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New Jersey DECA

2015-2016
Organizational Contact Information
## NEW JERSEY DECA
### High School Division State Officer Action Team
#### 2015-2016

Kathleen Malik - Advisor to the State Officers
Crissy Jones – Advisor to the State Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>School Address</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Destini Clark</strong></td>
<td>Delsea Regional High School</td>
<td>Eileen Fischer</td>
</tr>
<tr>
<td><strong>President</strong></td>
<td>242 Fries Mill Road</td>
<td>Email: <a href="mailto:efischer@delsearegional.us">efischer@delsearegional.us</a></td>
</tr>
<tr>
<td></td>
<td>Franklinville, NJ 08322</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 856-694-0100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:destini.clark@njdeca.org">destini.clark@njdeca.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>VACANT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Northern Region</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vice President</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Paul Averhart</strong></td>
<td>Monroe Township High School</td>
<td>Deborah Stapenski</td>
</tr>
<tr>
<td><strong>Central Region</strong></td>
<td>1629 Perrineville Road</td>
<td>Email: <a href="mailto:dstapens@monroe.k12.nj.us">dstapens@monroe.k12.nj.us</a></td>
</tr>
<tr>
<td><strong>Vice President</strong></td>
<td>Monroe Township, NJ 08831</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 732-521-2975</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="mailto:paul.averhart@njdeca.org">paul.averhart@njdeca.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Brendan Kelley</strong></td>
<td>Clearview Regional High School</td>
<td>Shawn Ellis</td>
</tr>
<tr>
<td><strong>Southern Region</strong></td>
<td>625 Breakneck Road</td>
<td>Email: <a href="mailto:ellissh@clearviewregional.edu">ellissh@clearviewregional.edu</a></td>
</tr>
<tr>
<td><strong>Vice President</strong></td>
<td>Mullica Hill, NJ 08062</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 856-223-2790</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="mailto:brendan.kelley@njdeca.org">brendan.kelley@njdeca.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Christopher Tejada</strong></td>
<td>Union City High School</td>
<td>Shane Harnett</td>
</tr>
<tr>
<td><strong>Treasurer</strong></td>
<td>2500 John F. Kennedy Boulevard</td>
<td>Email: <a href="mailto:sharnett@union-city.k12.nj.us">sharnett@union-city.k12.nj.us</a></td>
</tr>
<tr>
<td></td>
<td>Union City, NJ 07087</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 201-330-8678</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-Mail: <a href="mailto:christopher.tejada@njdeca.org">christopher.tejada@njdeca.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Nicholas Gentile</strong></td>
<td>Lenape Valley High School</td>
<td>Robert Nusbaum</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>28 Sparta Road</td>
<td>Email: <a href="mailto:rnusbaum@lvhs.org">rnusbaum@lvhs.org</a></td>
</tr>
<tr>
<td><strong>Secretary</strong></td>
<td>Stanhope, NJ 07874</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 973-347-7600</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:nicholas.gentile@njdeca.org">nicholas.gentile@njdeca.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Madison Grant</strong></td>
<td>Lenape Valley High School</td>
<td>Robert Nusbaum</td>
</tr>
<tr>
<td><strong>Recording</strong></td>
<td>28 Sparta Road</td>
<td>Email: <a href="mailto:rnusbaum@lvhs.org">rnusbaum@lvhs.org</a></td>
</tr>
<tr>
<td><strong>Secretary</strong></td>
<td>Stanhope, NJ 07874</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 973-347-7600</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:madison.grant@njdeca.org">madison.grant@njdeca.org</a></td>
<td></td>
</tr>
</tbody>
</table>
NEW JERSEY DECA
A New Jersey Career & Technical Student Organization

Managed by
Kean University
1000 Morris Avenue, PO Box 411
Union, NJ 07083-0411

Ms. Ada Morell, Chair of the Board of Trustees
Dr. Dawood Farahi, President
Dr. Jeffrey Toney, Vice President for Academic Affairs & University Provost
Dr. Michael Cooper, Dean of the College of Business and Public Management
Dr. Geoffrey Mills, Associate Dean of the College of Business and Public Management
Mr. David Farrokh, Assistant Dean of the College of Business and Public Management
Dr. Shanggeun Rhee, Executive Director, School of Management and Marketing
Dr. Janine Black, Program Coordinator, School of Management and Marketing
Dr. Michael Chattalas, Program Coordinator, School of Management and Marketing

Mr. Jeffrey R. Victor, Project Director, New Jersey DECA

New Jersey DECA administration is funded through a grant from the New Jersey Department of Education. Student Activities are funded through student participation fees and local, chapter and state membership dues.

NJ Department of Education:

David C. Hespe, Commissioner of Education
Kimberly Harrington -- Chief Academic Officer & Assistant Commissioner
Susan Martz, Assistant Commissioner of Student Services and Career Readiness

Marie Barry, Director
Office of Career Readiness

New Jersey DECA Office
Kean University
Willis Hall, Office 402B
1000 Morris Avenue
Union, NJ 07083-0411
Main Number: (908) 737-4140
Fax Number: (908) 737-4151

NJ DECA State Advisor & Executive Director:
Jeffrey R. Victor, M.S., CHA, CHE, CHS, CMP
Direct Telephone: (908) 737-4146 (Direct)
E-Mail: jvictor@njdeca.org

NJ DECA Project Assistant
Donna Smith, M.S.
Direct Telephone (908) 737-4147 (Direct)
E-Mail: dsmith@njdeca.org

New Jersey DECA, as part of DECA Inc., is an equal opportunity career and technical student organization that welcomes all races, creeds and cultural backgrounds into its membership.
## 2015-2016
### New Jersey DECA Advisory Committee

The New Jersey DECA Advisory Committee will consist of the New Jersey DECA State Advisor, the High School President (or their designee), DECA Advisors and members from Business and Industry. There will be two subcommittees, one consisting of advisors and one of business and industry professionals. Each region will have 3 representatives, with one slot reserved for each regional president. The chairperson will be selected at large from the chapter advisors, and the Vice Chairperson shall be selected from the Business and Industry Subcommittee.

#### Chairperson:
**John Pico**
Parsippany Hills High School
973-682-2815 x 3022
jpico@pthsd.k12.nj.us

#### Advisor's Subcommittee

<table>
<thead>
<tr>
<th>Name</th>
<th>School/Contact Information</th>
</tr>
</thead>
</table>
| Rowena Gianfredi      | Leonia High School  
rowena.gianfredi@gmail.com |
| Karen Mendez          | Ridgewood High School  
kmendez@ridgewood.k12.nj.us |
| Gale Fanale           | Ramapo-Indian Hills High  
galefan@aol.com |
| Debbie Stapenski      | Monroe Twp. High School  
dstapens@monroe.k12.nj.us |
| Leslie Malec          | Spotswood High School  
lmalec@spotswood.k12.nj.us |
| Henrietta Manfre      | Spotswood High School  
hmanfre@spotswood.k12.nj.us |
| Grace McCloskey       | Seneca High School  
gmccloskey@lrhsd.org |
| Melissa DerPilbosian  | Shawnee High School  
mderpilbosian@lrhsd.org |
| Barbara Lowery        | Eastern High School  
blowery@eccrsd.us |

#### Business and Industry Subcommittee

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Jackson</td>
<td>First Community Bank</td>
</tr>
<tr>
<td>Robert Silk</td>
<td>Saker Shoprites</td>
</tr>
<tr>
<td>Kate McDonald</td>
<td>Access Healthcare Communications</td>
</tr>
<tr>
<td>Lauren Kwitchoff</td>
<td>Hobart Advertising</td>
</tr>
<tr>
<td>Angelo Romano</td>
<td>NJ DECA Foundation</td>
</tr>
<tr>
<td>Brian Lahey</td>
<td>Goldman Sachs</td>
</tr>
<tr>
<td>Joel Throne</td>
<td>Weichert Realtors</td>
</tr>
<tr>
<td>Gerry Marrone</td>
<td>On Campus Marketing</td>
</tr>
<tr>
<td>Shangguen Rhee, Ph.D.</td>
<td>Kean University</td>
</tr>
</tbody>
</table>

#### Alternate Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Contact Information</th>
</tr>
</thead>
</table>
| Maureen (Molly) Kervick | Maple Shade High School  
MKervick@mapleshade.org |
| Eileen Fischer        | Delsea Regional High School  
efischer@delsearegional.us |

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>National Apartment Association</td>
</tr>
<tr>
<td>TBD</td>
<td>Men's Wearhouse</td>
</tr>
</tbody>
</table>

7
NEW JERSEY DECA

REGIONAL CONFERENCE DATES, LOCATIONS AND CHAIRPERSONS

**Northern Blue and Gold Regions**
1-6-2016 at Ramapo College
1-7-2016 Snow Date
John Pico and Angelo Romano
Parsippany Hills High School
20 Rita Drive
Parsippany, NJ, 07054
973-682-2815 ext 3022
973-682-2855 (FAX)
jpico@pthsd.k12.nj.us and romanoangelo48@gmail.com

**Southern Blue Region**
1-6-2016 Crowne Plaza Hotel, Cherry Hill, NJ
Melissa DerPilbosian
Cinnaminson High School
1197 Riverton Road
Cinnaminson, NJ 08077
856 829-7770x131
609-654-7544 x4448
jonesc@cinnaminson.com
mderpilbosian@lrhisd.org

**Southern Gold Region**
1-5-2016 Crowne Plaza Hotel, Cherry Hill, NJ.
Barbara Lowery
Eastern High School
1401 Laurel Oak Road
Voorhees, NJ 08043
609 605-4333
blowery@eccrsd.us

**Central Blue Region**
TENT 1-7-2016 Kean University, Union, NJ
TENT Snow Date 1-11-2016
Laura Fecak and Lisa Scott
Jackson Memorial High School
101 Don Connor Boulevard
Jackson, NJ 08527
732-833-4570
732-833-4629 (FAX)
lscott@jacksonsd.org
lfecak@jacksonsd.org

**Central Gold Region**
TENT 1-8-2016 Kean University, Union, NJ
TENT Snow date 1-12-2016
Deborah Stapenski
Monroe Township High School
1629 Perrineville Road
Monroe Township, NJ 08831
732-521-2882
732-521-2976 (FAX)
dstapens@monroe.k12.nj.us
DECA Inc. INFORMATION

DECA Inc. Staff:

Executive Director                      Paul A. Wardinski
Assistant to the Executive Director for High School Programs Shirlee Kyle
Assistant Executive Director for Collegiate Programs Jeff Collins
Assistant Executive Director for Corporate/External Affairs John Fistolera
Director, High School Division           Christopher Young
Assistant Director, High School Division Sarah Williams
Director of Finance and Administration   Patrick Cheney
Director of Education                    Dr. Michelle Walker
Director of DECA Images                  Julie Kandik
Director of Data Management              Michael Mount
Membership Manager                       Matt Arnett
Director of Competitive Events           Shane Thomas
Director of Corporate Affairs            Cindy Allen
Assistant Director of Corporate and External Affairs Nick Edwards
Assistant Director of Corporate and External Affairs Johnathan James
Director of Communications               Frank Peterson
Communications Manager                   Janelle Scudder

Address and Phone Numbers:

DECA Inc. Headquarters
1908 Association Drive
Reston, VA, 20191-1594

Phone: 703-860-5000
Main Fax: 703-860-4013
Membership Fax: 703-860-5401

DECA Related Supplies and Materials

DECA Images carries a wide range of information pertaining to instructions for manuals, CBCE series events and other written materials regarding chapter management and leadership information. It also carries membership pins, DECA folios, DECA blazers, and other supplies and logo items related to DECA. The catalog for these supplies is located in the DECA guide. These items can also be found on the DECA Inc. website, www.deca.org.

For additional information, contact:

DECA Images
Julie Kandik
1908 Association Drive
Reston, VA, 20191-1594

Phone: 703-860-5006
Fax: 703-860-4013
deca_images@deca.org
New Jersey DECA

2015-2016

CALENDAR
### NEW JERSEY DECA CALENDAR 2015-16

*DATES ARE SUBJECT TO CHANGE*

<table>
<thead>
<tr>
<th>AUGUST</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Collegiate DECA Leadership Passport Program Launches</td>
</tr>
<tr>
<td>2-4</td>
<td>DECA Summer Camp at Kean University</td>
</tr>
<tr>
<td>11-15</td>
<td>DECA Chartered Association Management Conference – Nashville, TN</td>
</tr>
<tr>
<td>24</td>
<td>Paper Jaffray Taking Stock with Teens Fall Survey Begins</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>SEPTEMBER 2015</th>
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</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>State Officer Meeting, Kean University - 2:30pm</td>
</tr>
<tr>
<td>16</td>
<td>North Advisor’s Meeting at Berkeley College Woodland Park Campus</td>
</tr>
<tr>
<td>17</td>
<td>Central Advisor’s Meeting at Monroe Township High School at 1:30pm</td>
</tr>
<tr>
<td>17</td>
<td>South Advisor’s Meeting at Cherry Hill West High School – 2pm</td>
</tr>
<tr>
<td>25</td>
<td>COLT Registration Deadline</td>
</tr>
<tr>
<td>29</td>
<td>Education Advisory Sub-Committee Meeting – Kean University - 3pm</td>
</tr>
<tr>
<td>30</td>
<td>Piper Jaffray Taking Stock with Teens Fall Survey Ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER 2015</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>New Advisor Training Boot Camp – 9:30am – Kean University</td>
</tr>
<tr>
<td>6</td>
<td>State Officer Meeting, Kean University - 2:30pm</td>
</tr>
<tr>
<td>7</td>
<td>Collegiate DECA Leadership Academy Early Bird Registration Deadline</td>
</tr>
<tr>
<td>12</td>
<td>Collegiate DECA Leadership Academy Registration and Housing Due to National DECA</td>
</tr>
<tr>
<td>13</td>
<td>COLT Conference (North, Central) – Picatinny Arsenal, Cannon Gate Catering Hall</td>
</tr>
<tr>
<td>15</td>
<td>Central Advisor’s Meeting at Kean University at 12:30pm</td>
</tr>
<tr>
<td>16</td>
<td>COLT Conference (South, Central) – Crowne Plaza. Cherry Hill</td>
</tr>
<tr>
<td>16</td>
<td>South Advisor's Meeting during the COLT conference</td>
</tr>
<tr>
<td>19</td>
<td>Virtual Business Challenge Round 1 Begins</td>
</tr>
<tr>
<td>20</td>
<td>NJ Business and Technology Educators Association Conference, Crowne Plaza Hotel, Monroe, NJ</td>
</tr>
<tr>
<td>21</td>
<td>North Advisor's Meeting at the Brownstone in Paterson at 1pm</td>
</tr>
<tr>
<td>27</td>
<td>Education Advisory Sub-Committee Meeting – Kean University - 3pm</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>1-30</td>
<td>November is DECA Month!</td>
</tr>
<tr>
<td>TBD</td>
<td>DECA night at the Philadelphia 76ers</td>
</tr>
<tr>
<td>10</td>
<td>State Officer Meeting – Held Online – 2:30pm</td>
</tr>
<tr>
<td>12</td>
<td>DECA Idea Challenge Begins</td>
</tr>
<tr>
<td>12-14</td>
<td>Collegiate DECA Leadership Academy – Wyndham New Yorker Hotel, New York City</td>
</tr>
<tr>
<td>13</td>
<td>Virtual Business Challenge Round 1 Ends</td>
</tr>
<tr>
<td></td>
<td>Professional Division Award Nominations due to the NJ DECA Office at Kean University</td>
</tr>
<tr>
<td></td>
<td>Photocopies of all Regional Registration materials are due to NJ DECA Office at Kean University.</td>
</tr>
<tr>
<td></td>
<td>Checks or Purchase Orders for all Regional Conferences are due to DECA office at Kean University.</td>
</tr>
<tr>
<td>15</td>
<td>Deadline for National and State DECA Dues and Membership Roster to DECA Inc. (Registration online at <a href="http://www.deca.org">www.deca.org</a>) Send purchase order/check to DECA, Inc. Reston, VA.</td>
</tr>
<tr>
<td>15</td>
<td>On-line membership rosters are due</td>
</tr>
<tr>
<td>16-22</td>
<td>Global Entrepreneurship Week</td>
</tr>
<tr>
<td>18</td>
<td>North Advisor’s Meeting at the Brownstone in Paterson at 1pm</td>
</tr>
<tr>
<td>19</td>
<td>Central Advisor’s Meeting at 1:30pm – Location TBD</td>
</tr>
<tr>
<td>19</td>
<td>South Advisor’s Meeting at Cherry Hill West High School – 2pm</td>
</tr>
<tr>
<td>20</td>
<td>Pin and Cover Designs due to NJ DECA State Office</td>
</tr>
<tr>
<td>20-22</td>
<td>Ultimate DECA Power Trip and DECA Entrepreneurship and Innovations Conference - Austin, TX</td>
</tr>
<tr>
<td>24</td>
<td>Full Advisory Committee meeting at Kean University at 3pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All DECA Month Campaigns (Community Service, Promotional, Global Entrepreneurship Week &amp; Membership) due to DECA, Inc.</td>
</tr>
<tr>
<td>1</td>
<td>Deadline for Honorary Life and Outstanding Service Awards to DECA, Inc.</td>
</tr>
<tr>
<td>1</td>
<td>All participants must be active members of DECA to be eligible to compete at any of the Regional Conferences</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>4</td>
<td>High School Marketing Education Honor Awards Applications due to the NJ DECA Office.</td>
</tr>
<tr>
<td>11-12</td>
<td>State Planning Session, Crowne Plaza, Cherry Hill, NJ - 5pm Buffet dinner meeting to follow NJ DECA State Officer Meeting during planning session NJ DECA Educators Advisory Subcommittee meeting during planning meeting</td>
</tr>
<tr>
<td>11</td>
<td>2015-2016 State Officer Candidate applications due to the State Advisor at the NJ DECA State Office. These must be RECEIVED and NOT postmarked by this date.</td>
</tr>
<tr>
<td>TBD</td>
<td>North Advisor’s Regional Conference Planning at Ramapo College at 12:30 - MANDATORY</td>
</tr>
<tr>
<td>17</td>
<td>South Advisor’s Holiday Lunch and Meeting at the Crowne Plaza Cherry Hill</td>
</tr>
<tr>
<td>17</td>
<td>Central Advisor’s Meeting - MANDATORY - Location TBD - 1:30 pm</td>
</tr>
</tbody>
</table>

**JANUARY 2016**

<table>
<thead>
<tr>
<th>JANUARY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Southern Region <strong>Gold</strong> Conference, Crowne Plaza, Cherry Hill</td>
</tr>
<tr>
<td>6</td>
<td>Northern Region <strong>Blue</strong> and <strong>Gold</strong> Conference, Ramapo College</td>
</tr>
<tr>
<td>6</td>
<td>Southern Region <strong>Blue</strong> Conference, Crowne Plaza, Cherry Hill</td>
</tr>
<tr>
<td>TENT. 7</td>
<td>Central Region <strong>Blue</strong> Conference, Kean University</td>
</tr>
<tr>
<td>TENT. 7</td>
<td>Northern Region Conference <strong>Blue</strong> and <strong>Gold</strong>, Ramapo College (<strong>snow date</strong>)</td>
</tr>
<tr>
<td>TENT. 8</td>
<td>Central Region <strong>Gold</strong> Conference, Kean University</td>
</tr>
<tr>
<td>TENT. 11</td>
<td>Central Region <strong>Blue</strong> Conference, Kean University (<strong>snow date</strong>)</td>
</tr>
<tr>
<td>TENT. 12</td>
<td>Central Region <strong>Gold</strong> Conference, Kean University (<strong>snow date</strong>)</td>
</tr>
<tr>
<td>11</td>
<td>Virtual Business Challenge Round 2 Begins</td>
</tr>
<tr>
<td>12</td>
<td>NJ DECA State Officer Candidate Screening Interviews at Kean University beginning at 1:00 P.M.</td>
</tr>
<tr>
<td>15</td>
<td>School Based Enterprise Certification Documentation Due</td>
</tr>
<tr>
<td>15</td>
<td>DECA, Inc. Student Scholarship Applications due Online</td>
</tr>
<tr>
<td>15</td>
<td>NJ DECA State Scholarship Applications must be RECEIVED and NOT postmarked at the NJ DECA state office at Kean University</td>
</tr>
<tr>
<td>15</td>
<td>List of regional qualifiers from regional conferences to the NJ DECA State Office AND Tabulation Coordinators</td>
</tr>
<tr>
<td>15</td>
<td>National Officer Candidate State Packet due to the NJ DECA State Advisor</td>
</tr>
<tr>
<td>15</td>
<td>SBE Certification Documentation due to DECA, Inc.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>19</td>
<td>Last date for additions and changes to Chapter Membership Roster to be eligible to attend the State Career Development Conference.</td>
</tr>
<tr>
<td>19</td>
<td>Last date for move-ups from Regionals to SCDC.</td>
</tr>
<tr>
<td>20</td>
<td>North Advisor’s Meeting at the Brownstone in Paterson at 1pm</td>
</tr>
<tr>
<td>22</td>
<td>Participants in the state conference must be paid and active DECA members</td>
</tr>
<tr>
<td>22</td>
<td>Deadline date for NJ DECA state conference registration forms to be RECEIVED, NOT postmarked, at the NJ DECA State Office</td>
</tr>
<tr>
<td>22</td>
<td>Housing registration deadline-all forms to the Crowne Plaza by today. Any housing packet that does not go to the Crowne Plaza will be considered missing and that chapter will be placed at the end of the list.</td>
</tr>
<tr>
<td>22</td>
<td>Final date to notify-in writing-the State Office of a disabled student needing assistance</td>
</tr>
<tr>
<td>22</td>
<td>Judge’s forms for the State Career Development Conference are due to the Judge Coordinators</td>
</tr>
<tr>
<td>22</td>
<td>Bus Arrival forms due at NJ DECA State Office</td>
</tr>
<tr>
<td>26</td>
<td>Education Advisory Sub-Committee Meeting – Kean University - 3pm</td>
</tr>
</tbody>
</table>

