!!!
- Please inform your judges that Judges' Registration and Breakfast will be 9:00 a.m. – 10:30 a.m. in the Coral Restaurant (College Center).
- Be sure you have the home telephone numbers of the judges you have signed up in the event of snow cancellation. You will have to call the judges you have submitted.
- Snow date will be Monday, January 11, 2010.
- Testing will take place first. Plan on having assistants with you in order to complete testing so that you may get your judges ready for role-plays.
- Buses should unload students in front of College Center and may park in Lot #2 near Campus Police Headquarters.
- There is a mandatory 20-point deduction for each role-play and the written test if students are not dressed in business attire. (see Jim Jaworski for questions or problems)
- **Email** the completed Registration file and DECA Roster (on school letterhead) to:  
[lmalec26@yahoo.com](mailto:lmalec26@yahoo.com)  
AND  
[lmalec@spotswood.k12.nj.us](mailto:lmalec@spotswood.k12.nj.us)
- Be sure to include a copy of your DECA Roster (on school letterhead) with the completed Registration File. If you cannot email your roster, please send to:  
Leslie Malec  
Spotswood High School  
105 Summerhill Road  
Spotswood, NJ 08884
- The following reports should be sent to Leslie Malec:  
Code of Ethics for Adult Advisors  
Special Needs Events (if applicable)
- Summary form (along with PO or check) should be sent to:  
NJ DECA  
Attn: BLUE Conference  
Middlesex County College  
2600 Woodbridge Avenue  
Edison, NJ 08818
- Judges forms should be sent to: Ms. Deborah Stapenski  
Monroe Township High School  
Perrineville Road  
Monroe, NJ 08831  
[Deborah.Stapenski@monroe.k12.nj.us](mailto:Deborah.Stapenski@monroe.k12.nj.us)

---

*The conference fee may be either a school check or a school purchase order.  
No refunds will be given after the deadline date of November 18<sup>th</sup>.*

BLUE Division Conference

Date: Thursday, January 7, 2010  
Snow Date: Monday, January 11, 2010

Location: Middlesex County College  
Edison, New Jersey

Times: 9:15 a.m. - Student Testing  
9:00 a.m. - Judges' Registration  
10:00 a.m. - Judges' Briefing  
10:30 a.m. - Student Briefing  
10:45 a.m. - Student Role Play

Registration Deadline – November 18, 2009

*Packets and fees must be received by this date  
Late packets will not be accepted after this date*

Registration Fee - \$13.00 per student

Registration fees should be payable to NJ DECA and mailed to:

NJ DECA  
Attn: BLUE Conference  
Middlesex County College  
2600 Woodbridge Avenue  
Edison, NJ 08818

---

*The conference fee may be either a school check or a school purchase order.  
No refunds will be given after the deadline date of November 18<sup>th</sup>.*

NJ Central Region Conference – Blue  
Summary Form

Send this form along with your PO or check to:

NJ DECA  
Attn: BLUE Conference  
Middlesex County College  
2600 Woodbridge Avenue  
Edison, NJ 08818

Mail in Deadline Date: November 18, 2009

School: \_\_\_\_\_

Advisor(s): \_\_\_\_\_

School Phone Number: \_\_\_\_\_

Insert the number of students registered for each event:

___ AAM		___ RFSM
___ ACT	___ FMS	___ RMS
___ ASM	___ FTDM	___ SC
___ BLTDM		___ SEM
___ BTDM	___ HLM	___ STDM
___ BSM	___ HTDM	___ TTDM
___ CS	___ MMS	___ TSE
___ DQB	___ QSRM	

**NEW EVENTS FOR FIRST YEAR COMPETITORS ONLY**

\_\_\_ PBM (Principles of Business Management and Administration)

\_\_\_ PFN (Principles of Finance)

\_\_\_ PHT (Principles of Hospitality and Tourism)

\_\_\_ PMK (Principles of Marketing)

Number of students \_\_\_\_\_ X \$13.00 = \_\_\_\_\_

JUDGES FORM – BLUE

HELD AT MIDDLESEX COUNTY COLLEGE, EDISON, NJ  
THURSDAY, JANUARY 7, 2010

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_  
CITY STATE ZIP

Home Address \_\_\_\_\_  
CITY STATE ZIP

Home Phone \_\_\_\_\_ (to be used only for cancellation due to weather)

Judges are vital to the success of any DECA Conference. Your participation is greatly appreciated.

