ARKANSAS DECA

ICDC Registration Packet

Arkansas DECA

April 25-29, 2017
Anaheim, California

OWN YOUR FUTURE

IMPORTANT DATES

Description	Where	Dates/Deadlines
Leadership Development Academies	Submit application online at: http://www.arkansasdeca.com/information-and-forms.html	**March 8, 2017**
Rooming Lists Event Registration Special Needs Form Attendance Form Permission Form ICDC Dress Code Form	State Office https://dropitto.me/ICDC_2017 (Password deca)	**March 20, 2017**
Nominating Committee Application	National DECA	**March 20, 2017**
Book Tours and Attractions	Online https://www.decaregistration.com/tours/Default.asp	**First, come basis, book early.**
DECA 5 K	Online http://www.decaregistration.com/5krun/	**April 25-26, 2017**
Registration	https://www.decaregistration.com/hs/Login.aspx * Late Registration = Late Fee	**March 21, 2017**
Payment	CTSO Leadership Office	**March 29, 2017**
Arkansas Meeting	(Location TBA)	**April 26, 2017**

REGISTRATION

Registration for DECA's International Career Development Conference is submitted to DECA Inc. by the Arkansas DECA Chartered Association Advisor who receives and verifies the information from chapter advisors. All delegates, advisors and chaperones attending the conference are required to register for the conference and ALL delegates must meet ALL eligibility requirements set by DECA Inc., including membership.

REGISTRATION FEE

- $90.00 per attendee
- $20.00 Arkansas Fee (Includes 3 trading pins)

$110.00 Total

Conference Agenda

Find the agenda at this link when available:

https://www.deca.org/high-school-programs/high-school-educational-conferences/international-career-development-conference-hs/

ONLINE PROCEDURE

Follow instructions below to register your chapter with Arkansas DECA.

1. Login to the online membership system using your username and password.
2. Click on the **Menu**, pull down **Report** and choose **ICDC Export**
3. Click **Students**
4. Choose **Student, Event/Academy, Team #** (**See below for numbering*.), Other Activity, input **insurance beneficiary** information
5. Click **Save**
6. Click **Return to ICDC Export**
7. Click **Advisors**
8. Choose **Advisor** and fill in pertinent information
9. Click **Save**
10. Click **Return to ICDC Export**
11. Click **Guests** (Chaperone, Spouse/Family or Judge)
12. Input each of your chaperones, spouse/family or judges attending one in each box
13. Click **Save**
14. Click **Export** to have a copy of the registration in excel .csv format for yourself
15. Submit a copy of your registration along with rooming list to https://dropitto.me/ICDC_2017 – Password is **deca**.
16. The Leadership Center will check daily to send invoices from information in the drop it to me.

Information will be saved in the system so you can come back at any time and add or edit any of your entries. Any changes and substitutions will need to be **emailed** to **Christine Bennett at** christine.bennett@arkansas.gov **or Gail Betts** carolyn.betts@arkansas.gov and copied to the Leadership Center jim.brock@archford.org or shelly.davis@archford.org

**Team members should have the same team number. Please keep the number consecutive throughout your chapter.*

PAYMENT

All payments should be sent to:

Arch Ford ESC
Arkansas DECA
101 Bull Dog Drive
Plumerville, AR 72127
Deadline for payment receipt: March 31, 2017

REGISTRATION DEADLINE

March 21 by 11:59 pm
Late registrations will be assessed a **late fee of $5.00 per registrant**.

REFUND POLICY

No refunds will be made after the deadline.

HOUSING

The AFESC Executive Director who receives and verifies the information from chapter advisors submits housing reservations for DECA's International Career Development Conference to the assigned hotel.

All attendees must stay in the official DECA property assigned to the chartered association delegation in order to participate in DECA's International Career Development Conference. All attendees must be a registered guest each night of the conference in his or her assigned and approved hotel, for a minimum of four nights, beginning with the opening session.

Due to the limited number of multiple housing rooms in the hotels, two-bedded rooms will be used first as a quad for students, then as a twin for adults. Two adults may be assigned to a one-bedded room. A rollaway may be available depending upon the property.

According to the Delegate Conduct Practices and Procedures, any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible. Advisors will be responsible for delegates' conduct.

ASSOCIATION HOTEL

Hampton Inn and Suites
1174 Harbor Blvd.
Garden Grove, CA 92840
Phone: 714.620.2409

HOUSING PROCEDURE Upload rooming lists to the https://dropitto.me/ICDC_2017 (password **deca**)

Any Questions please call Jim.brock@archford.org, shelly.davis@archford.org

ROOM RATE

- Single/double $176.00 one bed
- Triple/quad $188.00 two beds
- Suite $225.00 sleeps up to 5 (includes sofa bed)

* Quoted price includes taxes/fees

ASSOCIATION INFORMATION

COMPETITIVE EVENT/ACADEMY MANAGEMENT ASSISTANTS

TBA

CHARTERED ASSOCIATION MEETINGS

Wednesday, April 26 at 8:00 pm. Location TBA.

Arkansas has been assigned to attend the second Opening General Session at 9:30 pm.