**FEBRUARY 2016**

**FEBRUARY IS CTE MONTH!**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All participants must be active members of DECA with the current year’s dues on file with DECA, Inc.</td>
</tr>
<tr>
<td>1</td>
<td>Collegiate DECA Intent to Run for Executive Office form Due</td>
</tr>
<tr>
<td>3-7</td>
<td>DECA Sports and Entertainment Marketing Conference, Orlando, FL</td>
</tr>
<tr>
<td>5</td>
<td>Virtual Business Challenge Round 2 Ends</td>
</tr>
<tr>
<td>5</td>
<td><strong>DEADLINE</strong> for all 30-page manuals and CAP manuals received at the State DECA Office at Kean University. (not postmarked) These manuals will not be accepted after this date at the New Jersey DECA office or at the State Conference. This is also the deadline for copies of the files to be uploaded to TurnItIn. (11-page manuals will be registered at the state conference, as in the past.)</td>
</tr>
<tr>
<td>TBD</td>
<td>NJ DECA Advisory Committee if necessary due to SCDC</td>
</tr>
<tr>
<td>9</td>
<td>NJ DECA State Officer Meeting, Held Online at 2:30pm</td>
</tr>
<tr>
<td>15</td>
<td>Collegiate DECA Academic Honor Awards Due</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>17</td>
<td>North Advisor’s Meeting at the Brownstone in Paterson at 1pm</td>
</tr>
<tr>
<td>18</td>
<td>South Advisor’s Meeting at Cherry Hill West High School at 2:00pm</td>
</tr>
<tr>
<td>18</td>
<td>Central Advisor’s Meeting at Monroe Township High School at 1:30pm</td>
</tr>
<tr>
<td>19</td>
<td>Deadline for all 5 &amp; 11 Page Papers to be uploaded to TurnItIn.</td>
</tr>
<tr>
<td>20</td>
<td>Final deadline for additions to the Collegiate Rosters to participate in ICDC</td>
</tr>
<tr>
<td>21-23</td>
<td>High School State Career Development Conference, Gold</td>
</tr>
<tr>
<td>24-26</td>
<td>High School State Career Development Conference, Blue</td>
</tr>
<tr>
<td>22</td>
<td>Piper Jaffray Taking Stock with Teens Spring Survey Begins</td>
</tr>
</tbody>
</table>

### MARCH 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DECA Advocacy Campaign Due</td>
</tr>
<tr>
<td>1</td>
<td>Collegiate DECA Leadership Passport Awards Due</td>
</tr>
<tr>
<td>4</td>
<td>Last date for additions and changes to Chapter Membership Roster to be eligible to attend the International Conference (ICDC)</td>
</tr>
<tr>
<td>4</td>
<td>All ICDC drops must be reported via email to the State Office</td>
</tr>
<tr>
<td>5</td>
<td>Collegiate DECA State Career Development Conference, Kean University</td>
</tr>
<tr>
<td>8</td>
<td>NJ DECA State Officer Meeting Kean University, 2:30pm</td>
</tr>
<tr>
<td>10</td>
<td>International Career Development Conference Registration Packet Deadline (must be in the New Jersey State Office at Kean University- NOT postmarked)</td>
</tr>
<tr>
<td>16</td>
<td>North Advisor’s Meeting at the Brownstone in Paterson at 1pm</td>
</tr>
<tr>
<td>17</td>
<td>South Advisor’s Meeting at Cherry Hill West High School at</td>
</tr>
<tr>
<td>17</td>
<td>Central Advisor’s Meeting at Monroe Township HS at 1:30pm</td>
</tr>
<tr>
<td>21</td>
<td>Collegiate DECA ICDC Registration and Housing Due</td>
</tr>
<tr>
<td>22</td>
<td>NJ DECA Full Advisory Committee Meeting at Kean University at 3pm</td>
</tr>
<tr>
<td>31</td>
<td>Piper Jaffray Taking Stock with Teens Spring Survey Ends</td>
</tr>
</tbody>
</table>

### APRIL 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>North Advisor’s Meeting location and time TBD</td>
</tr>
<tr>
<td>14</td>
<td>Central Advisor’s Meeting at Monroe Township HS at 1:30pm</td>
</tr>
<tr>
<td>14</td>
<td>South Advisor’s Meeting at Cherry Hill West High School</td>
</tr>
<tr>
<td>16-19</td>
<td>Collegiate Division International Career Development Conference, Renaissance DC Downtown Hotel, Washington, DC</td>
</tr>
<tr>
<td></td>
<td>Event Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------</td>
</tr>
<tr>
<td>23-26</td>
<td>High School Division International Career Development Conference, Nashville, TN</td>
</tr>
<tr>
<td></td>
<td>State officer Meeting during ICDC</td>
</tr>
<tr>
<td>TBD</td>
<td>Advisory Committee Meeting if necessary due to ICDC same week</td>
</tr>
</tbody>
</table>

### MAY 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>North Advisor’s meeting</td>
</tr>
<tr>
<td>TBD</td>
<td>South Advisor’s Meeting</td>
</tr>
<tr>
<td>10</td>
<td>NJ DECA State Officer Transition meeting at 2pm at Kean University</td>
</tr>
<tr>
<td>19</td>
<td>Central Advisor’s Meeting at Monroe Township HS at 1:30pm</td>
</tr>
<tr>
<td>24</td>
<td>Full Advisory Committee Meeting at Kean at 3pm</td>
</tr>
</tbody>
</table>

### JUNE 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>State Officer Installation and Transition Dinner</td>
</tr>
</tbody>
</table>

### JULY 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>State Officer Training</td>
</tr>
<tr>
<td>TBD</td>
<td>DECA Emerging Leader Summit</td>
</tr>
<tr>
<td>TBD</td>
<td>DECA Train the Trainer, Reston, VA</td>
</tr>
</tbody>
</table>
New Jersey DECA

2015-2016
Membership Dues and Information
MEMBERSHIP DUES INFORMATION

There are three levels of participation for the DECA student member. The local, state, and international levels provide the student members with a wide range of services, publications, and conferences. You help to support these levels of DECA through your membership fees.

Local DECA Chapter Dues
Membership fees are determined by the Chapter Members and Advisor based on the amount of funds needed to support the local Chapter Program of Work. The money received is used according to the needs of the group. Some local chapters may require a fee, while others may use fundraising activities as a means to obtain financial support for their local Program of Work.

New Jersey State Dues
New Jersey State DECA dues are determined based on the needs of the state organization and its membership. New Jersey State DECA dues are as follows per person:

- High School: $6.00
- Collegiate: $6.00
- Alumni: $6.00 (includes alumni and professional members)
- Professional: $6.00 (Teachers/Advisors must pay this)

DECA Inc. Membership Dues
DECA Inc. membership fees are established each year by the student delegates at the International Career Development Conference. The established dues for 2013-14 are as follows:

- High School: $8.00
- Collegiate: $19.00
- Alumni: $8.00 (includes alumni and professional members)
- Professional: $8.00 (Teacher/Advisors must pay this)

Total dues per high school student member will be $14 payable to DECA, Inc.

ELIGIBILITY FOR DECA MEMBERSHIP
Each year, many DECA advisors ask what qualifies a student to become part of DECA. In New Jersey, per the Department of Education, a high school student member should currently be or formerly been enrolled in a marketing, business, hospitality, business finance, management or entrepreneurship class. Personal Financial Literacy, even if taught by the business department, does not qualify students to be a part of DECA. However, other courses that satisfy the financial literacy requirement that already fall within the qualifying class rule will not disqualify students from participation. The corresponding class rule is required by all recognized Career and Technical Student Organizations in New Jersey. Individual school districts may set their own eligibility guidelines as long as they meet this minimum standard.

IMPORTANT DUES INFORMATION FOR ADVISORS
To participate in New Jersey DECA activities, and/or DECA, Inc, activities, members must belong to both organizations before the NJ State membership deadline, which is December 1st. Membership in NJ DECA supersedes membership in DECA, Inc. The New Jersey State Association only recognizes fully paid and registered members in good standing.
2015-2016 DECA INC. REGISTRATION PROCEDURES

1. In your membership packet that you will receive from DECA, Inc., you will find instructions for accessing DECA Inc.'s Online Membership System.

2. You must have access to an active internet connection and log into the following site http://www.decaregistration.com/hs/ to register your chapter for the 2015-2016 school year. **Do not send membership money to the NJ State DECA office.** All registration fees are to be sent to national DECA. New Jersey DECA will be able to review your membership data that is sent to DECA Inc. There is no need to submit rosters directly to New Jersey DECA.

3. **Deadlines** - Your online membership roster is due by November 15, 2014. Additions to membership will be due as listed in the 2015-2016 State Calendar. The final deadline date for high school division additions is March 1, 2016. Collegiate DECA's final deadline is January 24, 2016 in order to be eligible to compete at the International Career Development Conference.

4. **Membership** - All paid members of NJ DECA must also be paid members of DECA, Inc.

5. **Minimum Chapter Size** - All chapters must pay minimum dues to DECA, Inc equivalent to at least ten (10) members in order to receive DECA, Inc. services.

6. **New chapters** - may be exempt from the minimum chapter size policy for the initial year.

7. **Purchase Orders** - DECA, Inc. will accept purchase orders for payment of membership fees. However, the chapter's membership will not be processed until the actual check arrives. If you need an invoice to present to your Board of Education to request a check, please print it from the deca.org online membership website.

8. **Member Materials** - You will receive membership materials via return mail from DECA, Inc. These materials will include membership pins for every member registered with your chapter and other items from DECA, Inc. **Please allow 6 to 8 weeks for processing and mailing.**

9. **Payment** - For competition purposes, the roster must be processed with an actual check by the stated deadlines to be eligible to compete.

10. **Dues** - Dues to both NJ DECA and DECA, Inc. are non-transferable and non-refundable.
New Jersey DECA

Blue/Gold Divisions & Quotas
NEW JERSEY DECA
ADMINISTRATION AND ORGANIZATION

As of September 1, 2014, New Jersey DECA has been administered and managed by Kean University, Union, NJ, for New Jersey's students and advisors. The state high school division officers provide input and feedback to the NJ DECA State Advisor for implementation of their activities and events for the year based on advice from chapter advisors and the student membership. The State Advisor makes the final decision on all State Officers' activities. The State Advisor serves as New Jersey DECA's principal executive, responsible for organizing and administering the organization.

New Jersey DECA became a state association in 1961. Since that time, New Jersey DECA has grown to include four operating divisions: High School, Collegiate, Alumni and Professional.

The vast majority of the New Jersey membership is comprised of students within the High School division. In the state of New Jersey, the high school division is divided into two divisions: Blue and Gold. These divisions allow New Jersey DECA to offer opportunities for more students to become involved in the various activities planned throughout the year. These divisions are further divided into three regions: North, Central and South.

New Jersey DECA has three levels of competition: regional, state, and international. New Jersey DECA competition begins with a series of Regional Conferences. The winners from the Regional Conferences are then eligible for the State Career Development Conference. The winners from the State Career Development Conference are then eligible for the International Career Development Conference. The State Advisor must approve and sanction all competitors at the state and international levels.
As New Jersey DECA continues to grow, it is still our goal to offer as many opportunities to as many students as possible. The Blue/Gold structure will be reviewed annually to ensure similar member numbers in each division. Please be sure to check the information for your chapter.

### BLUE DIVISION

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Code</th>
<th>School Name</th>
<th>School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bergen Academies</td>
<td>32-006</td>
<td>Bridgeton High School</td>
<td>32-011</td>
</tr>
<tr>
<td>Glen Rock High School</td>
<td>32-033</td>
<td>Buena High School</td>
<td>32-012</td>
</tr>
<tr>
<td>Lakeland Regional High School</td>
<td>32-047</td>
<td>Cherokee High School</td>
<td>32-015</td>
</tr>
<tr>
<td>Leonia High School</td>
<td>32-051</td>
<td>Cinnaminson High School</td>
<td>32-018</td>
</tr>
<tr>
<td>Manchester Regional High School</td>
<td>32-055</td>
<td>elsea Regional High School</td>
<td>32-027</td>
</tr>
<tr>
<td>Northern Highlands Regional HS</td>
<td>32-077</td>
<td>Kingsway High School</td>
<td>32-124</td>
</tr>
<tr>
<td>Northern Valley – Demarest HS</td>
<td>32-120</td>
<td>Lacey High School</td>
<td>32-046</td>
</tr>
<tr>
<td>Northern Valley – Old Tappan HS</td>
<td>32-119</td>
<td>Lenape High School</td>
<td>32-049</td>
</tr>
<tr>
<td>Paramus High School</td>
<td>32-087</td>
<td>Maple Shade High School</td>
<td>32-056</td>
</tr>
<tr>
<td>Park Ridge High School</td>
<td>32-820</td>
<td>Seneca High School</td>
<td>32-094</td>
</tr>
<tr>
<td>Pascack Hills High School</td>
<td>32-342</td>
<td>Shawnee High School</td>
<td>32-095</td>
</tr>
<tr>
<td>Pascack Valley High School</td>
<td>32-864</td>
<td>Southern Regional High School</td>
<td>32-096</td>
</tr>
<tr>
<td>Ramapo-Indian Hills High School</td>
<td>32-088</td>
<td>Washington Township HS</td>
<td>32-109</td>
</tr>
<tr>
<td>Ramsey High School</td>
<td>32-089</td>
<td>West Deptford High School</td>
<td>32-110</td>
</tr>
<tr>
<td>Ridgefield Park High School</td>
<td>32-839</td>
<td>Williamstown High School</td>
<td>32-113</td>
</tr>
<tr>
<td>Tenafly High School</td>
<td>32-128</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Milford High School</td>
<td>32-112</td>
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<td></td>
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</tbody>
</table>

### Central Region

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cranford High School</td>
<td>32-025</td>
</tr>
<tr>
<td>Ferris High School</td>
<td>32-042</td>
</tr>
<tr>
<td>Franklin High School</td>
<td>32-031</td>
</tr>
<tr>
<td>Highland Park High School</td>
<td>32-039</td>
</tr>
<tr>
<td>Hightstown High School</td>
<td>32-116</td>
</tr>
<tr>
<td>Jackson Memorial High School</td>
<td>32-197</td>
</tr>
<tr>
<td>Manchester Township High School</td>
<td>32-125</td>
</tr>
<tr>
<td>Middlesex County Vo-Tech</td>
<td>32-062</td>
</tr>
<tr>
<td>Monroe Township High School</td>
<td>32-067</td>
</tr>
<tr>
<td>Montclair High School</td>
<td>32-068</td>
</tr>
<tr>
<td>North Brunswick Township HS</td>
<td>32-075</td>
</tr>
<tr>
<td>Ocean Township HS</td>
<td>32-080</td>
</tr>
<tr>
<td>Passaic High School</td>
<td>32-084</td>
</tr>
<tr>
<td>Passaic County Technical Institute</td>
<td>32-126</td>
</tr>
<tr>
<td>Rahway High School</td>
<td>32-087</td>
</tr>
<tr>
<td>Sayreville War Memorial HS</td>
<td>32-092</td>
</tr>
<tr>
<td>Spotswood High School</td>
<td>32-098</td>
</tr>
<tr>
<td>Union City High School</td>
<td>32-101</td>
</tr>
<tr>
<td>Wall Township High School</td>
<td>32-107</td>
</tr>
<tr>
<td>Warren Hills High School</td>
<td>32-108</td>
</tr>
<tr>
<td>West Essex Regional High School</td>
<td>32-111</td>
</tr>
</tbody>
</table>

**RED – DENOTES EITHER A NEW CHAPTER, A CHANGE IN REGION OR A DIVISION CHANGE**
# GOLD DIVISION

<table>
<thead>
<tr>
<th>Northern Region</th>
<th>Southern Region</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Name</strong></td>
<td><strong>School Code</strong></td>
</tr>
<tr>
<td>Butler High School</td>
<td>32-370</td>
</tr>
<tr>
<td>Clifton Senior High School</td>
<td>32-020</td>
</tr>
<tr>
<td>Eastside High School</td>
<td>32-030</td>
</tr>
<tr>
<td>High Point Regional High School</td>
<td>32-038</td>
</tr>
<tr>
<td>Jefferson Township High School</td>
<td>32-043</td>
</tr>
<tr>
<td>John F. Kennedy High School</td>
<td>32-044</td>
</tr>
<tr>
<td><strong>Kinnelon High School</strong></td>
<td></td>
</tr>
<tr>
<td>Lenape Valley Regional High School</td>
<td>32-050</td>
</tr>
<tr>
<td>Morris County School of Tech.</td>
<td>32-070</td>
</tr>
<tr>
<td>Morris Hills High School</td>
<td>32-071</td>
</tr>
<tr>
<td>Morris Knolls High School</td>
<td>32-072</td>
</tr>
<tr>
<td>Mount Olive High School</td>
<td>32-073</td>
</tr>
<tr>
<td>Parsippany High School</td>
<td>32-082</td>
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<td>Parsippany Hills High School</td>
<td>32-083</td>
</tr>
<tr>
<td>Ridgewood High School</td>
<td>32-090</td>
</tr>
<tr>
<td>Roxbury High School</td>
<td>32-091</td>
</tr>
<tr>
<td>Sparta High School</td>
<td>32-097</td>
</tr>
<tr>
<td>Vernon High School</td>
<td>32-104</td>
</tr>
<tr>
<td>Wayne Valley High School</td>
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</table>

<table>
<thead>
<tr>
<th>Central Region</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Name</strong></td>
</tr>
<tr>
<td>A.L. Johnson High School</td>
</tr>
<tr>
<td>Bayonne High School</td>
</tr>
<tr>
<td>Bloomfield Tech/Essex County V-T</td>
</tr>
<tr>
<td>Brick Memorial High School</td>
</tr>
<tr>
<td>Colts Neck High School</td>
</tr>
<tr>
<td>Freehold Borough High School</td>
</tr>
<tr>
<td>Freehold Township High School</td>
</tr>
<tr>
<td>Gill St. Bernards School</td>
</tr>
<tr>
<td>Hopewell Valley Central HS</td>
</tr>
<tr>
<td>Jackson Liberty High School</td>
</tr>
<tr>
<td>Kearny High School</td>
</tr>
<tr>
<td>Lawrence High School</td>
</tr>
<tr>
<td>Linden Academy of Science &amp; Tech</td>
</tr>
<tr>
<td>Marlboro High School</td>
</tr>
<tr>
<td>Mercer County Vo-Tech</td>
</tr>
<tr>
<td>Middletown High School North</td>
</tr>
<tr>
<td>Monmouth County Career Center</td>
</tr>
<tr>
<td>Monmouth Regional High School</td>
</tr>
<tr>
<td>Montville High School</td>
</tr>
<tr>
<td>Scotch Plains-Fanwood High School</td>
</tr>
<tr>
<td>South Plainfield High School</td>
</tr>
</tbody>
</table>

RED – DENOTES EITHER A NEW CHAPTER, A CHANGE IN REGION OR A DIVISION CHANGE
Many written events have changed names and codes. Specifically, the entrepreneurship events have all been changed to reflect current industry trends.

The following events have changed:
- Entrepreneurship Innovation Plan (ENI) is now Innovation Plan (EIP)
- Entrepreneurship Participating – Independent Business (ENPI) is now Start-Up Business Plan (ESB)
- Entrepreneurship Participating – Franchise (ENPF) is now Start-Up Business Plan (EFB)
- Entrepreneurship Written (ENW) is now Independent Business Plan (EIB)
- Entrepreneurship Growing Your Business (ENGB) is now Business Growth Plan (EBG)

We have clarified which second event that students can participate in as Area “A” and Area “B” Events.

NJ will offer the Financial Consulting Event for the 2015-2016 School Year.

State Conference registration fee will be $55.00 per student this year.

All 5, 11 & 30 page papers will be required to be submitted to TurnItIn prior to the state conferences.
NEW JERSEY DECA – HIGH SCHOOL DIVISION

COMPETITIVE EVENTS PROGRAM

NO HIGH SCHOOL STUDENT MAY ATTEND A REGIONAL OR STATE CONFERENCE UNLESS THEY ARE REGISTERED AND COMPETE IN A COMPETITIVE EVENT

STUDENTS MAY COMPETE IN ONE EVENT FROM AREA A AND ONE EVENT FROM AREA B AT THE STATE CONFERENCE. STUDENTS MAY ONLY PARTICIPATE IN ONE REGIONAL CONFERENCE EVENT. NO STUDENT MAY PARTICIPATE IN MORE THAN 2 EVENTS AT THE STATE CONFERENCE.

Regional Qualifying Events – Area A Events
Students must participate at the Regional Conference IN THE EVENTS LISTED BELOW and qualify to COMPETE AT the State Conference IN THE SAME EVENT.

PRINCIPLES OF BUSINESS ADMINISTRATION EVENTS: (INDIVIDUAL)
- Principles of Business Management and Administration
- Principles of Finance
- Principles of Hospitality and Tourism
- Principles of Marketing

INDIVIDUAL SERIES EVENTS: (INDIVIDUAL)
- Accounting Applications
- Apparel and Accessories Marketing
- Automotive Services Marketing
- Business Finance
- Business Services Marketing
- Food Marketing
- Hotel and Lodging Management
- Human Resources Management
- Marketing Management
- Quick Serve Restaurant Management
- Restaurant and Food Service Management
- Retail Merchandising
- Sports and Entertainment Marketing

TEAM DECISION MAKING EVENTS: (COMPOSED OF TWO MEMBERS)
- Business Law and Ethics
- Buying and Merchandising
- Financial Services
- Hospitality Services
- Marketing Communications
- Sports and Entertainment Marketing
- Travel and Tourism

MARKETING REPRESENTATIVE EVENT: (INDIVIDUAL)
- Hospitality and Tourism Selling Event
- Professional Selling Event
- Financial Consulting Event

NEW JERSEY EVENTS: (INDIVIDUAL)
- Customer Service Event
- Supermarket Careers

EACH OF THE ABOVE EVENTS IS OFFERED AT THE NJ STATE CONFERENCE

The Principles of Business Administration Events are designed for first-year DECA members who are enrolled in introductory-level principles of marketing/business courses. Advanced students with multiple course credits in this area are better served in more advanced competitive events. Students who were previously members of DECA, EVEN IF THEY DID NOT COMPETE, are ineligible for these events.
REGIONAL COMPETITIVE EVENT MOVE-UPS

- Students who advance from Regionals who are then unable to attend the State Conference will be replaced by the next qualifying student based upon the order of finish at the Regional competition, provided they meet the minimum qualifying score.

Non-Qualifying events for the State Conference (Area A Events)

**State Conference**
Students may participate in the event for which they qualified at the REGIONAL LEVEL COMPETITION or they may choose to compete in an Area A event that is considered “non-qualifying”.