To be completed by the Coordinator

Judge will represent \_\_\_\_\_  
Name of School Coordinator's Name

TO PROVIDE STUDENTS WITH A MEANINGFUL EXPERIENCE, EACH SCHOOL DISTRICT IS RESPONSIBLE FOR SUBMITTING A MINIMUM OF FOUR JUDGES.

Choose 3 possible events for each judge.

- |           |          |           |
|-----------|----------|-----------|
| ___ AAM   |          | ___ RF5M  |
| ___ ACT   |          | ___ RMS   |
| ___ ASM   | ___ FTDM | ___ SC    |
| ___ BLTDM | ___ FMS  | ___ SEM   |
| ___ BTDM  | ___ HLM  | ___ STD M |
| ___ BSM   | ___ HTDM | ___ TTDM  |
| ___ CS    | ___ MMS  | ___ TSE   |
| ___ DQB   | ___ QSRM |           |

\_\_\_ PBM (Principles of Business Management and Administration)

\_\_\_ PFN (Principles of Finance)

\_\_\_ PHT (Principles of Hospitality and Tourism)

\_\_\_ PMK (Principles of Marketing)

## **NJ DECA ACTIVITY CONFERENCE CODE OF ETHICS FOR ADULT ADVISORS**

Marketing Education programs offer training to those students who have a career objective in the field of marketing, merchandising and management. Individual conduct and appearance is a phase of this training.

Since a good example is one method of teaching and students participating in the conference are impressionable, a code of ethics (or guidelines) is set for adult advisors. Remember that the Delegate Conduct Practices and Procedures and Dress Codes set guidelines for behavior of advisors as well as students attending DECA conferences.

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, as established, will be referred to the State Advisor and/or the NJ DECA Complaints Review Committee.

- Advisors shall keep an agenda for each student in order that they may be reached at any time during the conference. Advisors are responsible for knowing the whereabouts of all of their students at all times. Each local advisor should establish a policy with his/her students prior to the conference in order to meet this regulation.
- Advisors must have with them at the conference a list of their students, as well as home telephone numbers and parents' or guardians' names.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures. Advisors are responsible for having each student attending the VSO event to read, discuss, sign, and return the Student Code of Conduct Form.
- 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.
- No use of alcoholic beverages or narcotics will be permitted.
- Chapter advisors are responsible for their delegates' conduct and shall be available to their students at all times or shall have another advisor/chaperone available to their students.
- The local principal and/or designated administrator will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include accidents, possession of drugs or alcohol, breaking conference rules, family emergencies, and any other situation designated as an emergency.
- Each Advisor must contact event supervisor for assignment and will work assigned times at the Conference.

I have read the ADVISOR CODE OF ETHICS and agree to comply with these guidelines.

_____	_____
Print Advisor's Name	Signature
_____	_____
Administrator's Signature	Date

In case of emergency, the following local administrator should be contacted:

Name \_\_\_\_\_ Title \_\_\_\_\_

School Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

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

**(Send to Leslie Malec)**

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 Central Regional Competitive Events Conference.

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 \_\_\_\_\_

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

## DELEGATE CONDUCT PRACTICES AND PROCEDURES

1. The term delegate shall mean any student participant attending the DECA Regional Competitive Events Conference.
2. There will be no defacing of campus property, furnishings, or buildings. Damages are the ultimate responsibility of the student and/or their parents/guardians.
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. 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).
5. Delegates must be prompt and prepared for all responsibilities.
6. Smoking is not allowed in any of the campus buildings.
7. No delegate shall leave the college campus without proper authorization.
8. Chapter advisors are responsible for delegates' conduct.
9. All student delegates shall avoid places and actions that in any way could raise question as to moral character or conduct. Student delegates shall treat all NJ DECA members and judges and guests with courtesy and respect. Student delegates shall not violate any state or federal laws.
10. 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 disqualified from their competitive events. Disqualification means that the student will no longer be eligible to participate in any regional, state, or national activity.
11. Delegates will follow the dress code as stated in the NJ DECA Handbook. Failure to follow the dress code will result in a 20-point penalty in each phase of the delegate's event.
12. Delegates will be financially prepared for all responsibilities.
13. 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 Practices and Procedures.

DELEGATE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I/we have read the delegate Conduct Practices and Procedures and understand

That \_\_\_\_\_ must abide by the rules and understand the consequences  
(Student Name)

of violating this code of conduct.

ADVISOR(S) SIGNATURES: \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

(Copy this form for each student and bring signed forms to conference with you)