ADDITIONAL INFORMATION

TOURS & ENTERTAINMENT

This link https://www.deca.org/wp-content/uploads/2015/02/hs_icdc_tours.pdf provides you with the tour information. Local chapter advisors will be responsible for booking their own tours and attractions this year. Be sure to consider transportation requirements associated with your chosen activities.

CONFERENCE TRANSPORTATION

Transportation to the Anaheim Convention Center will be provided throughout the conference for those outlying hotel guests at Disneyland Hotel and Garden Grove hotels. Transportation information can be found online at www.deca.org/icdc.

STUDENTS WITH SPECIAL NEEDS

We want to make every opportunity available for our special needs members to participate in the ICDC. An online form is at https://deca.formstack.com/forms/services_for_special_need_students to identify students that need special services. We will work with the school and/or chartered association to provide the appropriate services. It is critical that we receive the form by the **March 20** due date in order to arrange the appropriate services.

CONFERENCE COMMUNITY SERVICE ACTIVITY

As the premier conference community service activity, DECA will be hosting the annual DECA 5K Run/Walk on Wednesday, April 26. For more information and to register, visit www.decaregistration.com/5krun. Proceeds benefit the Muscular Dystrophy Association and DECA's Scholarship Fund.

SCHOLARSHIPS

DECA's scholarship program provides over $300,000 in scholarships at the International Career Development Conference each year. Many corporations 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. Scholarships will be awarded during the closing general session. Company representative and student pictures will be taken immediately following the on-stage presentation.

The Professional Development scholarship program is for DECA advisors wishing to further their education within their field. Some scholarships can be used to reimburse fees of attendance at an annual conference that provides continuing education credits in their field such as DECA AMPED, Conclave or ACTE. Corporate advisor application postmark deadline is **March 6, 2017**. These applications can be found at www.deca.org/advisors.

LEADERSHIP RECOGNITION

Hosted by the DECA Inc. Board of Directors, this annual invitation only event held during DECA's International Career Development Conference recognizes invited chartered associations and DECA chapter advisors for their outstanding leadership and extraordinary work.

PROFESSIONAL DIVISION AWARDS

The DECA Professional Division Awards recognize individuals for outstanding and significant contributions toward the development and progress of DECA Inc. on the local to international level. The Honorary Life Membership Award, Chairman's Award, Outstanding Service Award and Association Administrator of the Year Award are presented at ICDC.

INSURANCE COVERAGE

One Beacon Insurance Company will provide special insurance for each chartered association's delegates and advisors registered for the International Career Development Conference. The delegates must be listed on the registration form. The policy has the following broad features:

$25,000 principal sum for accidental death or dismemberment

$2,500 maximum medical/dental expense benefit per accident

Each person will be covered by this policy up to three days before the conference (or whenever you leave home to travel to the conference, whichever is shorter), during the conference, and up to three days following the conference (or until you arrive home, whichever is shorter). Coverage is subject to the full terms and conditions in the master policy. For additional information please contact DECA at (703) 860-5000.

Leadership Academies

Each year the DECA Arkansas Association is allotted a certain number of participants for Leadership Development Academies at the International CDC based on the previous year's membership. Some of these slots are earned by schools who have met the requirements in Chapter Campaigns. Others can be granted permission to attend based on Chartered Association Advisor's discretion. Students who place 4th, 5th, or 6th at SCDC are the first to be considered for these slots to participate in the LDA and will be chosen through an application process. If slots are not filled by runner-up competitors, consideration will be given based on DECA involvement described in the application.

Deadline to submit the application is March 8, 2017. This is two days after SCDC those selected will be announced within two days after that.

Find the application via this link: http://www.arkansasdeca.com/information-and-forms.html

REQUIRED FORMS, ETHICS, CONDUCT, & DRESS CODE

It is the responsibility of the chapter advisor to understand and follow the Code of Ethics for Adult Advisors. It is also their responsibility to make sure students understand the Delegate Conduct Practices and Procedures, the ICDC Dress Code, and attendance expectations and requirements.
Attendance Permission forms can be found at the link below and must be completed by each student attending the conference. Advisors should keep these forms in case of an emergency or in case, they need to present them to conference administrators at any time.
Submit a copy of these forms for each student to the Chartered Association Advisors, Gail Betts/Christine Bennett, by March 21via https://dropitto.me/ICDC_2017. Password deca

- Attendance Permission Form
- Permission Form/ICDC Dress Code
- Also, don't forget the Special Needs form if you need it.

Emergency and Hospital information can also be found on the Attendance Permission Form.

Link to forms: http://www.deca.org/wp-content/uploads/2014/11/hs_icdc_permission_form.pdf

****PLEASE GO OVER THE CONTENTS OF THE GUIDELINES AND CONDUCT PACKET WITH ALL STUDENTS ATTENDING ICDC. ****

Administrator Day

Administrators can witness more than 18,000 student members, instructors and business partners engaging in interactive learning activities that prepare students for college and career success!
Share this link https://deca.formstack.com/forms/administratordayrsvp with your administrators who would like to attend.