**INDIVIDUAL EVENTS:**
- Start Up Business Plan
- Franchise Business Plan

**MARKETING REPRESENTATIVE EVENTS:**
- Advertising Campaign
- Fashion Merchandising Promotion Plan
- Sports and Entertainment Promotion Plan

**BUSINESS MANAGEMENT & ENTREPRENEURSHIP EVENTS:**
- Innovation Plan

Non-Qualifying events for the State Conference (Area B Events)

**State Conference**
Students may participate in the event for which they qualified at the REGIONAL LEVEL COMPETITION or they may choose to compete in an Area B event that is considered “non-qualifying”. Students may participate in any Area A event at the State Conference, in addition to competing in an Area B Event. **Students will be allowed to participate in only one Area B event.**

**BUSINESS OPERATIONS RESEARCH EVENTS:**
- Business Services Operations
- Buying and Merchandising Operations
- Finance Operations
- Hospitality and Tourism Operations
- Sports and Entertainment Marketing Operations

**BUSINESS MANAGEMENT AND ENTREPRENEURSHIP EVENTS:**
- Independent Business Plan
- Business Growth Plan
- International Business Plan

**CHAPTER TEAM EVENTS: (one entry per Chapter per event):**
- Community Service
- Creative Marketing
- Entrepreneurship Promotion
- Financial Literacy Promotion
- Learn and Earn
- Public Relations

**Quotas** - Five (5) and eleven (11) page papers will continue to have a quota for entries based on chapter membership. A chapter with 75 or fewer members will be able to submit one (1) paper per category. Chapters with 76 or more registered members will be able to submit two (2) entries per category. Three (3) students may work on a paper but only one (1) will be allowed to present at the NJ DECA State Conference. Three (3) are allowed to go to ICDC.

**NJ DECA Pin Design and NJ DECA Program Cover Design** – (Students will compete in these areas before the state conference). These are not competitive events at the state conference. Students must compete in another area of competition in order to attend the state conference. The winning student in each of these two events will be invited to ICDC in a leadership training academy.
Thirty (30) page papers -- New Jersey DECA allows one to two members to compete on a 30-page paper at the State level, while at ICDC one to three DECA chapter members may participate. (The only exception to this rule is the Franchise Business Plan, which is a 30 page event that only allows one member to compete.) If one of the members is absent, the remaining member must compete alone. A substitute member may not be added after the final registration date. Thirty (30) page papers must be a minimum of Twenty-one (21) numbered pages. If this requirement is not met, the students will forfeit their registration fee and will not be allowed to attend SLC. It is important that each chapter advisor do their “due diligence” to read their students’ papers, ensure papers are entered into the correct category and that they set realistic time lines to assure all requirements are met prior to submitting papers at the deadline date. Papers must also be entered into the correct category, as defined by the National DECA Guide. The State Advisor shall be the final arbiter of the correct category. Papers not entered into the correct category will be moved to the correct category if there is an available allocation. If there is a not an available allocation, the chapter advisor will be contacted to decide which paper to drop. Two students can present at SLC, and three can move on to ICDC. The quota remains two (2) per school per category. All papers also must be submitted to TurnItIn.com by the assigned deadline for a plagiarism check in order to be eligible to compete at the State Conference. The receipt for TurnItIn submission must be printed and placed inside the Folio with the Statement of Assurances.

Five (5) and Eleven (11) page papers -- Only one (1) member is allowed to compete on a 5 or 11 page paper at the State level, while at ICDC one to three DECA chapter members may participate. If one registered member cannot attend, a substitute member (must be listed on the “Statement of Assurance”) may be added after the final registration date. The State Advisor must be notified and must approve the change. Additionally, all papers also must be submitted to TurnItIn.com by the assigned deadline for a plagiarism check in order to be eligible to compete at the State Conference. The receipt for TurnItIn submission must be printed and placed inside the Folio with the Statement of Assurances.

Please Note: -- Students who qualified at Regionals and are competing in that event at State Career Development Conference cannot submit/compete individually, or as part of a team, in any 5 or 11 page paper. Students who qualified at Regionals and are competing in that event at SLC may submit/compete, or be a partner in, any thirty (30) page paper. All students must use National DECA’s version of the “Statement of Assurance” for all written projects. See page 73 of the 2015-2016 DECA Guide.

ICDC Only Events (Online events only offered through DECA Inc.)

<table>
<thead>
<tr>
<th>Stock Market Game</th>
<th>Virtual Business Challenge - Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Business Challenge - Retail</td>
<td>Virtual Business Challenge - Restaurant</td>
</tr>
<tr>
<td>Virtual Business Challenge - Sports</td>
<td>Virtual Business Challenge - Hotel</td>
</tr>
<tr>
<td>Virtual Business Challenge - Personal Finance</td>
<td></td>
</tr>
</tbody>
</table>
Qualifying Team Decision Making Events:
1. Business Law and Ethics
2. Buying and Merchandising
3. Financial Services
4. Hospitality Services
5. Marketing Communications
6. Sports and Entertainment Marketing
7. Travel and Tourism

Teams MUST consist of two (2) students. Students are not allowed to compete alone in the Team Decision Making Events. Registrations will not be accepted if the team does not consist of two (2) students. If only one student from a registered team attends a conference, he/she will not be allowed to compete in the Management Team Decision Making Event for which he/she is registered. In the event that a team qualifies at the Regional Conference for the State Conference and a member of the team is unable to attend the State Conference, the Chapter Advisor may substitute one (1) member of the team before competition begins. If this substitution is made after the registration deadline, the new member must be a student who is already registered for the conference. No changes to the Team Decision Making Event teams should be made on site. In an emergency situation, the problem will be directed to the State Advisor for a final decision. These same guidelines apply to the International Career Development Conference.

**Additional Team Events:**
1. Business Services Operations Research Event
2. Buying and Merchandising Operations Research Event
3. Finance Operations Research Event
4. Hospitality and Tourism Operations Research Event
5. Sports and Entertainment Marketing Operations Research Event
6. Independent Business Plan
7. International Business Plan Event
8. Business Growth Plan
9. Innovation Plan
10. Advertising Campaign
11. Fashion Merchandising Promotion Plan Event
12. Sports and Entertainment Promotion Plan Event
13. Community Service Project
14. Creative Marketing Project
15. Entrepreneurship Promotion Project
16. Financial Literacy Promotion Project
17. Learn and Earn Project
18. Public Relations Project

**An individual student, or a team of two (2) students, may submit a thirty (30) page paper at the State Conference.**

**For all five (5) and eleven (11) page papers, only a single, individual (1) student may present at the State Conference.**

**Teams can be composed of one (1) to three (3) students at the International Conference for all papers.**

In the event that a team in Events 1 through 12 qualifies at the State Conference and a member of the team is unable to compete in this event at the International Conference, the local chapter advisor may substitute that member prior to registering the team for the International Conference. At least one (1) member of the team must be a member of the original team. If none of the original team will compete in this event, the next team qualifying will move up to fill the quota.

In the event that a team in Events 13 through 18 qualifies at the State Conference and members of the team will not compete in this event at the International Conference, the local chapter advisor may substitute one (1) to three (3) members of the team prior to registering the team for the International Conference.
WRITTEN EVENT ENTRY
“STATEMENT OF ASSURANCE” CLARIFICATION

This is to clarify DECA Inc.’s Statement of Assurance form, specifically concerning using the same activity, project or event if it has been previously used in a DECA competition.

It is the intent of this rule to preclude local Chapters from rewriting the same event, but it is recognized that Chapters may utilize the same or similar activities on an annual basis in Chapter Events. In this case, Chapters may use these activities in future competitive events. However, each Advisor must ensure that the project or portions of projects are not rewritten and therefore plagiarized. Advisors must display professionalism in this regard by requiring students to do their own work. For this reason, Advisors should not allow students to rely on a previously completed project to complete their own.

Students may not re-write and submit the same event from year to year.

Furthermore, when a Chapter performs specific activities during the school year, the Chapter may not use the same activity for more than one competitive event during the same school year. For NJ DECA competitions, this rule will be strictly enforced. If a Chapter does use the same activities for more than one competitive event in the same year, each of these entries will be disqualified.

The following written event entries must include a copy of DECA’s Written Event Entry “Statement of Assurance”. The Statement of Assurance must be signed and submitted with the entry or the entry will be penalized 15 points. (Page 73 of the 2015-2016 DECA Guide)

**Business Operations Research Events:**
- Business Services Operations Research
- Buying and Merchandising Operations Research
- Finance Operations Research
- Hospitality and Tourism Operations Research
- Sports and Entertainment Marketing Operations Research

**Chapter Team Events:**
- Community Service Project
- Creative Marketing Project
- Entrepreneurship Promotion Project
- Financial Literacy Promotion Project
- Learn and Earn Project
- Public Relations Project

**Business Management and Entrepreneurship Events:**
- Independent Business Plan
- International Business Plan
- Start-Up Business Plan
- Innovation Plan
- Business Growth Plan
- Franchise Business Plan

**Marketing Representative Events:**
- Advertising Campaign
- Fashion Merchandising Promotion Plan
- Sports and Entertainment Promotion Plan

**CAP EVENT**
Chapters that submit an entry for CAP will send this to the NJ DECA Office by January 29. This event will not have an interview process at the State Conference and an advisor may not register a student for CAP only. There is no competition, only certification for Gold Level.
STATE CAREER DEVELOPMENT CONFERENCE QUOTAS

Quotas are based on the number of regional conference registrants per region and will be determined by the State Advisor. The maximum for both Blue and Gold Divisions is 40 in individual events and 21 teams in team decision making events. (Quotas are reviewed and revised annually).
Regional quotas will be determined after the regional registration packets have been received. All chapters will be notified of the quotas no later than December 18, 2015.

Minimum Level of Achievement for Awards:
To be eligible to receive an award, and to qualify for the next level of competition, students must achieve the following minimum combined scores:

- Principles of Business Administration Events, Team Decision Making Events, Individual Series Events, Professional Selling, Customer Service, Supermarket Careers:
  - Regional Conferences: 150 Points (50%)
  - State Conferences: 180 Points (60%)
  - International Conference: 210 Points (70%)

**In events with only one role play event, the role play score is doubled to determine minimum score.

ELIMINATION EVENTS AND LIMITATIONS
The following events are considered to be elimination events, since participation in these events at the State Career Development Conference is limited to those students who qualify at their regional conference by:
1. Finishing within the quota set for each region and each division.
2. Achieving the minimum combination scores listed above.

The following events are to be considered elimination events:

PRINCIPLES OF BUSINESS ADMINISTRATION EVENTS: (INDIVIDUAL)
- Principles of Business Management and Administration
- Principles of Finance
- Principles of Hospitality and Tourism
- Principles of Marketing

INDIVIDUAL SERIES EVENTS: (INDIVIDUAL)
- Accounting Applications
- Apparel and Accessories Marketing
- Automotive Services Marketing
- Business Finance
- Business Services Marketing
- Food Marketing
- Hotel and Lodging Management
- Human Resources Management
- Marketing Management
- Quick Serve Restaurant Management
- Restaurant and Food Service Management
- Retail Merchandising
- Sports and Entertainment Marketing

TEAM DECISION MAKING EVENTS: (COMPOSED OF TWO MEMBERS)
- Business Law and Ethics
- Buying and Merchandising
- Financial Services
- Hospitality Services
- Marketing Communications
- Sports and Entertainment Marketing
- Travel and Tourism

MARKETING REPRESENTATIVE EVENT: (INDIVIDUAL)
- Hospitality and Tourism Selling Event
- Professional Selling Event
- Financial Consulting Event

NEW JERSEY EVENTS: (INDIVIDUAL)
- Customer Service Event
- Supermarket Careers
The following “non-qualifying” events are offered on the State Level in NJ, but have a limited number of competitors per chapter. Each chapter may submit only 2 entries in each of the following thirty (30) page papers. Students, who compete in these 30 page paper events, ARE also permitted to compete at the NJ DECA State Conference in the “Qualifying” event for which they qualified when competing at the Regional Conference level.

**Business Operations Research Events**
- Business Services Operations (30 pg)
- Buying and Merchandising Operations (30 pg)
- Finance Operations (30 pg)
- Hospitality and Tourism Operations (30 pg)
- Sports and Entertainment Marketing Operations (30 pg)

**Business Management and Entrepreneurship Events**
- Independent Business Plan (30 pg)
- International Business Plan (30 pg)
- Growing Your Own Business (30 pg)
- Business Growth Plan (30 pg)
- Franchise Business Plan (30 pg)

The following non-qualifying events are offered on the State level in NJ, but have a limited number of competitors per chapter. Each chapter may submit only one (1) or two (2) entries for all five (5) and eleven (11) page papers based upon the following quota.

A chapter with 75 or fewer members will be able to submit one (1) paper per category. Chapters with 76 or more registered members will be able to submit two (2) entries per category. Three (3) students may work on a paper, but only one (1) will be allowed to present at the NJ DECA State Conference. Three (3) are allowed to go to ICDC. Students who compete in these events are not permitted to compete in qualifying events from the Regional level.

**Marketing Representative Events:**
- Advertising Campaign (11 page)
- Fashion Merchandising Promotion Plan (11 page)
- Sports and Entertainment Promotion Plan (11 page)

**Business Management and Entrepreneurship Events:**
- Start-Up Business Plan (11 pages)
- Innovation Plan (5 page)

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**ALL 30 PAGE PROJECTS:**
Must be received (not postmarked) by the State DECA Office at Kean University by February 5, 2016. These manuals will not be accepted after this date at the New Jersey DECA office or at the State Conference. If you are sending via mail, you must send via a method that requires a signature in order for us to receive it on time.

**ALL 5 & 11 PAGE PROJECTS:**
Must be registered on the 1st day of the State Conference—they are not mailed in early!
The following events are considered Chapter Events. Each chapter may submit one entry at the State Competition.

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

ALL CHAPTER PROJECTS:  
Projects must be received (not postmarked) by the New Jersey State DECA Office at Kean University by February 5, 2016. These manuals will not be accepted after this date at the New Jersey DECA office or at the State Conference.
NEW JERSEY DECA INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

QUOTAS PER STATE CAREER DEVELOPMENT CONFERENCE

Principles of Business Management and Administration  Top 3 Students
Principles of Finance  Top 3 Students
Principles of Hospitality and Tourism  Top 3 Students
Principles of Marketing  Top 3 Students
Accounting Applications  Top 3 Students
Apparel and Accessories Marketing  Top 3 Students
Automotive Services Marketing  Top 3 Students
Business Finance  Top 3 Students
Business Services Marketing  Top 3 Students
Food Marketing  Top 3 Students
Hotel and Lodging Management  Top 3 Students
Human Resource Management  Top 3 Students
Marketing Management  Top 3 Students
Quick Serve Restaurant Management  Top 3 Students
Restaurant and Food Service Management  Top 3 Students
Retail Merchandising  Top 3 Students
Sports and Entertainment Marketing  Top 3 Students
Business Law and Ethics Team  Top 3 Teams
Buying and Merchandising Team  Top 3 Teams
Financial Services Team  Top 3 Teams
Hospitality Services Team  Top 3 Teams
Marketing Communications Team  Top 3 Teams
Sports and Entertainment Marketing Team  Top 3 Teams
Travel and Tourism Marketing Team  Top 3 Teams
Supermarket Careers  Top 3 Students
Customer Service  Top 3 Students
Start-Up Business Plan  Top 3 Students
Independent Business Plan  Top 3 Projects
Innovation Plan  Top 3 Projects
Business Growth Plan  Top 3 Projects
Franchise Business Plan  Top 3 Projects
Professional Selling Event  Top 3 Projects
Hospitality and Tourism Selling Event  Top 3 Students
Financial Consulting Event  Top 3 Students
Business Services Operations Research  Top 3 Projects
Buying and Merchandising Operations Research  Top 3 Projects
Finance Operations Research  Top 3 Projects
Hospitality and Tourism Operations Research  Top 3 Projects
Sports and Entertainment Marketing Operations Research  Top 3 Projects
Advertising Campaign  Top 3 Projects
Fashion Merchandising Promotion  Top 3 Projects
Sports and Entertainment Promotion Plan  Top 3 Projects
Community Service Project  Top 3 Projects
Creative Marketing Project  Top 3 Projects
Entrepreneurship Promotion Project  Top 3 Projects
International Business Plan Event  Top 3 Projects
Learn and Earn Project  Top 3 Projects
Public Relations Project  Top 3 Projects
Financial Literacy Promotion Plan  Top 3 Projects
NJ DECA Pin Design  1st Place (from the state)
NJ DECA Program Cover Design  1st Place (from the state)
CAP (Leadership Academy ONLY)  Gold Level Projects

NOTE: If you have a student who qualifies to compete at the International Career Development Conference (ICDC), but he/she is unable to attend, or if you have a student who qualifies in two events, please notify the State Office. Delay results in students being deprived of the opportunity to attend and compete. The deadline for contacting the State Office with all drops or changes is March 4, 2016. Remember students may compete in only one (1) competitive event at ICDC.

**IMPORTANT-These numbers are subject to change if DECA, Inc. changes our quotas**
New Jersey DECA

2015-2016
Competitive Event Specifications
DECA’S COMPETITIVE EVENTS PROGRAM

Purposes and Rationale

The purposes of DECA’s competitive events are:

1. To contribute to the development of skills necessary for careers in marketing, merchandising, management and entrepreneurship.
2. To evaluate student achievement of those skills through careful measurement devices (performance indicators).
3. To provide opportunities for student and team recognition.
4. To provide constructive avenues for individual or team expression, initiative and creativity.
5. To motivate students to assume responsibility for self-improvement and self-discipline.
6. To provide a vehicle for students to demonstrate (via performance indicators) their acquired skills through individual or team activities.
7. To assist students in acquiring a realistic self-concept through individual or team activities.
8. To help students participate in an environment of cooperation and competition.
9. To provide visibility for the educational goals and objectives of marketing education.

It should be emphasized that competitive events are only one of the many phases of the total DECA program of student activities and that DECA competitive events are only one of the strategies used in assisting students to develop the skills necessary to prepare for and advance in marketing, management and entrepreneurship careers.

It is believed that competitive events are congruent with sound educational practices and enhanced educational purposes. Therefore, DECA competitive events are learning activities designed to evaluate students’ development of essential skills necessary for entry or advancement in the fields of marketing, management, hospitality, business finance and entrepreneurship. The DECA Competitive Events Program facilitates effective integration of DECA as an integral component of the total marketing education instructional program.

To do this, competitive events are designed to enable students to engage in activities that will extend their interests and skills for careers in marketing, and measure via performance indicators the degree to which skills have already been acquired. In effect, the competitive events meet the goals of the corresponding class education curriculum by demonstrating occupational proficiency in specific areas of marketing, management, business finance, hospitality and entrepreneurship.
QUALIFICATIONS FOR ENTERING DECA’S INTERNATIONAL COMPETITIVE EVENTS

General Rules and Regulations

1. All participants **must** be active members of DECA with the current year’s dues on file with New Jersey DECA by **November 15, 2015**. In order to compete in regional and state competitions, all participants **MUST** be members of DECA, Inc. and NJ DECA prior to the conferences. Remember that state membership supersedes international membership. Deadline dates can be found in the calendar section of the handbook. For further explanation of membership, refer to New Jersey DECA’s addition to the general rules section of the handbook or call the state DECA office.

2. All participants and written entries must be approved and authorized for entering competition by their state association through official competitive events registration forms.

3. All participants and written entries must meet specifications set forth for each activity.

4. All participants entering Individual Series Events, Principles of Business Administration Events, Team Decision Making Events, Customer Service, and the Professional Selling Event must have participated in Regional and State conferences in the event for which they are entering.

5. All entry forms and creative entries must be submitted by the NJ DECA State Advisor or their designee according to published deadlines for the International Career Development Conference.

6. A participant may enter only one of the competitive events with a participatory component during the International DECA Conference.

7. All competitive events are open to both full-day and Career and Technical students who are active members of DECA.

8. No additions or substitutions may be registered for competition after the deadline set forth by DECA Inc., or New Jersey DECA.

9. A written entry may not be entered in more than one international (or state) competitive event during a year. Please refer to the DECA Written Statement of Assurances form for additional information.

10. Once a written entry is entered in international (or state) competition the identical content material may not be entered in international (or state) competition again. Please refer to the DECA Written Statement of Assurances form for additional information.

11. All participants must attend the briefing sessions scheduled for their competitive event during all conferences. Failure to attend the scheduled briefing session will result in disqualification of the participant.

12. Participants are responsible for providing all visual aids needed for any event in which such equipment is allowed. Consult the **2015-2016 DECA Guide** for specifics.

13. Participants are required to wear an official DECA blazer or business suit (sports coat for males) for all general sessions and formal meal functions at the International Career Development Conference. Appearances before judges require an official DECA blazer. Example: DECA blazer is not required for the written test portion of an event, but is required for all role-play and interview situations.
New Jersey DECA’s addition to the DECA Inc. General Rules

The rules stated on the previous page by DECA, Inc. also apply to all New Jersey DECA competitions as indicated. However, New Jersey has the following additional rules which must be followed or cause participants to risk disqualification.

1. All students attending a regional or state conference must be registered in a competitive event.

2. All participants must be active DECA members by December 1, 2015 to be eligible to compete in the regional conference. Participants for the State Conference must be paid and active DECA members by January 19, 2016.

3. Chapters must comply with the New Jersey DECA payment terms to be eligible to register for future conferences. Payment terms are Net 30 as of the concluding date of a conference. If payment is not received within 30 days, schools may not register for future conferences.

4. No refunds will be issued for registration fees after the deadline date for conference registration. Chapters must pay for all students registered to attend a conference, no matter how many students drop during the time between the deadline date and the conference.

5. One or two students ONLY will be allowed to register and defend the Chapter Team Events, Business Operations Research Events, Business Management and Entrepreneurial Events, Marketing Representative Events, and CAP at the New Jersey State Career Development Conference.

6. The written entry “Statement of Assurances” form is required in all written manuals for the State Career Development Conference at the time of registration. Students must use the Written Statement of Assurances Form provided in the DECA guide (see page 73 in the 2015-2016 DECA Guide). The Statement of Assurances must be signed and submitted with the entry or the manual will be assessed 15 penalty points.

7. All chapter advisors are expected to assist at the Regional and State conferences. New Jersey DECA cannot function without this assistance. All chapters must provide the required assistance. If the advisor assigned cannot assist, it is the advisor’s responsibility to designate a trained replacement; otherwise, students from that particular chapter will not be eligible to receive awards or compete at the next level of competition. Please Note: If your students are commuting to the State Conference and will not be arriving until the first full day of the conference, as an advisor you still are required to be there the evening before should your event have a component that evening.

8. There is a requirement of one chaperone per every ten students for the state conference. Chapters registering without the proper number of chaperones will not be permitted to remain at the hotel overnight. The chapter will be notified within two weeks after the registration deadline date if there are not sufficient chaperones, and the hotel will be instructed not to accept the chapter’s reservations.

9. Chaperones are to be on hand at all times to supervise the DECA members assigned to them. Chaperones must know where their students are during the entire conference. Chaperones may not leave the property during the conference. Advisors and chaperones may not share rooms with students, unless the student is a member of the chaperone’s immediate family. Chaperones are to follow the same code of conduct, code of ethics and dress code as the students and advisors.

10. If a school is commuting to the conference and has left the conference site for the day, that student is not allowed to return to the conference without specific supervision of the chapter advisor or designated chaperone of that school.

11. A participant must have completed their written test during the testing window to be eligible for the role-play segment of the competition. This applies to regional and state levels of testing.

12. Athletics and other school extra-curricular activities are not considered extenuating circumstances for DECA competition and students will not be offered special dispensation due to conflict with either athletics or other activities. The State Advisor is the final arbiter of extenuating circumstances.
COMPETITIVE EVENT ABBREVIATIONS

PRINCIPLES OF BUSINESS ADMINISTRATION EVENTS:
1. Principles of Business Management and Administration—PBM
2. Principles of Finance—PFN
3. Principles of Hospitality and Tourism—PHT
4. Principles of Marketing—PMK

TEAM DECISION MAKING EVENTS:
1. Business Law and Ethics Team Decision Making—BLTDM
2. Buying and Merchandising Team Decision Making—BTDM
3. Financial Services Team Decision Making—FTDM
4. Hospitality Services Team Decision Making—HTDM
5. Marketing Communications Team Decision Making—MTDM
6. Sports and Entertainment Marketing Team Decision Making—STDM
7. Travel and Tourism Team Decision Making—TTDM

INDIVIDUAL SERIES EVENTS:
1. Accounting Applications Series—ACT
2. Apparel and Accessories Marketing Series—AAM
3. Automotive Services Marketing Series—ASM
4. Business Finance Series—BFS
5. Business Services Marketing Series—BSM
6. Food Marketing Series—FMS
7. Hotel and Lodging Management Series—HLM
8. Human Resources Management Series—HRM
9. Marketing Management Series—MMS
10. Quick Serve Restaurant Management Series—QSRM
11. Restaurant and Food Service Management Series—RFSM
12. Retail Merchandising Series—RMS
13. Sports and Entertainment Marketing Series—SEM

PROFESSIONAL SELLING AND CONSULTING EVENTS:
1. Hospitality and Tourism Professional Selling—HTPS
2. Professional Selling—PSE
3. Financial Consulting—FCE

BUSINESS OPERATIONS RESEARCH EVENTS:
1. Business Services Operations Research—BOR
2. Buying and Merchandising Operations Research—BMOR
3. Finance Operations Research—FOR
4. Hospitality and Tourism Operations Research—HTOR
5. Sports and Entertainment Marketing Operations Research—SEOR

CHAPTER TEAM EVENTS:
1. Community Service Project—CSP
2. Creative Marketing Project—CMP
3. Entrepreneurship Promotion Project—EPP
4. Financial Literacy Promotion Project—FLPP
5. Learn and Earn Project—LEP
6. Public Relations Project—PRP

ENTREPRENEURSHIP EVENTS:
1. Innovation Plan—EIP
2. Start-Up Business Plan—ESB
3. Independent Business Plan—EIB
4. International Business Plan—IBP
5. Business Growth Plan—EBG
6. Franchise Business Plan—EFB

MARKETING REPRESENTATIVE EVENTS:
1. Advertising Campaign—ADC
2. Fashion Merchandising Promotion Plan—FMP
3. Sports and Entertainment Promotion Plan—SEPP

ONLINE EVENTS:
1. Stock Market Game—SMG
2. Virtual Business Challenge Accounting (Pilot)—VBCAC
3. Virtual Business Challenge Hotel Management—VBCHM
4. Virtual Business Challenge Personal Finance—VBCPF
5. Virtual Business Challenge Restaurant—VBCRS
6. Virtual Business Challenge Retail—VBCRT
7. Virtual Business Challenge Sports—VBCSP

NOTE: Competitive event guidelines and specifications appear in the DECA Guide that is mailed to each Chapter by DECA Inc. at the beginning of the school year. If you do not have a copy, please contact DECA Inc.
Objective
The objectives of the NJ DECA Pin Design Event are:
1. To encourage chapter involvement in NJ DECA
2. To promote creativity.

Description
The state pin design event will determine the design for the pin to be distributed to all NJ participants at the International Career Development Conference. The design may or may not be incorporated into the ICDC T-Shirt as well.

Procedure
Each chapter may submit two (2) entries. If more than two entries are submitted from a chapter, the state advisor will select the two that will be judged. All decisions are final.

Entry specifications:
1. Each entry must be submitted to the NJ DECA State Office in hardcopy and/or electronic form.
2. The hardcopy entry must be submitted on 8 1/2” x 11” white paper.
3. Artwork and copy must be computer generated & camera ready.
   ( Appropriateness is an important consideration in the selection process.) Email this electronic copy to pindesign@njdeca.org with subject line of NJ DECA Pin Design Entry
4. Design may consist of no more than four (4) colors plus black and white.
5. Entry must be related to New Jersey and have the name NJ DECA incorporated within the design. It can relate to something positive about New Jersey in general as a state and it should specifically identify New Jersey DECA.
6. Student’s name and chapter must appear in the lower right corner on the back of the design.
7. These pins are distributed to NJ participants at the DECA International Career Development Conference (ICDC), and are generally used to promote New Jersey DECA to the general membership. Blinking lights incorporated into the pin designs are acceptable, but not required.

NOTE: Please take into consideration that the design will reduce to a 1 ¼” to 2” pin. This is an important consideration during the selection process because judges want to make sure that all copy is going to reproduce largely and clearly enough to be read on each pin. If written copy is too small, the pin is overlooked, no matter how terrific the design. Also, be advised that all designs are subject to refinement from our pin vendor. The final design may be changed at the discretion of the State Advisor to ensure the overall design’s maximum impact.

Judging
Entries will be judged prior to the State Career Development Conference and selected by the NJ DECA State Action Team. The FIRST PLACE entry for the state will be announced at both state conferences and the student designing the winning entry will be recognized with a certificate. Only one winner from the state attends ICDC in a leadership academy. This is considered an individual event and only the student submitting the winning design will be offered a spot in the leadership academy at ICDC. It is not transferrable.

Deadline
Entries must be RECEIVED by November 20, 2015. Entries received late will not be included for consideration. If you are mailing an entry, please be sure that you mail it early enough for it to be received on time.

Emailed entries should be sent to: pindesign@njdeca.org
Entries mailed via USPS should be sent to:
New Jersey DECA State Advisor
Kean University-Willis Hall Office 402B
1000 Morris Avenue, PO Box 411
Union, New Jersey 07083-0411
Objective
The objectives of the NJ DECA Program Cover Design Event are:
1. To encourage chapter involvement in NJ DECA
2. To promote creativity.

Description
The state program cover design event will determine the design for the program cover to be distributed to all NJ participants at the State Career Development Conference.

Procedure
Each chapter may submit two (2) entries. If more than two entries are submitted from a chapter, the state advisor will select the one to be judged. All decisions are final.

Entry specifications:
1. Each entry must be sent to the NJ DECA State Office in hardcopy and/or electronic form.
2. The hardcopy entry must be submitted no larger than 8 1/2 “x 11” on white paper. The print must be in BOTH black and color print.
3. Artwork and copy must be computer generated and camera ready, meaning that it will be photo copied exactly as it is submitted. Hand drawn submissions will NOT be accepted. Please consider that any writing should be typed, spelled correctly, and appropriate for the event. (Appropriateness is an important consideration in the selection process.) Email this electronic copy to coverdesign@njdeca.org with the subject line of – NJ DECA Program Cover Design Entry
4. Entry should be related to the New Jersey DECA State Conference
5. The cover must include:
   New Jersey DECA State Career Development Conference 2016
   The dates of the blue and gold conferences,
   Crowne Plaza Hotel
   Cherry Hill, New Jersey
   The New Jersey DECA State Theme:
   New Jersey DECA
   BE EPIC
6. Student’s name and chapter must appear in the lower right corner on the back of the design.

NOTE: Be advised that all designs are subject to refinement from our print vendor. The final design may be changed at the discretion of the State Advisor to ensure the overall design’s maximum impact. As a general rule, designs should conform to Black and White standards.

Judging
Entries will be judged prior to the State Career Development Conference and selected by the NJ State Action Team. The FIRST PLACE entry for the state will be announced at both state conferences and the student designing the winning entry will be recognized with a certificate. Only one winner from the state attends ICDC. This is considered an individual event and only the student submitting the winning design will be offered a spot in the leadership academy at ICDC. It is not transferrable.

Deadline
Entries must be received by November 20, 2015. Entries received late will not be included for consideration. If you are mailing an entry, please be sure that you mail it early enough for it to be received on time.

Emailed entries should be sent to: coverdesign@njdeca.org
Entries mailed via USPS should be sent to:
New Jersey DECA State Advisor
Kean University, Willis Hall Office 402B
1000 Morris Avenue
Union, New Jersey 07083-0411
SUPERMARKET CAREERS & CUSTOMER SERVICE EVENTS

OVERALL INSTRUCTIONS

1. Any student with an I.E.P. (Individualized Educational Plan) who is also enrolled in a corresponding class is eligible to enter the Customer Service Event, or the Supermarket Careers event.

2. The Special Needs Event Form can be found in the New Jersey DECA Handbook. This form must accompany the Regional and State Conference registration forms.

3. Students who are entered in the Customer Service Event will compete in the following instructional areas:
   a. Human Relations/Job Interview
   b. Personal Selling/Sales Presentation
   c. Basic/Social Skills/Pre-Employment test instructional areas
   d. Note: The product for the selling presentation at the Regional and State Conferences will be announced in September.

4. Students who are entered in the Supermarket Careers Event will compete in the following instructional areas: Human Relations/Job Interview, Basic and Social Skills/Pre-Employment test, and Operations/Bagging.

5. A DECA word bank for students to use as a study guide of industry-related terminology will be used for these competitive events.

6. Scores from the three instructional areas will be combined to achieve one score.

7. Regional qualifiers will be determined in the same manner as the other qualifying events.

Additional information regarding regional quotas can be found in the NJ DECA Handbook. The students who qualify will be the only students allowed to compete in these events at the State Conference. Additional information can be found on the NJ DECA website – NJDECA.org
Special Needs Events
Customer Service and 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 here if this form does not apply to your school. This form must be submitted with your registration packet for the State Conference

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Assistance Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
<td>____________________</td>
</tr>
<tr>
<td>__________________</td>
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<td>__________________</td>
<td>____________________</td>
</tr>
<tr>
<td>__________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

Signature of 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
<table>
<thead>
<tr>
<th><strong>Approach</strong></th>
<th>Meeting/greeting the customer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Body Language</strong></td>
<td>Communication by the movement and position of a person's body</td>
</tr>
<tr>
<td><strong>Brand</strong></td>
<td>A name, design or symbol that identifies the products of a company or a group of companies</td>
</tr>
<tr>
<td><strong>Buying Motives</strong></td>
<td>Reasons a customer buys a product</td>
</tr>
<tr>
<td><strong>Buying Signals</strong></td>
<td>Things a customer may say or do to indicate a readiness to buy</td>
</tr>
<tr>
<td><strong>Closing the sale</strong></td>
<td>Obtaining a customer's positive agreement to buy.</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>The process of exchanging information, ideas, and feelings</td>
</tr>
<tr>
<td><strong>Coupon</strong></td>
<td>A piece of paper that gives a customer a discount</td>
</tr>
<tr>
<td><strong>Customer Benefit</strong></td>
<td>The advantage or personal satisfaction a customer will get from a good or service</td>
</tr>
<tr>
<td><strong>Determining needs</strong></td>
<td>question, observe, and listen to help present correct product to the customer</td>
</tr>
<tr>
<td><strong>Display</strong></td>
<td>The visual and artistic aspects of presenting a product to a target group of customer</td>
</tr>
<tr>
<td><strong>Employee</strong></td>
<td>The person or company who pays people to work</td>
</tr>
<tr>
<td><strong>Employer</strong></td>
<td>A paid worker</td>
</tr>
<tr>
<td><strong>Exchange</strong></td>
<td>Merchandise brought back to be replaced by other merchandise</td>
</tr>
<tr>
<td><strong>Invoice</strong></td>
<td>The supplier's statement that the order has been filled and the merchandise is sent</td>
</tr>
<tr>
<td><strong>Job Interview</strong></td>
<td>A meeting which a person who wants a job talks to an employer about being hired</td>
</tr>
<tr>
<td><strong>Laymen's terms</strong></td>
<td>Words s salesperson uses so that the average customer can understand</td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td>Process of planning, pricing, promoting, selling, and distributing goods &amp; services</td>
</tr>
<tr>
<td><strong>Markup</strong></td>
<td>The difference between the cost and the selling price of an item</td>
</tr>
<tr>
<td><strong>Markdown</strong></td>
<td>When the price of an item reduced to move inventory and make room for new</td>
</tr>
<tr>
<td><strong>Objection</strong></td>
<td>The concern, hesitation or doubt a customer has for not making a purchase</td>
</tr>
<tr>
<td><strong>Physical Inventory</strong></td>
<td>A method of counting merchandise by visually inspecting and counting it to determine the quantity on hand</td>
</tr>
<tr>
<td><strong>Product feature</strong></td>
<td>a basic or physical attribute of a product</td>
</tr>
<tr>
<td><strong>Scanner</strong></td>
<td>A device used to read the UPC on a product label</td>
</tr>
<tr>
<td><strong>Selling</strong></td>
<td>The process of helping customers make satisfying buying decisions by communicating how products and their feature match customers' needs</td>
</tr>
<tr>
<td><strong>Suggested Selling</strong></td>
<td>Selling additional goods to the customer</td>
</tr>
<tr>
<td><strong>Till</strong></td>
<td>The cash drawer of the cash register</td>
</tr>
</tbody>
</table>
Aisles  the rows in a supermarket
Bagger  An employee who packs customers’ orders after they have been checked out at the cash register
Blocking  Stocking a shelf so that the product is in even layers. Products can be blocked to the front or the back of the shelf
Bulk Merchandise  Products that are sold without wrapping. Usually sold in bulk
Case Lot  A complete, unopened case of a product
Checker  An employee in a food store who runs the cash register and collects
Code Dated  Product has date(s) in code showing when the product was made and how long it should be displayed before sale
Coupon  A piece of paper that gives customers a discount
End cap  Located at the end of aisles, usually displaying new or sales items
Facing  Stocking a shelf so that all products are pulled evenly to the front of the shelf
Gondola  Regular back-to-back grocery shelving unit
Health/ Beauty Aids (HABA/HBA)  Class of general merchandise including hair care items, medications, make-up, and first aid products
Job interview  Meeting in which a person who wants a job talks to an employer about being hired
Manager  Person in charge who determines how labor will be used
Markdown  When the price of merchandise is reduced to move inventory or make room for new
Markup  The difference between cost and selling price of an item
Open Date  A date on a label of a product that shows a pull date (a date by which an item must be sold), or pack date (the date the item was packaged).
Perishable  A product that will spoil easily
Produce  Department which contains fresh fruits, vegetables and other fresh products
Receipt  Piece of paper cashier gives to a customer that shows what they bought
Refrigerate  To make or keep cool or cold
Rotation  Using FIFO (first in, first out) method to stock and sell products. Moving older products in a display or on a shelf so that they will be sold before newer products
Sales tax  A percentage fee imposed by the government on retail prices
Scale  Mechanical or electronic device used to weigh items
Scanner  An electronic device that reads Universal Product Codes (UPC)
Stocking  Putting products on the shelf or display so they can be sold
Supermarket  A full-time, full service food store which occupies 6,000 square feet or more and annually sells two million dollars or more of products
Temperature Gauge  An instrument that shows how cold the dairy case, refrigerators or freezers are
Till  The cash register draw
Trimming  Removing damaged or discolored leaves or spots from product to give it a fresh look
Universal Product Code  A computer code that identifies a product and its price at the checkout counter. An electronic scanner sends the information to the store’s central computer.
2016
State Career Development Conference Information Package
THE 55TH ANNUAL
NEW JERSEY HIGH SCHOOL DIVISION OF DECA
STATE CAREER DEVELOPMENT CONFERENCE

INFORMATION PACKET

It is strongly recommended that you send all materials Return Receipt Requested or Express Mail if you are putting them into the mail. Mail can take up to 10 Business Days to arrive in our office at Kean once delivered at the University and is the least preferred method of sending in your paperwork.

Conference Dates:

February 21-23, 2016 (Sunday, Monday and Tuesday) – GOLD Division
February 24-26, 2016 (Wednesday, Thursday & Friday) – BLUE Division

Location of the lead hotel: Crowne Plaza Hotel - Philadelphia/Cherry Hill
Attn: Kristin Stahl, Director of Sales and Marketing
2349 West Marlton Pike
Cherry Hill, New Jersey 08002
856-665-6666
856-662-1414 (FAX)

Second Hotel: Holiday Inn of Cherry Hill
Route 70 & Sayer Avenue
Cherry Hill, New Jersey 08002
856-663-5300

Third Hotel: The Hotel ML
915 Route 73 North
Mount Laurel, New Jersey 08054
856-234-7300

CHECK-IN – (Refer to the Bus Check-In Schedule)

GOLD Sunday, February 21, 2016 - 4:00pm

BLUE Wednesday, February 24, 2016 - 4:00pm

• The hotel will not guarantee rooms before 4:00pm

DEADLINE FOR PACKET IS JANUARY 22, 2016!
2015 NEW JERSEY DECA STATE CAREER DEVELOPMENT
CONFERENCE DATA

1. Only those students who are registered for a competition will attend the state conference. This includes state officers and state officer candidates, who must compete at their state conference (blue or gold). Failure to comply will result in the removal of the student(s).

2. Registration Fee - All delegates, except officially registered advisors, judges and chaperones, must pay the $55.00 per student registration fee. This fee covers all expenses for materials, awards, entertainment, etc. Make conference check payable to: “Kean University”. - (check or purchase order) must be sent along with the Conference Registration forms to:

   NJ DECA
   Kean University
   Willis Hall Office 402B
   1000 Morris Avenue
   PO Box 411
   Union, New Jersey 07083-0411

   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, even if they don’t attend. Students not competing must not attend the conference.

   All conference registration fees must be paid in full Net 30 after 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.

3. Registration Procedure - please submit all of the following materials:

   A. Conference Registration Summary Form               G. Parental Photo Opt-Out Release Form (If Applicable)
   B. Voting Delegates Form                               H. Alternate Voting Delegate Form
   C. Special Needs Event Form                            I. Judge’s Event Preference Form
   D. Responsibility Statement (if a school is            J. Purchase order or check to pay
      assuming responsibility)                             conference registration fees.
   E. Adult Code of Ethics                                 K. Bus Arrival Form
   F. Advisor Statement of Assurance                       (Permission form/CDC Dress Code)

   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 22, 2015. All of the above listed forms must be submitted to the NJ DECA office by January 22, 2015, and a copy must be retained by the individual Chapter Advisors while at the State Conference.

   If you require a specific hotel because of a special need, you must contact the NJ DECA State Advisor by January 22, 2016 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.

4. Judges - The requirement for recruitment of judges will be a minimum of three business professionals per chapter attending the conference. We need more than three per chapter to cover all the events, and hope that you will make every effort to provide as many judges as possible. Professional judges are individuals in the 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. College students that wish to be judges MUST be in their senior year. Underclassmen are encouraged to assist at the conference in other capacities. Don’t turn away any help, we can always use more hands!
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 directly to the Judge Coordinator facilitating your chapter’s conference by January 22, 2016. Please also fax or email a copy to the NJ DECA State Advisor.

5. **Chaperones** – there is a requirement of one chaperone per every ten students. Chaperones do not pay a conference registration fee. Chaperones may not act as judges.

- 1-10 Members = 1 Chaperone
- 11-20 Members = 2 Chaperones
- 21-30 Members = 3 Chaperones
- 31-40 Members = 4 Chaperones
- 41-50 Members = 5 Chaperones
- 51-60 Members = 6 Chaperones

If you have more than 60 students attending, please apply the quota for chaperones as it is explained above.

- Chaperones must know where students are during the entire conference.
- Schools without the 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 reservation.
- Chaperones are to be on hand at all times to supervise the DECA members assigned to them.
- Chaperones are to be instructed that they 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.

6. **Attendance Permission Form, Conduct and Dress Code** – Included in this handbook is a copy of the Attendance Permission Form, Practices and Procedures Form, Conduct and Dress Code Form and Parental Photo Opt-Out Release Form, and the Bus Arrival Form. Advisors must have required signatures from each delegate attending the conference. These forms must be with the advisor upon arrival for the conference. The Bus Arrival Form must be submitted to the NJ State DECA Office at Kean University by January 22, 2016 (FAX or Scan and Email). 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!

7. **Manuals - Advertising Campaign, Fashion Merchandising Promotion Plan, Start-Up Business Plan and Innovation Plan** – will be registered at the conference. Do not mail these manuals in advance.

   **Business Operations Research Events, Chapter Team Events, Independent Business Plan, International Business, Business Growth Plan, Franchise Business Plan and CAP** - All manuals listed in this group must be received at the State DECA Office at Kean University by January 29, 2015. These manuals will not be accepted after this date at the New Jersey DECA office or at the State Conference.

8. **Smoking Policy** – This is a non-smoking, school activity. Smoking is not permitted anywhere in the hotels.
9. **Voting Delegates**

- Your school is entitled to 10% of your Chapter Membership, plus one vote per chapter as voting delegates. Students serving as voting delegates must be registered for the conference and must also be registered for a competitive event.

- Please encourage your students to vote!

- In order for your chapter to be considered eligible to vote, you must submit the Voting Delegate Registration Form with signatures with the conference registration packet.

- **THE FOLLOWING REPRESENTS THE NUMBER OF VOTING DELEGATES ALLOWED BY MEMBERSHIP.**

- Delegates will not be permitted to vote unless they have signed this form prior to the state conference, at the discretion of the State Advisor.

| 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 |

- Voting Delegates are required to attend the Meet the Candidates Session at the State Career Development Conference.
Hotel Registration Deadline: January 22, 2015

IMPORTANT NOTICE (PLEASE READ CAREFULLY)

Please read and follow instructions before submitting housing information. The NJ DECA Office, in cooperation with the Crowne Plaza staff, will assign housing. Do not assume that by checking a preference you will be guaranteed a particular hotel or particular type of room. Checks and PO’s must be made out to the Crowne Plaza only. Not following this procedure will put your chapter at risk in completing the registration and your materials will be returned.

Late registrations will be assessed on a case-by-case basis. Late registrations cause a major problem in scheduling. If you know you are going to have a problem you should immediately contact the NJ DECA office before the deadline date occurs. If your registration is accepted, it may result in your chapter being assigned a property providing rooms are available. If this leads to additional rooming charges, your chapter will have 30 days from the conference to pay these added charges.

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 a New Jersey ST-5 Form, the documentation necessary to show that you are to be considered a tax exempt organization, or tax exemption letter from the school or board of education indicating tax exempt status.

Because of the large number of students attending this conference, students should be placed in Quad or Triple rooms. The hotel will not assist in the filling rooms. Everyone will be housed exactly as the housing information is submitted to the hotel as long as it satisfies the guidelines.

In order to accommodate as many people as possible at the Crowne Plaza, Holiday Inn, and The Hotel ML, double rooms may 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 cot if one is available. You may not put 5 students in one room.

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

All advisors, regardless of the hotel you are assigned, will first sign-in and pick up all registration materials at the Crowne Plaza Hotel. Buses should pull into the parking lot at the side entrance of the hotel and students should remain on the bus until directed by the DECA representative in charge of busing and/or security. If you are assigned to one of the other hotels, come to the Registration Area, pickup your materials and then proceed to your hotel. If you are assigned to the Crowne Plaza, the DECA representative will greet you at the side entrance and escort you to the hotel registration desk to pick up your keys. The DECA representative will direct you to bring your students to the side entrance and proceed to the elevator. You should have received a Bus Arrival Form as part of the registration packet.
with three (3) requests for times of arrival. You will be informed by the NJ DECA Office which time of arrival was assigned to your chapter. If for some reason you arrive earlier than your assigned time and the other chapters are registering, you will have to wait until the DECA representative can get your chapter into the hotel. Under no circumstances should you use the front entrance, enter the hotel with your students, or enter at the side entrance unless directed to do so by the NJ DECA representative. You must inform us ahead of time, on your Bus Arrival Form, if your district has to transport you at a specific time. Please do not arrive before your assigned arrival time, or your school will be held on your buses until your slotted arrival time.

Bell Staff
Limited bell persons will be available. All schools indicating special needs will be provided with the complete cooperation of the bell staff in helping to transport luggage to the individual guest rooms. Charges for bell staff services are not included in the room rate. You should be prepared to give the bell staff a deserved gratuity. If you require bell staff for a large group, this would have to be pre-arranged prior to the conference and you will be charged a fee.

Maid Service
Maid gratuities are optional.

Gratuities
At all 3 hotels, a standard gratuity of 18% is automatically included in food service checks only in the hotel's restaurant and for room service orders. Please inform the delegates that it is not necessary to tip the restaurant servers and room service attendants above this included gratuity.

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 NJ DECA State Advisor who will locate the chapter advisor.

All chapter advisors are responsible for all rooms and incidental charges or damages caused by their students and/or 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 for damage. The hotel will provide trash liners for debris. These trash bags can be picked up at the front desk or by the 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. 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/chaperone 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.*
Accounting
Final payments are due upon arrival. Final payment can be made in the form of cash, credit card or school check. Please note that if you wish to qualify for tax exemption, cash will not be accepted and the form of payment must specifically name the tax exempt entity on the 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 23, 2015 and February 26, 2015 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 6, 2015 from the hotel. (Date subject to change by the hotel)

Cancellations
All room reservations must be cancelled 72 hours prior to arrival or one (1) night's room rate will be charged. All cancellations must be in writing directly to the Crowne Plaza Atttn: Kim Anderson.

Suite Requests
The hotel and the NJ DECA State Office will assign suites. If you request a suite, please note that suites will be assigned first to larger chapters, at the discretion of the hotel, and not on a first come first served basis.

Keeping Chapter Rooms on the Same Floor
We will make all efforts to keep your chapter on one floor, but this may not always be possible. 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 2 cots, and (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 – Queen or 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 (Crowne Plaza) - $25.00 per cot per night, if available.

All hotel rooms must be paid in full upon the chapter's arrival at the hotel. Before issuing room keys to the chapter advisor, the front desk will insist that all 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 reserves a single room for himself/herself or shares 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 cot per night, if available.) 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. (No more than four people are allowed in a hotel room, per the local fire code.) Only adults can reserve single rooms. Of course, special needs requests will always be honored.

The NJ DECA Office and Crowne Plaza staff will assign all rooms.
Complete and send the following forms to:
NJ DECA Office -Kean University
Willis Hall Office 402B
PO Box 411
1000 Morris Avenue
Union, NJ 07083-0411
Email: jvictor@njdeca.org
Fax: 908-737-4151

Attendance Permission Form
High School DECA Conference Registration Summary Form
Registration (follow procedure of registration coordinator)
Special Needs Events Form
Responsibility Statement (if school is assuming responsibility)
Adult Code of Ethics
Advisor Statement of Assurance (Permission Form/CDC Dress Code)
Parental Photo Opt-Out Release Form (only required for students selecting the opt-out option)
Student Non-DECA Activity Form (if applicable)
NJ DECA Activity & Conference Code of Ethics – Adult Advisors & Chaperones
Voting Delegates Form
Alternate Voting Delegate Form
Judge’s Event Preference Forms (should also be emailed/faxed directly to the Judge Coordinator)
Purchase Order or check to pay conference registration fees
Bus Arrival Form

School Name:

Advisor Name: ______________________Cell Phone Number __________________
HIGH SCHOOL DECA CONFERENCE REGISTRATION
SUMMARY FORM

Type and complete all information and return to:
NJ DECA
Kean University
Willis Hall Office 402B
1000 Morris Avenue
Po Box 411
Union, NJ 07083-0411

Deadline Date: January 22, 2016

Make Checks or Purchase Orders Payable to:
Kean University

School: ___________________________ Phone: (_____) ___________________

Advisor(s): ____________________________

School Address: ____________________________

# ______ Total number of Conference Delegates at $55.00 = $ ________
(This includes all students who attend the conference, including state officers and state
officer candidates)

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

No refunds of Registration Fees will be given by NJ DECA after January 22, 2016

Please check one of the following arrivals:

Car _____ Bus _____ Van _____ Other _________ (describe)

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

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 other
special need. Refrigerators will be distributed on a first come, first served basis and will be
the financial responsibility of the chapter.

Please complete and send a copy of this form January 22, 2016 with the
state conference registration materials.
BUS ARRIVAL TIME REQUEST FORM

Type and complete all information and return to:
NJ DECA Office
Kean University
Willis Hall Office 402B
1000 Morris Avenue
PO Box 411
Union, New Jersey 07083-0411

School: ___________________ Traveling from __________________

Phone: (__) ______________ Cell: (______) _________________________

Advisor(s): _______________________________________________________

School Address: ___________________________________________________

Please provide three choices for your arrival time into Cherry Hill. Please mark ...1st, 2nd, & 3rd choice. Please indicate if your school can only transport you at a particular time as a result of the district transportation schedule.

The hotel cannot promise rooms until 4 p.m. However, if a percentage of rooms are ready the hotel will allow you to check in earlier and get luggage to those rooms.

Our plan is to notify you by February 6, 2015, (date subject to change per hotel) as to which hotel you will be assigned to along with arrival time. Please adhere to the check-in procedure outlined in the Arrival Section of the State Conference Housing Information materials.

Please check one of the following arrivals: Car _____ Bus _____ Van _______

Other ________ (describe)
_______________________________________________________________

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

Please check one of the following arrivals times:

4:00 p.m. _____________ 4:30 p.m. _____________

5:00 p.m. _____________ 5:30 p.m. _____________ 6:00 p.m. _____________

* District can only transport our chapter at the above checked arrival time _____________

Please provide a letter of verification from your Principal, Central Office or Transportation Dept. if checked.

DUE DATE: FRIDAY, JANUARY 22, 2015

* Submit with conference registration materials.
RESPONSIBILITY STATEMENT

Any damages to any property or furnishing 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:

Blue   Gold

Name of School: __________________________________________

____________________________________ will be responsible for any damage or any incidental charges incurred by students or _______________ of ________________

________. (Individual Student Name)       (School)

If school is responsible, one form may be used for the entire delegation.

________________________________________  _____________________

(School Official Signature)      (Date)

If a 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 the State Advisor at the conference registration desk at the beginning of your State Conference.

________________________________________  _____________________

(Parent/Guardian Signature)     (Date)

Please present a copy of this form to the registration booth at the beginning of your State Conference
DECA programs offer training to those students who have a career objective in the field of marketing, management, hospitality, business finance, hospitality and entrepreneurship. 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 the 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.

- Advisors shall conduct daily meetings with delegates for progress reports, schedules & other activities.
- 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 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 CTSO event to read, discuss, sign, and return the Student Code of Conduct Form.
- Advisors will enforce curfew. Local advisors are responsible for room checks to ensure that their students are in the assigned rooms at curfew.
- The rules listed 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 by advisors or chaperones any time during the conference.
- Identification badges or official conference buttons will be worn at all times.
- 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 the event supervisor for his/her assignment, and are required to work their assigned times at the Conference.
- I have read the ADVISOR CODE OF ETHICS and agree to comply with these guidelines. Violation of the above guidelines will subject my entire chapter to removal from the conference, subject to the State DECA Advisor’s decision.

Type or Print Advisor’s or Chaperone’s Name ________________________________
Advisor’s Signature ___________________ Date __________________

Type or Print Administrator’s Name ________________________________
Administrator’s Signature ___________________ Date __________________

In case of an emergency, the following local administrator(s) should be contacted:

Name ________________________________
Title ________________________________
School Phone ________________________________
Emergency Phone ________________________________

Please complete and return these forms with Administrator Contact Info to the registration booth at the beginning of your State Conference.
State Career Development Conference - 2016

Advisor Statement of Assurance

I certify that an Attendance Permission Form, Delegate Conduct Practices and Procedures Form, Dress Code Form, Adult Code of Ethics Forms and Responsibility Statements will be completed for each person attending the State Career Development Conference from my chapter.

________________________________________
Chapter Advisor's Signature

________________________________________
School Name

These forms must be maintained at the State Conference by the Chapter Advisor. Each Chapter Advisor must be able to provide/present all of the above documents at all times during the conference.
ATTENDANCE PERMISSION FORM
STATE CAREER DEVELOPMENT CONFERENCE -2016

This is to certify that ___________________________ has my permission to attend the_____________________.

(Student Name)  (DECA Activity)

I also do hereby, on behalf of ___________________________ absolve and release school officials, the
(Student Name) DECA chapter advisors and the assigned DECA staff & 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 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. __________________________               Relationship to Student __________________________

Name                                   Phone

2. __________________________               Relationship to Student __________________________

Name                                   Phone

3. __________________________

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 agreed 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

________________________________________

Chapter Advisor Signature

________________________________________

School Official Signature

________________________________________

Insurance Company

Policy Number

Each Chapter Advisor is to bring a signed copy of this form for each and every student attending the conference, and must retain them on site for the duration of the conference.
NEW JERSEY DECA – 2016 STATE CDC
DELEGATE CONDUCT PRACTICES AND PROCEDURES

1. The term delegate shall mean any student participant attending the State Career Development Conference.

2. There will be no defacing of public property. Any damages to any property or furnishing 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 11:30 p.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 (ch. 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. This is a non-smoking conference. Smoking will not be permitted anywhere in the hotels.

10. No delegate shall leave the hotel, except for authorized events, unless accompanied by an advisor or chaperone.

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 a specific approved assignment taking place at the time.

12. Delegates will be financially prepared for all responsibilities.

13. Chapter advisors are responsible for delegates’ conduct.

14. All student delegates shall avoid places and actions which in any way could raise questions as to their moral character or conduct. Student delegates shall treat all NJ DECA members, judges, hotel staff and guests with respect. 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 the privilege of being recognized on stage.

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.

19. Photographs may be used (on njdeca.org/deca.org or on the statewide newsletter or presentations at DECA meetings) to demonstrate the outstanding programs and students in our organization.

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 their own expense after consultation with his/her chapter advisor(s).
- Having any honors and/or office withdrawn.
- Having their entire chapter removed from the conference

As a member of NJ DECA, I agree that I must abide by the above Conduct & 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 Conference.

PLEASE KEEP A COPY ON FILE FOR YOUR OWN CHAPTER
DRESS CODE

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, shirt or sweater.
2. Business type dress.
3. Business type skirt (no shorter than two inches about the middle of the knee cap), sweater, blouse or shirt.
4. Business type dress pants, sweater, blouse, or shirt.
5. Business type dress shoes (pumps, heels or flats)

**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 of any color; jeans; leggings or graphic designed hosiery/tights; cocktail, formal or transparent dresses.

**Business Attire for males is:**
1. Business suit with matching pants, coordinating collared dress shirt, and necktie/bowtie.
2. Collared dress shirt, dress slacks, and necktie. (Coordinating blazer, vest or sweater is optional).
3. Dress shoes either laced or slip on.
4. Dress socks.

**Males may not wear the following:**
1. String or bolo ties.
2. Collarless, sleeveless, cut off, golf shirts or bare midriff shirts.
3. Shorts of any kind.

**Males and females may not wear the following:**
1. Clothing with printing that is suggestive, obscene or promotes illegal substances or other items which would be considered inappropriate in the home school.
2. Skin-tight or revealing clothing.
3. Leggings or graphic designed hosiery/tights.
4. Sneakers, Sperry/Topsider/Boat Shoes or sandals.
5. Hiking, work, army, thigh high, over the knee, riding, Ugg-Style, biker, Wellington, mukluk, gladiator, or cowboy boots
6. Jeans and/or denim of any color or style
7. Athletic clothing
8. Sunglasses
9. Swimwear
10. 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: 
STUDENT PARTICIPATION IN ADDITIONAL NON-DECA ACTIVITY
Taking Place during NJ DECA State Conferences
Please circle the appropriate conference

Gold- February 21-23, 2015 or Blue-February 24-26, 2015

As the parent or guardian of ________________________________, I understand that the following activity is not a part of the official planned or sanctioned DECA activities at the state conferences on the dates listed above. I understand that it is a local chapter activity with no support either monetarily or programmatically from New Jersey DECA and its representatives or Kean University (KU) and its staff or administration.

On my own behalf and on behalf of the minor named, the undersigned hereby releases and holds harmless New Jersey DECA, the New Jersey State Advisor, and Kean University (KU), its officers, trustees, employees and agents from any and all claims by reason of accident, illness, injury, death or other consequences arising or resulting directly or indirectly from participation in this activity, specifically including, but not limited to, any and all claims relating to any incident that may occur.

It is the responsibility of the school district to ensure that students are returned to the hotel before curfew. Students and chapters who are not in their rooms at the designated conference curfew time, will be subject their entire chapter delegation to be unseated and their candidates or competitive event participants being disqualified at the sole discretion of the State Advisor. In this case, chapters may be sent home immediately - at their own expense. Disqualification means the student will no longer be eligible to participate in any Regional, State or International DECA activity for the remainder of the school year.

Type of Activity ___________________________________________

Location of Activity _________________________________________

Time and Date of Activity _________________________________

Type of Transportation _____________________________________

Chapter Advisor Responsible _______________________________

Parent or Guardian Signature       Date

Student Signature        Date

Chapter Advisor Signature       Date

Building Principal or District Superintendent Signature  Date

If your chapter is planning a non-DECA activity, the State Advisor must be informed in advance of the conference. Each chapter advisor is to bring these signed forms from every student attending the conference to the registration desk at the start of the state conference.

PLEASE KEEP A COPY ON FILE FOR YOUR CHAPTER
VOTING DELEGATES FORM – 2016

SCHOOL            SCHOOL            ADVISOR’S
NAME:  ____________________ SIGNATURE: ____________________

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

CIRCLE:    
BLUE    GOLD
NORTH    CENTRAL    SOUTH

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 permitted only if the alternate voting delegates
form has been submitted.

Directions: Print 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 conference, at
the discretion of the State Advisor.

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<th>NAME OF VOTING DELEGATE</th>
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Please complete and return this form with your state conference registration packet.

Deadline: January 22, 2015
ALTERNATES VOTING DELEGATES FORM – 2016

SCHOOL NAME: ________________________                    ADVISOR’S SIGNATURE: __________________________

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

CIRCLE:  
BLUE  GOLD  
NORTH  CENTRAL  SOUTH

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 permitted only if the alternate voting delegates form has been submitted.

Directions: Print 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 conference, at the discretion of the State Advisor.

NAME OF VOTING DELEGATE  VOTING DELEGATES SIGNATURE  SIGNATURE AT CONFERENCE STATE USE ONLY

(Last Name, First)

1. _______________________________  _______________________________  _______________________________

2. _______________________________  _______________________________  _______________________________

3. _______________________________  _______________________________  _______________________________

4. _______________________________  _______________________________  _______________________________

5. _______________________________  _______________________________  _______________________________

6. _______________________________  _______________________________  _______________________________

7. _______________________________  _______________________________  _______________________________

8. _______________________________  _______________________________  _______________________________

9. _______________________________  _______________________________  _______________________________

10. _______________________________  _______________________________  _____________________________

11. _______________________________  _______________________________  _____________________________

12. _______________________________  _______________________________  _____________________________

13. _______________________________  _______________________________  _____________________________

14. _______________________________  _______________________________  _____________________________

15. _______________________________  _______________________________  _____________________________

16. _______________________________  _______________________________  _____________________________

17. _______________________________  _______________________________  _____________________________

Please complete and return this form with your state conference registration packet.

Deadline: January 22, 2015
CONFERENCE HOUSING SUMMARY FORM
Housing Summary Deadline: January 22, 2015

(Check One): GOLD Conference (February 21-23)  BLUE Conference (February 24-26)

MAIL HOTEL RESERVATIONS TO:
Ms. Kim Anderson
Revenue Manager
Crowne Plaza Hotel
2349 West Marlton Pike
Cherry Hill, NJ, 08002
856-665-6666 and (FAX) 856-662-1414

MAIL HOTEL RESERVATIONS TO:
Ms. Kim Anderson
Revenue Manager
Crowne Plaza Hotel
2349 West Marlton Pike
Cherry Hill, NJ, 08002
856-665-6666 and (FAX) 856-662-1414

HOTEL PREFERENCE:
Crowne Plaza Hotel
2349 West Marlton Pike
Cherry Hill, NJ, 08002
856-665-6666 and (FAX) 856-662-1414

The NJ DECA Office in cooperation with the Crowne Plaza staff will assign housing. Do not assume that by checking preference you will be guaranteed a particular hotel. Checks and PO's are to be made out only to the Crowne Plaza. Not following this procedure will put your chapter at risk in completing the registration process and all materials will be returned. The hotels will make every effort to honor your request, but housing assignments will be based on a first come, first served basis (with the exception of suite assignments). If this results in your chapter incurring additional housing fees, you will have 30 days from the conference to pay these bills.

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

ARRIVAL DATE: ___________________________  DEPARTURE DATE: ___________________________

ADVISOR NAME: ___________________________  CELL PHONE #: ___________________________

E-MAIL ADDRESS: ___________________________  SCHOOL PHONE #: ___________________________

SCHOOL: __________________________________________

ADDRESS: __________________________________________

NJ  (City)  (State)  (Zip)

ROOM TABULATION:  ROOM RATES:
Crowne Plaza
# ________ Quads @ $140.00 per room per night X _____ nights = $ ________
# ________ Triples @ $140.00 per room per night X _____ nights = $ _____
# ________ Doubles @ $140.00 per room per night X _____ nights = $ ________
# ________ Singles @ 140.00 per room per night X _____ nights = $ ________
# ________ Suite (1) @ $280.00, 1 bedroom & parlor per night X ___ nights (Crowne Plaza) = $_______
# ________ Suite (2) @ $420.00, 2 bedrooms & parlor per night X __ nights (Crowne Plaza) = $_______

Total Charges: ___________________________

COMPUTE ALL ROOM RATES AT THE CROWNE PLAZA RATE OF $140.00 PER ROOM. IF YOUR CHAPTER IS ASSIGNED TO ONE OF THE OTHER HOTELS YOU WILL RECEIVE A REFUND ON THE DIFFERENCE. THE HOLIDAY INN RATE IS $129.00 PER ROOM AND THE HOTEL ML RATE IS $119.00 PER ROOM.

TOTAL # ROOMS _______________  TOTAL # ADVISORS ATTENDING ____________

TOTAL # STUDENTS ATTENDING ____________

TOTAL # CHAPERONES ATTENDING ____________
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 other special need. Refrigerators will be distributed on a first come, first served basis and will be the financial responsibility of the chapter.

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 by January 23, 2016 with the state conference registration materials.

THE ORIGINAL OF THIS FORM GOES DIRECTLY TO THE CROWNE PLAZA
ATTN: KIM ANDERSON - REVENUE MANAGER
DECA Inc.

2015-2016

Miscellaneous Information
FACTS FOR DECA MEMBERS

WHAT IS DECA?
DECA's mission is to prepare emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. DECA is an international organization with a total membership of approximately 220,000. 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 four divisions of the DECA structure. The two student divisions are High School and Collegiate. The two support divisions are Alumni and Professional.

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 an 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 MISSION STATEMENT?
DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management.

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 Business student.

DECA is co-curricular; it is an important part of the instructional program in secondary and post-secondary schools.

DECA offers high school students, college students, professionals, alumni 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, business finance, hospitality, 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 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.
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. Formerly referred to as NARCON, the North Atlantic Regional Conference is now called The Ultimate Power Trip, and is where DECA members receive leadership and competitive event training. This conference is held in various states throughout the region. In November, 2015 the Ultimate Power Trip will take place in Austin, TX.

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 representatives from each member state, the District of Columbia and Canada. The Council plans 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
Germany        New Jersey        Vermont
Maine           New York          West Virginia
International Career Development Conference

ICDC

Nashville, Tenn.
April 23-26, 2016

ROOMING AND REGISTRATION PAPERWORK WILL BE AVAILABLE AS SOON AS IT IS MADE AVAILABLE BY NATIONAL DECA.

CHECK THE NJDECA WEBSITE FOR THIS INFORMATION.
THE BOARD OF DIRECTORS OF DECA, INC., HAS SPECIFIED THAT THERE MUST BE A MINIMUM OF ONE ADULT ADVISOR OR CHAPERONE FOR EVERY EIGHT HIGH SCHOOL DIVISION STUDENT DELEGATES. IN ORDER FOR NATIONAL DECA TO CONSIDER AN ADULT AS A CHAPERONE, THAT ADULT MUST REGISTER FOR ICDC. ADULT ADVISORS MAY BE ANY ADULT NAMED BY THE DECA STATE ADVISOR TO SERVE THE STATE ASSOCIATION IN THIS CAPACITY. EACH INDIVIDUAL CHAPTER MUST HAVE AN ADULT DESIGNATED AS THE CHAPTER’S ADVISOR, AND IT WILL BE THE RESPONSIBILITY OF THE ADVISOR TO BE THE LEAD CONTACT FOR THAT CHAPTER, AS WELL AS THE CHAPTER REPRESENTATIVE TO WORK AS AN EVENT FACILITATOR FOR NEW JERSEY. HE/SHE MUST REGISTER FOR THE CONFERENCE, PAY THE REGISTRATION FEE, AND BE IN ATTENDANCE FOR THE ENTIRE PERIOD FOR THE CONFERENCE. THERE ARE NO RESTRICTIONS ON THE MAXIMUM NUMBER OF ADULT ADVISORS WHO MAY ATTEND. IN REFERENCE TO THE REQUIRED MINIMUM, ALL ADVISORS, PARENTS, SUPERVISORS AND TEACHER EDUCATORS ARE ELIGIBLE AS LONG AS THEY ARE REGISTERED FOR THE ENTIRE CONFERENCE.

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 NJ DECA State Advisor.
   - Have the approval of the DECA Chapter Advisor.
   - Have the approval of the school administration.
   - Have the approval of a parent or guardian unless 21 years or older.
   - Have competed at the State Career Development Conference.

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 February 1, 2015.
   - 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 appointed by the NJ DECA State Advisor as a delegate to a Leadership Academy.

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. Allocations numbers are published by national DECA well before the ICDC registrations are due.

Note: NJ DECA will be responsible for facilitating two major events and providing a specific number of adults to supervise those events. Every NJ DECA professional member (advisors, co-advisors, substitute advisors) and chaperones (if needed) attending ICDC MUST serve as a competitive event facilitator for a minimum of 5 hours during ICDC. A schedule of times will be provided by the State Advisor and/or their designee. Advisors who do not show up for their assigned shifts will have their building principal or central administration informed & possibly face other sanctions. Tour tickets are not a valid excuse for missing your assigned event, so please do not book tickets until the advisor work schedule is released.
1. All participants must be active members of DECA with the current year’s dues on file with DECA, Inc. prior to February 1, 2016.

2. All participants and written entries must be approved and authorized for entering competition by their association through official competitive events registration form.

3. All participants and written entries must meet specifications set forth for each activity.

4. All participants must have participated in state, and regional competitions.

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 DECA International Career Development Conference (ICDC).

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.
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 Leadership Training Academies will be conducted during ICDC.

IGNITE (formerly known as the 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 High School DECA member. This student must be an underclassman, NOT a senior.

ELEVATE (formerly known as the Chapter Management Academy (CMA))
This academy has been planned to present the most useful, successful practices of existing chapters across the country. It has been designed for local student leaders who wish to learn basic chapter management skills.

ASPIRE (formerly known as the 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.)

EMPOWER (formerly known as DECA LEADS)
DECA LEADS provides dynamic association (state) officer training that produces a unified, accountable and results-driven partnership between the national association and the local levels. This powerful two-day training emphasizes the essential plans, goals, action items, and skills needed to achieve success within their association. The training is open to State Officers only.

To attend any Leadership Academy, the student must:
1) be a member in good standing in their local and state DECA chapter, and
2) have competed at the regional and state conferences, and
3) submit two letters of recommendation, one of which will be from their chapter advisor, and
4) submit a letter of application stating why they are interested in attending and what they hope to gain from the academy. (A request solely from the chapter advisor will not be accepted.)

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

NJ DECA State Advisor
Kean University
Willis Hall Office 402B
1000 Morris Avenue
PO Box 411
Union, New Jersey 07083-0411

The NJ State Advisor will make the decision as to who will attend the conference in these categories.

Deadline Date: March 10, 2016.
Appendix A

New Jersey DECA Constitution

Note: Constitutional Amendments will be proposed for the 2015-2016 year for ratification by the Voting Delegates at the State Career Development Conference. A Committee on the Constitution will be formed, so any input you may have should be sent to the State Advisor for presentation to the committee.
Article I – Name

The official name of this organization shall be “New Jersey DECA.”

Article II – Purpose

The Career and Technical Student Organization of students in Marketing Education programs functions through local Chapters and the statewide organization. New Jersey DECA has as its purpose the furthering of the welfare of its members in the following ways:

a. To enable the student to realize the importance of the duties in the Marketing Field and to strive to maintain the standards of the field as a profession.

b. To develop progressive leadership that is competent, assertive, self-reliant, and cooperative in Marketing Education through the exploration of career and technical opportunities in this field.

c. To create an appreciation of and an abiding interest in, chosen occupations as a vocation through an understanding of the opportunities offered.

d. To promote understanding and appreciation of the responsibilities of citizenship in our free enterprise system.

e. To encourage the use of high ethical standards in business and industry.

f. To provide for mental and physical health through social and recreational activities.

g. To foster a strong concern for the civic, social and moral responsibilities of business to society.

h. To foster esteem for career and technical education and to further the desire to keep abreast of current developments in business and industry, through the use of the training facilities they offer, both in school and in adult life.

Article III Organization

Section 1 – New Jersey DECA is an association of local Marketing Education Chapters in the State of New Jersey. It is affiliated with DECA Inc.

Section 2 – The overall administrative body shall be duly elected State Officers and the State DECA Advisor who shall be responsible for the general administration of New Jersey DECA. The State DECA Officer Team with input from the State Advisor will have the final decision for the administration of New Jersey DECA. The State Officers will provide the New Jersey State Advisor with a 10% cap over budgeted amounts for purchasing.

Section 3 – Said corporation/organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations under Section 501c (3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

Section 4 – Upon dissolution of this corporation/organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501c (3) of the Internal Revenue Code (i.e., charitable, educational, religious or scientific, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.)

Article IV – Membership

Section 1 – Membership of New Jersey DECA shall be the individual members of local DECA Chapters.
Section 2 – The classes of membership that shall be recognized are:

a. Active Members: Marketing Education students who are enrolled in a class that meets the requirements set forth in the new Jersey State Plan for Career and Technical Education shall be eligible for active membership. Membership cards will be issued each year to active members. Members will pay dues as established by NJ DECA and DECA, Inc.

b. Professional Members: Professional membership may be extended to persons associated with or participating in the professional development of NJ DECA as approved by the New Jersey Association of Marketing Education Teacher Coordinators. Such members may include Teacher Coordinators, Marketing Education (graduate) Alumni, employers and/or training station sponsors of Marketing Education students, Career Council members and others willing to contribute to DECA’s growth and development. Professional members will pay dues as established by NJ DECA, but will not be eligible to serve as Voting Delegates, hold offices or otherwise represent NJ DECA.

c. Honorary Members: Leaders in the fields of education, business and government may be rendered State Honorary Membership by the New Jersey State Officers.

Section 3 – Each school is entitled to one vote, plus one vote for every ten (10% of the local school membership, or major portion thereof). A school must have the number of delegates present in order to cast all of its votes; otherwise, the number present is the number of votes allowed.

Article V – Meetings

Section 1 – A State Leadership and Competitive Events Conference(s) shall be called each year. The State Conference(s) shall be an official meeting(s) of NJ DECA.

Section 2 – The State Officers, with the approval of the State DECA Advisor, shall be empowered to call special meeting(s).

Section 3 – The State Officers shall meet no fewer than six times during the calendar year.

Active VI – Officers

Section 1 – The Officers of NJ DECA shall be: President, Northern Regional Vice President (Blue/Gold); Central Regional Vice President (Blue/Gold); Southern Regional Vice President (Blue/Gold); Recording Secretary; Communications/Public Relations Secretary; Treasurer.

Section 2 – The Officers of this State Association shall be elected from and by a majority vote of the authorized delegates present at the election at the State Conference(s). The number of candidates for any state officer candidate position is 2 per local DECA chapter. Further, they must be active student members of DECA Inc. and NJ DECA and may not be seniors.

Section 3 – Officers shall be elected at the State Conference(s) and will officially take office at the Installation Ceremony; until then, they shall be designated as officers-elect.

Section 4 – Regional Vice Presidents will be elected only by the delegates from their respective regions.

Section 5 – All other Officers will be elected by all delegates present at the election session(s).

Section 6 – Two or three past officers, as appointed by the State Advisor, may attend the NJ DECA State Officer Training Institute.

Article VII – Removal from Office

An infraction committee consisting of three State Officers and two Marketing Education Teacher/Coordinators as selected by the Assistant Commissioner of Career and Technical Education, will be empowered to remove a State Officer from their positions, for any violation against the conduct practices and procedures, dress code, officer candidate agreement, or other behavior deemed inappropriate by the State Advisor. The New Jersey State Advisor will be empowered to appoint a new State Officer.
**Article VIII – Dues**

Section 1 – State dues shall be determined each year by the DECA State Officers and Advisor by the deadline set by NJ DECA. Dues shall be payable prior to the deadline established by NJ DECA.

Section 2 – Honorary Members shall be exempt from state dues.

**Article IX – Emblem and Colors**

The emblem and colors of NJ DECA shall be the same as those adopted by DECA, Inc.

**Article X – Amendments**

Section 1 – The Constitution may be amended by a two-thirds vote of the authorized voting delegates at the State Career Development Conference(s) of NJ DECA.

Section 2 – Only such amendments shall be made as are in keeping with the purposes stated in Article II of the Constitution.

Section 3 – The State Officers and Advisor shall establish a ‘Committee of the Constitution’ to study and submit recommendations for any necessary revisions, additions or deletions at the State Conference(s).

a. Chapters wishing to propose an amendment to the Constitution must submit such proposals in writing to the Committee of the Constitution and the State Advisor and State President sixty days prior to the State Conference(s).

b. The Committee of the Constitution must provide copies of proposed amendments to all member Chapter thirty (30) days prior to the State Conferences(s).

**Article XI – Rules, Regulations and By-Laws**

Section 1 – The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern NJ DECA in all cases to which they are applicable and where they are not inconsistent with this Constitution and Bylaws, and any special rules this organization may adopt.

Section 2 – No rules, regulations or By-Laws shall be adopted which are contrary to this Constitution.

Section 3 – Robert’s Rules of Order, Revised, will serve as standard procedure.

**Article XII – Audit**

The accounts of NJ DECA shall be audited each year by a NJ CPA and/or the New Jersey Department of Education by October 15 of each year, with a copy sent to each Chapter.

**Article XIII – Delegates to the International Career Development Conference**

Section 1 – The number of delegates shall be variable with the directives of the national Constitution as designated by DECA Inc.

Section 2 – The State Officers and the State Officers-elect of NJ DECA will be delegates to the International Conference.
Appendix B

2015-2016

New Jersey State Career Development Conference Judge Information
2015 State Career Development Conference

January, 2015

Dear Judge,

Each year the 8,500 members of the various Business and Marketing Education Programs across the State of New Jersey participate in a statewide DECA competition. DECA’s mission is to prepare emerging leaders and entrepreneurs in the fields of marketing, management, finance and hospitality. This is an opportunity for students to compete in many related fields that include: Retail Management, Sports and Entertainment, Business and Financial Services, Travel and Tourism, Automotive Services, Fashion Merchandising, and 45 other career competitions.

90% of students who participate in DECA plan to further their careers in marketing, management, finance, hospitality and entrepreneurship. DECA students are 3 times more likely to start a business, twice as likely to enter finance and accounting fields and 86% report an A or B grade average in school. These students compete for the opportunity to win scholarships, awards and travel to international competition.

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 in this setting. This year our conferences will be held on___(date)__________ at __(location)__________ from __(time)__ to __(time)__.

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 very talented future executives in action. Please e-mail me to confirm your participation or that of a representative from your organization. Please feel free to contact the NJ DECA State Advisor at jvictor@njdeca.org.

Participation from individuals like you will provide an atmosphere of professionalism that will promote top notch competition among the students. Thank you in advance for your help.

Sincerely,

DECA Advisor
JUDGE’S EVENT PREFERENCE FORM
2015 NJ DECA STATE CAREER DEVELOPMENT CONFERENCE

Please return this form by January 22, 2015 to:

NEW JERSEY DECA
C/O Kean University
1000 Morris Avenue
Union, NJ 07083
Phone: 908-737-4140
Fax 908-737-4151
e-mail judges@njdeca.org

Please Type or Print Clearly:

Name: ___________________________ Title: ___________________________

Name of School who contacted you: ___________________________

Company you represent: ___________________________ Phone: ( ) __________

E-Mail Address (Required): ___________________________

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, 2015 _____________ February 26, 2015

Served as a Judge in the past? Yes ________ No ________

Which competitive areas? ____________________________________________

Your Area of Expertise: ____________________________________________

Would you 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
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

- Accounting Applications
- Advertising
- Apparel and Accessories
- Automotive Services
- Business Law and Ethics
- Business Services
- Buying and Merchandising
- Customer Service (special needs)
- Entrepreneurship
- Fashion Merchandising
- Finance
- Food Marketing
- General Marketing
- Hospitality & Tourism
- International Marketing
- Internet Marketing
- Marketing Communications
- Marketing Management
- Professional Selling
- Public Relations
- Quick Serve Restaurant Mgt.
- Restaurant & Food Service Mgt.
- Retail Merchandising/Marketing
- Sports & Entertainment Marketing
- Supermarket Careers

Would you be interested in judging a written event? It would require you to read and evaluate our written manuals (30-page research papers) overnight on the night of February 22, 2015 or February 25, 2015? To thank you for your time and efforts in evaluating these projects, your hotel room and meals would be at DECA’s expense.

NO _______ YES _______ if yes, which night(s) __________________

Representing: ___________________________ ___________________________
(School Name) (DECA Advisor)

Thank you for volunteering to be a judge at the NJ DECA State Conference.
Please return this form to your judge coordinator as soon as possible.
Mail to: Kim Anderson
Revenue Manager
Crowne Plaza Hotel
2349 West Marlton Pike
Cherry Hill, NJ, 0802
856-665-6666
856-662-1414 (FAX)

Deadline Date: January 22, 2016

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.
4. 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 - $140.00 Holiday Inn - TBD

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: ____________________________________________
(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.

Arrival Date: ____________________________

Departure Date: ____________________________
DIRECTIONS TO THE HOTELS FOR THE NEW JERSEY DECA STATE CONFERENCES

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

Directions

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./Collingwood 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.

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 Ave. to bring you back around, and the hotel will be on the right adjacent to Red Hot & Blue.

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 the Red Hot & Blue. Approx. 85 miles; 1 hr. 30 min (from New York City)

The HOTEL ML
915 Route 73 North
Mount Laurel, NJ 08054
856-234-7300

NEW YORK CITY and NORTH JERSEY
Take the New Jersey Turnpike South to Exit 4. After the toll, follow signs for Philadelphia/Camden and Route 73 North. The Hotel ML will be on your right about one quarter of a mile down. (Approximately 80 miles.)

ATLANTIC CITY and SOUTHERN NEW JERSEY
Take the Atlantic City Expressway for approximately 30 miles to Exit 31 (Route 73 North) for approximately 21 miles. The Hotel ML will be on your right. (Approximately 50 miles.)
Appendix C

2015-2016
New Jersey State Scholarship Application
NEW JERSEY DECA STATE SCHOLARSHIP

The State Association of New Jersey DECA has instituted educational to be awarded to any high school senior (graduating) member of New Jersey DECA. The amounts awarded are $1,500 (the Loris Lorenzi Scholarship), $1,000 (the Val Durkac Scholarship), and $500 (NJ DECA State Scholarship). 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, hospitality, finance or entrepreneurship, or to prepare for careers in the teaching of marketing or business education. However, students need not apply to college as Marketing Education majors.

Applicants who are first year DECA students do not qualify to apply for these scholarships. Second year DECA students will be considered if they have demonstrated a deep commitment to the organization during their time as a member.

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 by February 12, 2016 (received in NJ DECA State Office) to:

New Jersey DECA State Advisor
Kean University
Willis Hall Office 402B
1000 Morris Avenue
PO Box 411
Union, New Jersey 07083-0411

Late entries will not be considered.

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, provide a current W-9 form and the social security number of the winner. The scholarship check will be sent directly to the student at their home address. A letter will be given to each scholarship recipient at the state career development conference detailing the required information and deadline date. The scholarship will be awarded when the state DECA office receives the recipient's post-secondary first semester grades in the form of an official sealed transcript. Checks will not be released unless both a signed and complete W-9 form and an official sealed transcript have been submitted.
NEW JERSEY DECA SCHOLARSHIP APPLICATION

Academic Year: 2015-2016  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, is strictly confidential.

Please Type:

Applicant’s Name ____________________________________________

Address
_________________________________________________________________
_________________________________________________________________

Phone: (___) ____________________________

Date of Birth: ____________________________

School: ________________________________________________________

Graduation Date: ______________ Social Security #: ______________

Marketing & Business Education Information

What business and/or marketing courses are you enrolled in: ______________________________

________________________________________________________________________

Are you in a Co-Op 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   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 ________________
NEW JERSEY DECA SCHOLARSHIP

SCHOLARSHIP DATA SHEET – 2016

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 Incomplete _____ Complete _____
Letters of Recommendation Included _________ Not included ___________
(Two of the following)
Guidance Counselor ____________
Other teacher ____________
Principal ____________

Ranking _________
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: ______ Applicant 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 name, addresses and telephone numbers of three people to whom the Screening Committee can contact. Try to include one reference from a Business or Marketing Education teacher who did not write your recommendation, one from a current employer and one from a school guidance counselor or teacher. These references cannot write your recommendations.

Marketing or Business 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 scored by the deadline date to:

NJ DECA State Advisor
Kean University
Willis Hall Office 402B
1000 Morris Avenue
PO Box 411
Union, New Jersey 07083-0411
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.

2. Letters of recommendation from your employer (if you are employed*) and two of the following sources:
   a) Guidance Counselor, other than a reference used in your application.
   b) A Teacher, other than a reference used in your application. This cannot be a Marketing Education Teacher or a DECA Advisor.
   c) High School 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.

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.

*No penalty is assessed if the student is not presently employed.
Appendix D

2015-2016
New Jersey State Officer Candidate Information

For 2015-2016 Candidates
INFORMATION FOR NEW JERSEY DECA OFFICER CANDIDATES FOR 2015-2016

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?
- Am I willing to put the office I am charged with ahead of all other school activities and athletics?

Do I possess these personal qualities?

<table>
<thead>
<tr>
<th>Social Maturity</th>
<th>Leadership</th>
<th>Excellent Communication Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Critical Thinking Skills</td>
<td>Initiative Problem Solving Skills</td>
</tr>
<tr>
<td></td>
<td>Enthusiasm</td>
<td>Self-Control</td>
</tr>
</tbody>
</table>

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 Program of DECA
3. Have a minimum 2.5 grade point average based on “A” letter grade equivalent to 4.0 for your high school career.

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?

Provide the following candidate background 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.
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 11, 2015
WHAT HAPPENS NEXT?

If all of the potential candidates materials have been received by the deadline and are complete and meet the GPA requirement of 2.5, the candidate and his/her Chapter Advisor will be asked to attend the State Officer Candidate Screening Session. Chapter Advisors must attend the screening session with their student for the student to be eligible to run for office.

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

NJ DECA State Advisor
Kean University
Willis Hall, Office 402B
1000 Morris Avenue
PO Box 411
Union, New Jersey 07083-0411

POSITIONS AVAILABLE FOR NJ DECA

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.

State President
Northern Region Vice President
Central Region Vice President
Southern Region Vice President
State Recording Secretary
State Communications Secretary **
State Treasurer **

***IMPORTANT INFORMATION FOR ADVISORS OF POTENTIAL CANDIDATES***

EACH CHAPTER IS ONLY ALLOWED TO RUN 2 CANDIDATES IN TOTAL FOR ALL OFFICES EACH YEAR, AND NOT 2 PER OFFICE.

The State Advisor reserves the right to fill offices as needed

**These position titles and roles may change due to a proposed by-law amendment. State Communications Secretary may become Vice President of Public Relations and State Treasurer may become Vice President of Media.**
WHAT HAPPENS AT THE SCREENING SESSION?

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 2015-2016 DECA Guide
   - Robert’s Rules of Order, newly revised
   A minimum test score of 80% correct will be required for a student to progress to the next stage of officer candidacy. These scores will also be announced to the Voting Delegates at the Meet the Candidates Session at the State Career Development Conference.

2. **STATE OFFICER CANDIDATE INTERVIEW.** The Nominations Committee will interview all potential candidates. The members of the Nominations Committee are the current State Officers (not running for DECA office) and the State Advisor. The evaluation sheet which follows will help candidates prepare for the interview.

   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 cause.

   **UNACCEPTABLE REASONS ARE:**
   (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 applied 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 within 24 hours of 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. Officer candidates must compete at their conference. The financial responsibility for attending and running their campaign is solely that of the candidate.
## STATE OFFICER CANDIDATE INTERVIEW RATING SHEET

### NAME ______________________  OFFICE SEEKING _______________________________

### 1. PRE-INTERVIEW

<table>
<thead>
<tr>
<th>Score</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Physically poised and ready</td>
<td>Stood until invited to sit down</td>
</tr>
</tbody>
</table>

- Introduced self properly
- Stated the office seeking
- Spoke clearly and forcefully
- Good first impression

### 2. APPEARANCE

<table>
<thead>
<tr>
<th>Score</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Hair clean and neat</td>
<td>Facial appearance is clean and natural</td>
</tr>
</tbody>
</table>

- Good color coordination
- Clothing clean and well pressed
- Wore DECA Blazer

### 3. ATTITUDE

<table>
<thead>
<tr>
<th>Score</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Alert and responsive</td>
<td>Sincere and conscientious</td>
</tr>
</tbody>
</table>

- Attentive
- Enthusiastic
- Self-Confident (supports own convictions)
- Socially at ease and comfortable

### 4. PROFESSIONAL MANNER

<table>
<thead>
<tr>
<th>Score</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Ability to remember names</td>
<td>Sense of humor</td>
</tr>
</tbody>
</table>

- Courteous
- Poised
- Ability to take criticism

### 5. SPEECH

<table>
<thead>
<tr>
<th>Score</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>19</td>
<td>18</td>
</tr>
<tr>
<td>10</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Word selection</td>
<td>Appropriate use of gestures</td>
</tr>
</tbody>
</table>

- Proper grammar
- Good diction
- Speaks clearly and smoothly

### 6. QUESTION RESPONSE

<table>
<thead>
<tr>
<th>Score</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>29</td>
<td>28</td>
</tr>
<tr>
<td>20</td>
<td>19</td>
<td>18</td>
</tr>
<tr>
<td>10</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Thinks question through before answering</td>
<td>Word Usage</td>
</tr>
</tbody>
</table>

- Organization of answer
- Answers are logical and reasonable
- Maintains cool
- (Concise, speaks to the point, doesn’t get flustered or shaken)

### 7. POST INTERVIEW

<table>
<thead>
<tr>
<th>Score</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Left promptly</td>
<td>Remained eager</td>
</tr>
</tbody>
</table>

- Thanked the committee
- Remained poised

Please make additional comments on reverse side.
### TIMETABLE FOR 2015-2016 POTENTIAL STATE OFFICER CANDIDATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>December 11</strong></td>
<td>Last day for accepting completed application forms and required supporting data into the NJ DECA State Office.</td>
</tr>
<tr>
<td><strong>January 12</strong></td>
<td>State Officer Candidate Examination and Screening Interviews at Kean University.</td>
</tr>
</tbody>
</table>
| **February 20-26** | 2016 NJ DECA State Career Development Conferences dates when State Officer candidates are expected to be present to participate in the State Officer Candidate activities:  
- Conference Prep & Registration  
- Opening Sessions and Introduction of Candidates  
- Meet the Candidates Sessions and Campaign Booth and Elections  
- Closing Session and Announcement of 2015-2016 State Officers. |
| **April 22-26** | 2016 International Career Development Conference – Nashville, TN: Includes required participation in the State Officer Leadership Academy as well as representing NJ DECA as a Voting Delegate. |
| **May 10**      | 2015-2016 and 2015-2016 State Officer Transition Meeting |
| **June (TBD)**  | State Officer Installation Banquet |
| **July (TBD)**  | State Officer Training, -- Location TBD |
The Chapter Advisor for 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 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 all functions and activities with their state officers.** On occasion, in an extraordinary circumstance, an advisor who cannot attend a particular function or activity may delegate a parent or a chaperone approved by your principal or school administrator. A travel permission form has been developed to satisfy your requirement. This form must be filled out by the advisor and the school administrator and turned into the State Advisor. All State Officers and an Advisor or other Chaperone are required to attend the following events:

1. Officer Candidate Interview. Advisor must also attend.
2. State Officer Candidacy Sessions at the two State Career Development Conferences.
3. Officer Transition Meeting (both years, as they are incoming and outgoing)
4. Officer Installation Banquets (both years, as they are incoming and outgoing)
5. Officer Meetings (conducted a minimum of once a month)
6. Chapter Officer Leadership Training Workshop (COLT Conferences)
7. Regional, State, NARCON (The Ultimate Power Trip) and International Conferences
8. State Career Development Conference Planning Sessions (held in December)
9. Special State/Regional Ceremonies (as required)
10. Department of Education sponsored Conference(s)
11. Chapter Events
12. DECA Emerging Leader Summit or Other Summer Officer Training. Training will comprise an overnight component that will require students to be chaperoned. (ELS may be held at an out of state location, and may be substituted for State Officer Training in state at the discretion of the State Advisor. This decision will be made when the ELS locations are announced.) Students/Advisors/Chaperones should be prepared to keep the entire month of July available for training, as dates will not be set until after the State Conference.
13. DECA Summer Camp (will not require a chaperone)

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 by completion of the application.

Student Signature: ____________________________________________________________

Parent/Guardian Signature: ___________________________________________________

Advisor Signature: ___________________________________________________________

School Administrator Signature: _______________________________________________

Date: ______________________________________________________________________
Name: ________________________________  
School: ________________________________  
Office: ________________________________  
Seeking: ________________________________  
Region: North   Central   South
Home Address: ________________________________  
School Phone: ________________________________  
City ________________________________ State _____ Zip _____  
Home Phone: ________________________________  
Date of Application: ________________________________  
Grade Point Average: ________  
DECA Offices Held: ________________________________  
DECA Honor or Awards: ________________________________  
Other Activities  Organizations  Office(s) Held  
Marking Classes Taken: ________________________________  
Assurances: (Please complete this section with your Advisor and Parent/Guardian)  
WRITE OR TYPE YES or 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 New Jersey DECA State Advisor, and further agree to accept removal from office if the State Advisor determines your behavior to be other than professional? ________  
5. 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? ________  
6. 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 / Title  Date
NEW JERSEY DECA STATE OFFICER CANDIDATE AGREEMENT  
2015-2016

Name: _________________________ School: __________________________   Date: ___________

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. They must serve in any capacity as directed by New Jersey DECA staff, serve to 
promote the growth and development of New Jersey DECA in accordance with the Program of Work during 
his/her term of office; and to make him/herself available, as necessary, in promoting the general welfare of 
DECA, Inc. and New Jersey DECA.

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, businesslike manner at all times.

3. A State Officer is expected to dedicate their social media networking outlets (Facebook, Twitter, Linkedin, 
Instagram, etc.) to communicating messages to their constituents during his/her term in office. In light of this, 
you must provide New Jersey DECA and the New Jersey DECA State Advisor visibility into your social media 
pages, even if they are marked private. This includes, but is not limited to, Twitter, Facebook, Instagram, 
Linkedin, Google+, Pinterest, Flickr, Vine and Tumblr. You need to provide your usernames or links to your 
profiles to the State Advisor by the State Officer Candidate Interview Session. You also must accept the 
friend/follow request from the State Advisor or their designee to be declared an eligible candidate. We do not 
ask for passwords or other access, but need to be able to ensure your activity is representative of your office.

4. State officers representing New Jersey DECA are expected to wear DECA blazers or designated uniforms 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.

5. State officers must maintain at least a 2.5 cumulative average during their term. Keep in mind that DECA 
does not take preference over your education. However, DECA activities shall take precedence over any other 
athletic or extra-curricular activity. Requests for adjustments in other activities shall be made to accommodate 
DECA activities, not the other way around.

6. Officers will be allowed one excused absence, at the discretion of the State Advisor. If a student misses 
two or more events or a part thereof, the student will be considered to have resigned, and the position 
vacated. Being missing on a day of a multiple day event counts as one absence for each day or partial day, not 
as one absence for the whole event.

7. State Officers and Candidates will abide by all of the policies described in the DECA State Officer Code of 
Professional Conduct.

8. 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.

9. State officers and candidates make a commitment of time and energy for sixteen months.

10. State officers will have certain expenses paid for throughout the year. These expenses are outlined in the 
State Officer Handbook, distributed at State Officer Training.

11. 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
more than one activity, 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:

- **2015-2016** and **2016-2017 State Officer Transition Meeting**
- **2015-2016** and **2016-2017 State Officer Installation Banquet**
- Summer Leadership Training/Planning Session or DECA Emerging Leader Summit (Selection will be at the discretion of the State Advisor)
- NJ Department of Education Conference(s), as needed
- New Jersey DECA Chapter Officer Leadership Workshops (COLT)
- DECA Power Trip or North Atlantic Regional Conference (NARCON)
- New Jersey DECA State Conference Planning Session
- Regional Conferences for the Region in which they reside in (as required)
- State Officer Candidate Screening Sessions
- NJ DECA State Career Development Conferences (both blue and gold)
- 2016 and 2017 DECA International Career Development Conferences (must participate in a competitive event or a leadership academy).
- National Officer Candidate speeches and meet the candidate sessions at ICDC
- National Officer Election Session at ICDC (NJ currently has 14 votes)
- State Officer monthly meetings
- President or a Designated Officer must attend NJ DECA Advisory Committee meetings
- President or a Designated Officer must also attend NJ CTSO Leadership Council quarterly meetings, if held.
- DECA Summer Camp (if held)

12. 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 these documents is verification of this notification and support for both the student and advisor.

13. Students who are removed from office, are considered to have resigned or abandoned their office or voluntarily resign during their term are responsible for reimbursing New Jersey DECA for all expenses they incurred during their term of service, including uniforms, travel expenses, meals and all other expenses.

14. **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 principles/behaviors will result in the disqualification of candidates and forced resignation or dismissal of the State Officer by the State Advisor.**

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 & Date          Chapter Advisor Signature & Date

_____________________________
Parent/Guardian Signature & Date

_____________________________
School Principal or Superintendent Signature & Date
STATE OFFICER CODE OF PROFESSIONAL CONDUCT

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 as good ambassadors for NJ DECA, and to represent all of the members of NJ DECA in a professional and up-standing manner at all times.

By signing the State Officer Code of Professional Conduct, individual officers 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:

A. Abide by the State Officer Dress Code while representing the association.
B. Complete and Submit all reports and assignments on time and correctly formatted.
C. Attend and participate in all called meetings and conferences.
D. Comply with all conference rules and regulations including curfews, dress codes, etc.
E. Follow instructions given by the State Advisor or his/her designee.
F. Not use tobacco products while in the presence of student members or advisors.
G. Not use profanity or other vulgar or inappropriate language or behavior.
H. Not lie, cheat or steal (that is not a Category 2 offense).
I. 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).
J. 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. Commission of a Category 2 offense will result in the automatic and immediate resignation of the officer or removal by the State Advisor.

The State Officer and their chapter advisor will be notified in writing of any violation when the penalty is assessed by the State Advisor.

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.

_____________________________                      ________________
Officer Signature                      Date

_____________________________                      ________________
Chapter Advisor Signature              Date

_____________________________                      ________________
School Official Signature              Date

**Note:** This form is to be signed by all officer candidates, their advisor, and parent and school official as part of their application for state office. (Adopted by DECA Inc. Board of directors December 1998).
State Officer Infraction Policies and Procedures

An infraction of the State Officer Agreement and/or Code of Professional Conduct may result in the dismissal 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, if the offense is a category 1 offense. If the violation is for a category 2 offense, it is considered incurable and the officer will have been considered to have resigned from office and removed by the State Advisor. 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 Advisor 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 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, hose and shoes
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 booths 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) – 2016

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” within the booth.

5. The candidate must be present at their campaign booth 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 booth and hand out their goal/statement fact sheets.

7. Election campaigning will be allowed at assigned booths only. Election campaign items such as pins or candy may be distributed at his/her assigned campaign booth. Candidates and helpers MUST remain within booth when campaigning. The Candidate and their campaign helpers may not wear campaign buttons or apparel away from the booth.

8. No state officer campaigning will be permitted prior to the state career development conference. This includes announcing and/or promoting your candidacy on any form of Social Media.

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.”

11. All state officer candidates must compete at their state conference.

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

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 these 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
- Details 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 local chapter. 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.
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.

<table>
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<tr>
<th>Material(s)</th>
<th>Where Purchased</th>
<th>Costs</th>
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TOTAL ________

HAND IN ALL RECEIPTS TOGETHER WITH THIS FORM TO THE STATE ADVISOR 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 ____________________________
NEW JERSEY DECA
STATE OFFICER
Travel Permission Form

NJ DECA Officers often attend DECA meetings and events which are an extension of the school day. As a result, the NJ State DECA office and Kean University recognize that extenuating circumstances may sometimes occur when the chapter advisor is not able to chaperone their student officer.

In light of insurance and liability issues, and in order to maintain a controlled and safe environment for all DECA members while traveling and participating in DECA activities, a signed copy of this form must be on file for each NJ DECA State Officer.

In the event that the chapter advisor or parent cannot chaperone, the building principal or approved school administrator will allow the following adult individuals listed below to accompany that student to all NJ DECA sponsored events. One form of identification MUST be presented to NJ DECA Staff by the approved adult BEFORE the officer can attend the meeting.

A sign-in sheet will be filled out by attendees at each meeting. Please sign below. The original is to be kept at the school and a copy at the NJ DECA state office.

SCHOOL ___________________ ADVISOR____________________________

STUDENT’S NAME _____________________

PARENT SIGNATURE _________________________ DATE_____________

Approved Transportation List

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School Administrator’s Name (Print) _________________________________

Title ______________ Signature _________________________ DATE__________
Dear Parent:

Your child is considering undertaking an amazing journey. Being a State Officer is a highlight of any high school career and will open doors for your students that can only be imagined beforehand. Being one of only seven out of 8,000 students in New Jersey and one of 500 students out of the 220,000 DECA members each year to hold state office is a unique experience that will be rewarded by experience, monetary support, and in most cases, college admissions and scholarships.

As with all great experiences, holding state office comes with great responsibilities. New Jersey DECA Officers must put DECA commitments above all other non-academic commitments. This includes sports, part-time jobs and other extra-curricular activities. Notwithstanding academic and family obligations, the expectation is that DECA will be first. This means that your student may need to make choices in regards to their participation in other areas.

However, this responsibility does not only reside with the student, it also rests with the Chapter Advisor and yourself as the parent. There are required events that officers must attend, and the State of New Jersey, Kean University and New Jersey DECA requires that all students be chaperoned, which is a capacity that I cannot serve in under Department of Education rules. In the instances where your student’s advisor cannot attend, a parent/guardian or designated adult over 21 years of age must chaperone the student. This may result in some financial expense that will not be covered by New Jersey DECA, so you should discuss with your student’s advisor which events they can attend and which ones they cannot before allowing your child to run for office. This is especially relevant for the Summer Officer Training which will be held outside of the school year and will require overnight supervision and possible out-of-state travel. It is also recommended that you do not schedule any trips, vacations or other events that will make your student unavailable at any point during the month of July, as the officer training dates will not be set until April. A student must attend the officer training in order to serve as an officer.

This is a serious commitment that offers serious rewards. We spend, on average, about $5,000 per officer to clothe, house, feed and train them so they can represent New Jersey DECA at various events. Many State Officers have been offered large scholarships, including 100% Scholarships to college. Out of the 4 million students who will graduate high school this year, 500 are DECA State Officers, and out of the over 100,000 high school seniors in NJ, 7 are DECA State Officers. This puts these students in a unique position when applying to college that will set them apart from the pack. As with other commitments, such as athletics, it involves some sacrifices and may involve some costs, but it is something that I can guarantee, will be the best experience of their high school careers.

I want to make sure that you have a full understanding of the above items. If you would like to discuss this in detail, or have any questions, please feel free to contact me via phone at 908-737-4146 or at jvictor@njdeca.org.

So that we have an acknowledgement that you have read and understand this letter, please sign below and return it with your student’s application packet.

Thank you,

Jeffrey R. Victor
State Advisor / Executive Director

I acknowledge that I have read, understand and agree to be bound by this letter, should my child win election.

Parent/Guardian Signature: ____________________________________________

Candidate Name: ______________________________________________________

Parent Telephone Number: _____________________________________________

Parent E-Mail Address: ________________________________________________
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 former DECA members 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 (DECA, Inc.)**
Twelve (12) 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 helps 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)

**Chartered Associations**
Consists of local school chapters within a state, province, territory, or equivalent geographic unit and perform four (4) major functions.

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.

**Chartered Association Advisor**
Also known as a State Advisor. This is New Jersey DECA’s principal executive, responsible for organizing and administering the organization. NJ DECA’s Chartered Association (State) Advisor is Jeffrey Victor.

**Competitive Events**
Designed to help students develop the skills necessary to succeed in marketing, management and entrepreneurship careers. They consist of Individual Series Events, Team Events, Individual Participating Events, Professional Selling Events, Individual Written Events and Special Activities.
Individual Series Events
- Accounting Applications
- Apparel and Accessories Marketing
- Automotive Services Marketing
- Business Services Marketing
- Business Finance
- Food Marketing
- Hotel and Lodging Management
- Human Resources
- Marketing Management
- Quick Serve Restaurant Management
- Restaurant and Food Service Management
- Retail Merchandising
- Sports and Entertainment Marketing
- Principles of Business Management & Administration
- Principles of Finance
- Principles of Hospitality and Tourism
- Principles of Marketing

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

Business Operations Research Events
- Business Services Operations Research Event
- Buying & Merchandising Operations Research Event
- Finance Operations Research Event
- Hospitality and Tourism Operations Research Event
- Sports & Entertainment Marketing Operations Research Event

Business Management and Entrepreneurship Events
- Innovation Plan
- Start Up Business Plan
- Independent Business Plan
- International Business Plan
- Business Growth Plan
- Franchise Business Plan

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
- Sports and Entertainment Promotion Plan

Professional Selling Events
- Hospitality & Tourism Professional Selling
- Professional Selling
- Financial Consulting

Special Activities
- These events are held only at the ICDC Conference
  - Stock Market Game
  - Virtual Business Challenge Retail
  - Virtual Business Challenge Sports
  - Virtual Business Challenge Personal Finance
Conferences
International, State, Regional, COLT, NARCON (The Ultimate Power Trip)

DECA
The student-centered organization whose program of leadership and personal development is designed specifically for students enrolled in Marketing Education and related courses.

DECA Advisor
Official DECA publication for DECA advisors

DECA Direct
Official DECA magazine

DECA Emblem
DECA Diamond – the symbol of a job well done and the cooperation between student, teacher, businessperson and parent.

DECA Guide
The catalog for DECA, Inc. awards, written event guidelines, materials, supplies, and approved sales projects.

DECA Identifier
DECA prepares emerging leaders and entrepreneurs in marketing finance, hospitality and management.

DECA Images
The organization within DECA which sells student-related materials, awards, and supplies for DECA members.

DECA, Inc. Representatives
Adults from each Chartered 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 Direct

DECA Tagline
DECA no longer uses tagline, and should be described using its mission statement. “DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management.”

Collegiate DECA
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-president.

Divisions of DECA
- High School Division
- Collegiate Division
- Alumni Division
- Professional Division

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 equal 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 Division  The largest division of DECA, for high school students studying marketing finance, hospitality and management. Executive Officers consist of an Executive President and four Regional Vice-Presidents who are known collectively as the Executive Officer Team. 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 most 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 Collegiate and High School Divisions.

Parliamentary Procedure  Purposes

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

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:

1. Main
2. Subsidiary
3. Incidental
4. Privileged

Two Types of Amendments

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 | 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.  
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.

Jeffrey R. Victor NJ DECA State Advisor / Executive Director

Paul A. Wardinski. DECA, Inc. Executive Director
Appendix E

2015-2016

State & National Awards Nomination Information and Forms
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 recognizes 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 for DECA; or to organizations or companies whose assistance has been notable in any area of the DECA program for at least 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. The recipient may receive this award only once.

NJ DECA State Hall of Fame
This can be 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

Please mail this form to:
New Jersey DECA State Advisor
Kean University
Willis Hall Office 402B
1000 Morris Ave
Union, NJ 07083-0411

Deadline Date: December 1, 2015

Certificate of Service
Outstanding Service Award
Honorary Life Membership
NJ DECA State Hall of Fame

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: _________________________________________
INTERNATIONAL 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 over 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 2015-2016 school year points will begin in September and accumulate through 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.

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 December 1, 2015. Nominations and supporting materials must be received by January 23, 2016 at the DECA Inc. center to receive consideration for presentation at the 2016 ICDC.

If you have an interest in finding out more information about any of the above awards, contact your State Advisor.
INTERNATIONAL DECA Professional Division Award Nomination 2015-2016

Name of nominee ________________________________

Type of Award (check one)

HONORARY LIFE __________
OUTSTANDING SERVICE __________
OUTSTANDING CHAPTER ADVISOR __________

Home address of nominee ________________________________

Business address of nominee ________________________________

Occupation of 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 December 1, 2014.

This nomination form must be accompanied by:

2. Three letters of recommendation in support of the candidate as a National DECA award recipient.

3. A chronological list of the candidate's contributions and achievements that have advanced the cause of DECA and Marketing Education at the national level.

4. Two 8” x 10” black and white glossy photographs of the candidate. (Photographs required for honorary Life Candidates only)

The State Advisor must be notified of any candidate for these awards. Please send that notice along with all supporting documentation to the NJ DECA State Advisor by December 1, 2015.
Appendix F

2015-2016
DECA, Inc. Scholarship Information

Due January 16, 2016
National DECA Student Scholarship Information

The following list highlights information regarding potential scholarship opportunities available through DECA Inc. Scholarship information is available in greater detail on the national DECA website at [http://www.deca.org/scholarships](http://www.deca.org/scholarships). Interested students, parents and advisors should check the website from time to time for updated information and applications. Please note that the posted application submission deadline for 2016 will be posted on the deca.org website at www.deca.org/scholarships.

DECA’s scholarship program provides over $300,000 in scholarships at the International Career Development Conference (ICDC) each year. Many corporate partners of DECA provide scholarships through the DECA Scholarship Program. DECA Inc. administers the program based on guidelines set by the donor. DECA scholarships are strictly merit based.

Examples of companies or organizations that partner with DECA to provide scholarships to DECA members include:

- The Don DeBolt scholarship provides two (2) $2,000 scholarships, awarded to DECA members who have an interest in pursuing franchising and entrepreneurship course of study.
- Journeys is offering seven (7) scholarships of $1,000 each to DECA members who are leaders in their peer groups and communities.
- Marriott International provides six (6) $1,500 scholarships to DECA members who have hospitality experience or interest.
- NAPA provides nine (9) $1,000 scholarships awarded to DECA/Collegiate DECA members who are NAPA associates or have an interest in careers in the automotive industry.
- NTHS (National Technical Honor Society) provides two (2) $1,000 scholarships awarded to DECA members who are also members of NTHS.
- Otis Spunkmeyer provides ten (10) $1,000 scholarships awarded to DECA members who work in their school stores and sell Otis Spunkmeyer products.
- Publix provides seven (7) $1,000 scholarships awarded to DECA members who are associates of Publix.
- Safeway provides ten (10) $1,000 scholarships awarded to DECA members who are Safeway associates or associates of one of their brands (i.e. Vons, Dominick’s, Randalls, Tom Thumb, Pavillion, Carrs).
- Walgreens provides four (4) $1,000 scholarships awarded to DECA members who can show evidence of DECA activities, leadership ability, and community involvement.
Appendix G

Community Service Project 2015-2016

Packages for Patriots
New Jersey DECA Community Service Project
“Packages for Patriots”

By participating in the New Jersey 2015-2016 Statewide Community Service Project, each chapter completing the project will learn important business skills, and also serve their community and society as a whole. Our statewide goal is $25,000. All proceeds from this project will be donated to Operation Shoebox NJ in Hillsborough, NJ. This project is unique in that it is run solely by DECA members who understand the importance of community service. By sponsoring this project, New Jersey DECA hopes to create a greater awareness of the amazing outcomes of community service.

**RULES FOR PARTICIPATION**

New Jersey DECA strongly encourages each chapter to participate in this worthy project. The impact of this project, if it is supported with enthusiasm, will benefit the students participating and countless others. To encourage participation, the following rules have been established:

**$300 Donation Level**
Any chapter completing the manual to minimum standard and donating at least $300 will be recognized onstage at their NJ DECA State Conference with recognition of participation.

**$600 Donation Level**
Any chapter completing the manual to minimum standard and donating at least $600 will be recognized onstage at their NJ DECA State Conference with recognition of participation. In addition, two (2) students from that chapter will be offered a chance to participate in a leadership academy at ICDC in Nashville, TN. This is considered a chapter project. Special recognition will be given to the chapter raising the most money. Please encourage your chapter to do their part in raising money for this worthy cause.

**STUDENTS THAT PARTICIPATE IN THIS PROJECT ARE INVITED TO ATTEND THE STATE CONFERENCE ONLY IF THEY ARE REGISTERED IN A COMPETITIVE EVENT. THIS PROJECT IS NOT A COMPETITION AT THE STATE CONFERENCE.**

If a member of the team participating in this project is not registered to compete, they will not be allowed to attend the State Conference. This is a chapter project and the entire chapter may assist with the activities reported in the manual.

**DEADLINE:** The written manual and check must be received in the NJ DECA office by **Thursday, February 5, 2016.** Any manual received after this date will not be read and that chapter will not be offered two spots in a leadership academy at ICDC.
**CRITERIA AND GUIDELINES:**

- Teams must hold at least one fundraiser, which may be school-wide or community-wide. You may hold more than one fundraiser.

- Teams must raise a minimum of $300 to be recognized onstage at the State Conference. Teams must raise a minimum of $600 to be offered two (2) spots to ICDC in a Leadership Academy.

- Each team must receive written permission from a school administrator to hold the fundraiser. This written permission must be included in the manual.

- A maximum of two (2) students per chapter must be listed on the title page of the manual. If the chapter completes the manual with a passing score, and at least a $600 donation, these students or substitute chapter members will be offered two (2) spots in a leadership academy at ICDC. (SUBJECT TO CHANGE IF DECA INC CHANGES OUR QUOTAS) These students will be identified by the chapter advisor. The school district must give permission to the students to attend ICDC and be prepared to financially support the conference attendance of the team.

- The written manual must be a maximum of 14 pages, which includes photos and documentation. If an appendix is included, it must be within the allotted 14 pages. The manual must be submitted in an official DECA folio.

**CHECKLIST STANDARDS**

In addition to following the outline below, when preparing your written entry you must observe all of the following rules. The purpose of these rules is to make competition as fair as possible among participant teams.

1. The entry must be submitted in an official DECA folio.
2. Sheet protectors may not be used.
3. The body of the written entry must be limited to 14 numbered pages, including the appendix (if an appendix is included), but excluding the title page and the table of contents.
4. The pages must be numbered in sequence, starting with the introduction and ending with the final page of the document. Do not use separate sheets between sections or as title pages for sections.
5. Major content of the written entry must be double-spaced. The title page, table of contents, appendix, footnotes, long quotes (more than three typed lines), and material in tables, figures, exhibits, lists, headings, letters, and forms may be single-spaced.
6. Entry must be typed/word processed. Handwritten corrections will be penalized. Charts and graphs may be handwritten.
7. All material must be shown on 8 ½ X 11-inch paper. Pages may not fold out to a larger size. Tabs may not be used.
8. Decorative artwork, pictures, illustrations and desktop publishing techniques may be used throughout the manual, including the title page and table of contents.
9. The body of the written entry must follow the sequence outlined. Additional subsections are permitted.
10. The table of contents must follow the title page. Please refer to the following pages for competitive event checklist and evaluation form.
MANUAL FORMAT:

Title Page: The first page of the written entry is the title page. It must include, in any order, but is not limited to, the following:

NEW JERSEY STATE COMMUNITY SERVICE PROJECT
“Packages for Patriots”
Name of DECA Chapter
Name of high school
School Address
Names of one (1) or two (2) chapter representatives
Date

Title page will not be numbered.

Table of Contents: The table of contents should follow the title page. All activities described in this entry must take place between the 2014 New Jersey State DECA Conference and the deadline date. The table of contents may be single-spaced and may be one or more pages. The table of contents page(s) will not be numbered.

Body of the Written Entry: The body of the written entry begins with Section I, Introduction and continues in the sequence outlined here. The first page of the body is numbered 1 and following pages are numbered in sequence. Page numbers continue through the conclusion (required) and the appendix (optional).

Follow this outline when you write your entry. Points for each section are included on the Written Entry Evaluation Form. Each section must be titled, including the appendix (if included).

I. INTRODUCTION
   • Give a brief description of the fundraiser(s) and why the fundraiser(s) were selected.

II. SUMMARY OF TARGET MARKET/BUSINESS SITUATION

III. SUMMARY OF FUNDRAISER

IV. PROMOTION
   This section must include:
   • A press release that was printed in a local publication
   • A copy of promotional materials used for the fundraiser(s)
   • Photographs – at least five (5) to document the fundraiser
   • Letter from chapter advisor, teacher, or administrator, with signature, testifying to the authenticity of the fundraiser(s)

V. STEPS TAKEN TO COMPLETE PROJECT & ACTIVITIES
   This section must include:
   • A calendar of planning/events
   • Organizational chart

VI. CONCLUSION
   This section must include:
   • Financial Information: income and expenses for the activity
   • Learning outcomes of the project
COMPETITIVE EVENT CHECKLIST

Participant(s): __________________________________________________________

Chapter: ________________________________________________________________

Any project that is not received in the New Jersey DECA office by the deadline date will not be read and will not be awarded two spots in a leadership academy at ICDC. A donation of $600 or more must accompany the project for the two spots to ICDC.

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<th>Penalty Points Assessed</th>
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<td>7. Paper is 8 ½ X 11 inches. No fold-outs or tabs used.</td>
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<td>8. The body of the written entry follows the sequence outlined in the guidelines.</td>
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Additional subsections are permitted.

**Total Penalty Points Assessed**

A check indicates that the item has been examined.
A circled number indicates that an infraction has been noted.
A page number indicates the location of the infraction.
**NEW JERSEY STATE COMMUNITY SERVICE PROJECT**

**“Packages for Patriots”**

Written Entry Evaluation Form

Participant(s)  ____________________________________

Chapter _____________________________

Written entry must meet a minimum score of 60% to be recognized at your State Conference and be offered two spots at ICDC in a leadership academy. A donation of at least $600 must accompany the manual. Any manual that does not meet the deadline will not be read and scored.

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<th>I. INTRODUCTION</th>
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<td>2. Promotional materials</td>
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<td>3. Photographs - at least 5</td>
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<td>4. Letter of authenticity of fundraiser(s)</td>
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<td>2. Organizational chart</td>
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<th>VI. CONCLUSION</th>
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<td>2. Learning outcomes</td>
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<th>VII. APPEARANCE AND WORD USAGE (Professional layout, neatness, proper grammar, spelling and word usage)</th>
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Written Entry Total Points (maximum 100 points):  _____
Appendix H

2015 COLT REGISTRATION PACKETS FOR NORTH/CENTRAL AND SOUTH/CENTRAL
New Jersey DECA
Fall 2015
North-Central
COLT Conference
Chapter Officer Leadership Training & Advisor Professional Development
October 13, 2015
Presenter: Keith Hawkins
Cannon Gate Catering, Picatinny Arsenal
Bldg. 121, Buffington Rd.
Rockaway, NJ 07801, USA
The New Jersey DECA State Officers would like to offer the Chapter Officers and student leaders throughout the State of New Jersey the opportunity to attend a Leadership Training Workshop.

The training conference will be held on October 13, 2015 at the Cannon Gate Catering, Bldg. 121, Picatinny Arsenal in Rockaway, NJ

Conference Registration will be from 8:30 a.m. to 8:45 a.m. There will be a Continental Breakfast and beverages offered in the morning. Lunch will be provided for everyone from 11:30 a.m. - 12:30 p.m. The conference activities will begin at 9:00 a.m. and will conclude at 2:00 p.m. Please arrange for your school bus to pick up your chapter between 2:15 p.m. and 2:30 p.m. so that students are not leaving before 2:00 p.m. during the presentation.

The program will concentrate on general information about DECA, goal setting, leadership, communications, team building and public speaking. The purpose of this conference is to provide the New Jersey DECA Chapter Officers and student leaders with in-depth information about these topics and to help them become motivated to provide outstanding leadership on their local chapter level.

Please direct any questions you might have regarding this conference to:

Jeffrey Victor, NJ DECA State Advisor
jvictor@njdeca.org
At the 2015 COLT conference, NJ DECA will again take on the additional responsibility of offering a professional development workshop to DECA Chapter Advisors, Business and Marketing Education Teachers.

All New Jersey Education professionals are encouraged to attend this professional development experience. The COLT conference is a perfect time to offer this type of professional activity, because Marketing and Business Education teachers usually attend this conference with their students. However, educators:

• Whether or not they presently have DECA as a part of their program, or ......Whether or not they choose to bring students

are invited to attend the professional development workshops. A certificate for the professional hours will be provided for all attendees. This year’s Professional Development segment will consist of the following topics:

• DECA Goes Lean in Entrepreneurship
• Competitive Events Super Success System
• DECA Chapter Strategy
  Diamond Fundraising
• Advisor’s Roundtable

Use the form provided in this packet to register for this activity, whether or not you plan to bring students.

Please direct any questions you might have regarding this professional development workshop to:

jvictor@njdeca.org
2015 CHAPTER OFFICER LEADERSHIP TRAINING
REGISTRATION PROCEDURE

Each DECA Chapter Advisor is asked to register the chapter officers and student leaders as well as adult advisors attending the training. Everyone in attendance must pay the $18.00 registration fee.

To register everyone planning to attend, complete the appropriate registration forms and email to jvictor@njdeca.org. The suggested number of chapter leaders per school who are eligible to attend is twelve (12). Approval is needed if you wish to add more than 12 students to your registration.

The students attending the Chapter Officer Leadership Training do not necessarily have to be DECA members as yet, since NJ DECA membership is not due until November, 2015. Therefore, this workshop might be used as a recruiting tool for building DECA chapter leadership and membership.

REGISTRATION FEES:

$18.00 per student or professional. Any additional adults attending must also pay the $18.00 registration fee as this cost includes lunch.

CHANGES/SUBSTITUTIONS:

All name changes to the original registration must be made in writing or by e-mail to jvictor@njdeca.org.

CANCELLATIONS/REFUNDS:

No refunds will be granted after the registration deadline, September 25, 2015.

Please note that the conference begins at 9:00 a.m. and will finish at 2:00 p.m. Arrange for your buses to pick up students between 2:15 p.m. and 2:30 p.m. so that the students do not walk out during the presentation.
Instructions:
1. Attach this form to the registration and submit on or before September 25, 2015.
2. A maximum of twelve (12) chapter officers or leaders per school are eligible to attend. 
   Additional students require approval.
3. Registration fee is $18.00 per student or professional. Everyone planning to attend must pay $18.00 per person. This charge applies to any additional adults who will be attending.
4. One check, money order or purchase order for the total number of persons registering is to be sent with all completed forms. Please make check payable to Kean University.
5. No refunds will be granted after the registration deadline, September 25, 2015.
6. If your school requires an invoice in order to process this purchase order or check, please use this form as an invoice.

Name of School ____________________________________________

Chapter Advisor’s Name ________________________________

School Phone # __________________ Fax # __________________

Students Attending: $18.00 X _____ =$ __________

Professionals Attending: $18.00 X _____ =$ __________

Additional Adults: $18.00 X _____ =$ __________

Total number attending: _______

Total amount due: _______

PLEASE CIRCLE WHICH CONFERENCE YOU PLAN TO ATTEND:

NORTH   SOUTH
**2015 CHAPTER OFFICER LEADERSHIP TRAINING & PROFESSIONAL DEVELOPMENT REGISTRATION**

E-mail to: jvictor@njdeca.org

**Deadline: September 25, 2015**

**“EMAIL THIS FORM”**

**Instructions:** type information requested. Please include everyone expected to attend, including Students, Chapter advisors, Chaperones, etc.

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<tr>
<th>Name of Attendee</th>
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NEW JERSEY DECA
PARENTAL PHOTO OPT-OUT RELEASE FORM

From time to time, members of NJ DECA take photographs of students participating in various club activities and programs. These photographs may be used (on njdeca.org/deca.org or on the statewide newsletter or presentations at DECA meetings) to demonstrate the outstanding programs and students in our organization.

We would like to take this opportunity to ask if you have any objection to having your child’s picture taken for such use. If you **DO NOT want to give permission for photos to be used**, please complete the form below and return it to your child’s DECA Advisor along with any other permission forms, registration materials, Code of Conduct Form, and related materials by the deadline date listed for any of the sponsored activities by NJ DECA.

Thank you for your cooperation in this matter.

**ACTIVITY: “COLT” (Chapter Officer Leadership Training)**

School Name_____________________________________________________________

Student’s Name (Please print) _______________________________________________

Parent’s Name (Please print) _______________________________________________

Parent’s Signature                     _______________________________________________

_____ Please do not include my son/daughter in any photograph which will be used for publication by (NJ DECA) for any NJ DECA Activities.

Date: _____________

**Deadline: September 25, 2015**

RETURN FORM TO YOUR DECA ADVISOR

**PLEASE FILL OUT THIS FORM ONLY IF YOU DO NOT WANT TO HAVE YOUR CHILD’S PHOTO USED IN ANY NJ DECA NEWSLETTER, FACEBOOK PAGE, OR ON THE NJ DECA WEBSITE FOR THE 2015-2016 SCHOOL YEAR.**
New Jersey DECA
Fall 2015
South-Central
COLT Conference

Chapter Officer Leadership Training &
Advisor Professional Development

October 16, 2015

Presenter: Keith Hawkins

Crowne Plaza Hotel
2349 West Marlton Pike, Cherry Hill, NJ
The New Jersey DECA State Officers would like to offer the Chapter Officers and student leaders throughout the State of New Jersey the opportunity to attend a Leadership Training Workshop.

The training conference will be held on October 16, 2015 at the Crowne Plaza in Cherry Hill, NJ.

Conference Registration will be from 8:30 a.m. to 8:45 a.m. Lunch will be provided for everyone from 11:30 a.m. - 12:30 p.m. The conference activities will begin at 9:00 a.m. and will conclude at 2:00 p.m. Please arrange for your school bus to pick up your chapter between 2:15 p.m. and 2:30 p.m. so that students are not leaving before 2:00 p.m. during the presentation.

The program will concentrate on general information about DECA, goal setting, leadership, communications, team building and public speaking. The purpose of this conference is to provide the New Jersey DECA Chapter Officers and student leaders with in-depth information about these topics and to help them become motivated to provide outstanding leadership on their local chapter level.

Please direct any questions you might have regarding this conference to:

Jeffrey Victor, NJ DECA State Advisor
jvictor@njdeca.org
At the 2015 COLT conference, NJ DECA will again take on the additional responsibility of offering a professional development workshop to DECA Chapter Advisors, Business and Marketing Education Teachers.

All New Jersey Education professionals are encouraged to attend this professional development experience. The COLT conference is a perfect time to offer this type of professional activity, because Marketing and Business Education teachers usually attend this conference with their students. However, educators:

- Whether or not they presently have DECA as a part of their program, or ……Whether or not they choose to bring students

are invited to attend the professional development workshops. A certificate for the professional hours will be provided for all attendees. This year’s Professional Development segment will consist of the following topics:

- DECA Goes Lean in Entrepreneurship
- Competitive Events Super Success System
- DECA Chapter Strategy
  Diamond Fundraising
- Advisor’s Roundtable

Use the form provided in this packet to register for this activity, whether or not you plan to bring students.

Please direct any questions you might have regarding this professional development workshop to:

jvictor@njdeca.org
2015 CHAPTER OFFICER LEADERSHIP TRAINING
REGISTRATION PROCEDURE

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The students attending the Chapter Officer Leadership Training do not necessarily have to be DECA members as yet, since NJ DECA membership is not due until November, 2015. Therefore, this workshop might be used as a recruiting tool for building DECA chapter leadership and membership.

REGISTRATION FEES:

$18.00 per student or professional. Any additional adults attending must also pay the $18.00 registration fee as this cost includes lunch.

CHANGES/SUBSTITUTIONS:

All name changes to the original registration must be made in writing or by e-mail to jvictor@njdeca.org.

CANCELLATIONS/REFUNDS:

No refunds will be granted after the registration deadline, September 25, 2015.

Please note that the conference begins at 9:00 a.m. and will finish at 2:00 p.m. Arrange for your buses to pick up students between 2:15 p.m. and 2:30 p.m. so that the students do not walk out during the presentation.
2015 CHAPTER OFFICER LEADERSHIP TRAINING & PROFESSIONAL DEVELOPMENT
REGISTRATION SUMMARY

Mail to:
New Jersey DECA office
Willis Hall Office 402B
1000 Morris Ave
PO Box 411
Union, NJ 07083-0411

Deadline: September 25, 2015
MAIL THIS FORM...WITH PAYMENT
PLEASE MAKE CHECKS PAYABLE TO: NJ DECA

Instructions:
7. Attach this form to the registration and submit on or before September 25, 2015.
8. A maximum of twelve (12) chapter officers or leaders per school are eligible to attend.
   Additional students require approval.
9. Registration fee is $18.00 per student or professional. Everyone planning to attend must pay $18.00 per person. This charge applies to any additional adults who will be attending.
10. One check, money order or purchase order for the total number of persons registering is to be sent with all completed forms. Please make check payable to Kean University.
11. No refunds will be granted after the registration deadline, September 25, 2015.
12. If your school requires an invoice in order to process this purchase order or check, please use this form as an invoice.

Name of School ____________________________________________

Chapter Advisor’s Name ________________________________

School Phone # ___________________ Fax # _______________

Students Attending: $18.00 X _____ =$ __________

Professionals Attending: $18.00 X _____ =$ __________

Additional Adults: $18.00 X _____ =$ __________

Total number attending: _______

Total amount due: _______

PLEASE CIRCLE WHICH CONFERENCE YOU PLAN TO ATTEND:

NORTH  SOUTH
E-mail to: jvictor@njdeca.org

Deadline: September 25, 2015
“EMAIL THIS FORM”

Instructions: type information requested. Please include everyone expected to attend, including Students, Chapter advisors, Chaperones, etc.

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From time to time, members of NJ DECA take photographs of students participating in various club activities and programs. These photographs may be used (on njdeca.org/deca.org or on the statewide newsletter or presentations at DECA meetings) to demonstrate the outstanding programs and students in our organization.

We would like to take this opportunity to ask if you have any objection to having your child’s picture taken for such use. **If you DO NOT want to give permission for photos to be used**, please complete the form below and return it to your child’s DECA Advisor along with any other permission forms, registration materials, Code of Conduct Form, and related materials by the deadline date listed for any of the sponsored activities by NJ DECA.

Thank you for your cooperation in this matter.

**Deadline: September 25, 2015**

**RETURN FORM TO YOUR DECA ADVISOR**

**ACTIVITY: “COLT” (Chapter Officer Leadership Training)**

School Name_____________________________________________________________

Student’s Name (Please print) _______________________________________________

Parent’s Name (Please print) _______________________________________________

Parent’s Signature                     _______________________________________________

_____ Please do not include my son/daughter in any photograph which will be used for publication by (NJ DECA) for any NJ DECA Activities.

Date: ________________

PLEASE FILL OUT THIS FORM ONLY IF YOU DO NOT WANT TO HAVE YOUR CHILD’S PHOTO USED IN ANY NJ DECA NEWSLETTER, FACEBOOK PAGE, OR ON THE NJ DECA WEBSITE FOR THE 2015-2016 SCHOOL YEAR.
Appendix I

INTERNATIONAL EXECUTIVE OFFICER CANDIDATE PACKET
New Jersey DECA has established the following guidelines to assist the State Advisor, Advisory Committee and State Action Team on selecting International Executive Officer Candidates.

The International DECA Executive Officer team consists of one president and four regional vice presidents. NJ DECA may run up to two candidates, one for President and one for North Atlantic Region Vice President.

Any interested candidate should submit the information below to the State Advisor. First consideration will be given to those members with state officer experience. For more information on the national candidacy requirements, refer to www.deca.org.

For consideration, potential candidates must submit the following materials by November 15th. All applications will be reviewed at the December Advisory Committee and State Officer Meetings for advisement. The final decision to seat a National Officer Candidate rests with the State Advisor. Candidates will be notified by the State Advisor following the meetings.

Interested Candidates for National Office:
1. Video Submission – be sure to address each of the bullets in your video submission. Candidates should be dressed in the DECA blazer with their most professional face forward. **Maximum of 5 minutes in length.**
   a. Introduction
      i. Name
      ii. Chapter and advisor
      iii. Current Office (State, District or Chapter)
      iv. Office you are seeking at the national level.
   b. Why should the NJ DECA State Officer Action Team support you as a candidate?
   c. How will you gain the support of New Jersey DECA student members?
   d. How has DECA made you the person you are today?
   e. 1 minute speech on the power of DECA's Mission Statement.
2. Detailed Press Kit including:
   a. Campaign theme
   b. Platform
   c. Plan to raise funds
   d. Plans after high school
   e. Description of support team
   f. Potential campaign team
   g. Sample Speech Topic: DECA inspired me to …
3. Letter from DECA Advisor to the State Advisor in support of nomination.

Mail all supporting materials (please provide 15 copies) to:

**NJ DECA State Advisor**
Kean University
Willis Hall, Office 402B
1000 Morris Avenue
PO Box 411
Union, New Jersey 07083-0411