



## GENERAL INFORMATION

A Delegate Code of Conduct Committee will be appointed for Collegiate DECA. The purpose of the committee will be to act upon all violations of the Collegiate DECA Code of Conduct.

The Code of Conduct was sponsored by the DECA/Collegiate DECA Task Force and was approved by the board of directors for DECA Inc. It applies to advisors and chaperones as well as students.

A copy of the Collegiate DECA Code of Conduct, as approved by the board, may be found in this section. The board of directors for DECA Inc. encourages every delegate to the Collegiate DECA Engage Conference to read and agree to abide by the "Code of Conduct" as partial completion of CDC attendance requirements. Please make sufficient copies for distribution to your delegates.

Associations/chapters will be responsible for delegates' conduct. Associations/chapters may impose more stringent conduct policies at their discretion.

Any violations of the Code of Conduct should be reported, in writing, to Collegiate DECA Conference Headquarters. The state/provincial/territorial advisor and chapter will be notified, in writing, of all violations.

The Board of Directors of DECA Inc. requires each delegate attending the conference to read and complete the **Attendance Permission Form** and return to the chartered association (if applicable) or chapter advisor/group leader as partial completion of attendance requirements.

## NON-DISCRIMINATION POLICY

DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status are treated equally and respectfully. Any behavior in the form of discrimination, harassment, or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.



# DELEGATE CONDUCT PRACTICES AND PROCEDURES

- The term “delegate” shall mean any DECA/Collegiate DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damages to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Identification badges must be worn at all times. Participants may also be required to provide photo identification. Certain activities may require tickets and/or wristbands.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from verbal, physical, or electronic activities that may lead to harassment, hazing, bullying or damaging property.
- The use of harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
- Delegates shall respect the rights and safety of other hotel guests.
- No narcotics or weapons in any form shall be possessed by delegates at any time under any circumstance. Alcohol shall not be present or consumed at any official Collegiate DECA function. Delegates shall not possess or use alcohol illegally.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other items of value.
- Use of tobacco products by delegates is prohibited at ALL Collegiate DECA functions. E-cigarettes are also prohibited.
- Delegates must adhere to the dress code at all times. Appropriate dress must be worn at all sessions and activities. Tasteful casual wear will be accepted during specific social functions as designated during orientation.
- Delegates must not dress or behave in a manner that can be interpreted as sexually explicit.
- Delegates shall keep their advisors/group leaders informed of their activities and whereabouts at all times.
- No delegates shall leave the hotel (except for authorized events) unless permission has been received from chapter advisor/group leader or association advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates are required to attend all general sessions and activities assigned, including seminars, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment taking place at the same time. Arrive on time for all sessions.
- Delegates should be financially prepared for all activities.
- Delegates will be registered at a designated conference hotel for the duration of the conference.
- Delegates violating or ignoring any of the code of conduct rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.

*As amended and approved at the Board of Directors Meeting held October 10, 1974, in Chicago, Illinois.  
Further amended by the Board of Directors December 13, 2004, in Reston, Virginia.*



# ATTENDANCE PERMISSION FORM

## ENGAGE CONFERENCE

**ASSOCIATION** \_\_\_\_\_

**CHAPTER** \_\_\_\_\_

### USE OF PHOTOGRAPHS

The signatures below certify that DECA/Collegiate DECA has permission to use photographs, video footage, etc. of the conference participant listed below for the purpose of promoting and providing information about the organization and the conference. This includes third-party institutions as approved by DECA Inc.

### DRESS CODE

From the opening session until the end of the closing session, students, advisors and professionals shall adhere to the conference dress code requirements. It is the Chapter Advisor's responsibility to see that they and their students and other attendees comply with the rules established for proper dress code.

- Participants will be dressed in appropriate professional attire suitable to each occasion.
- A DECA blazer worn with neat, businesslike attire will be considered appropriate for any occasion; however, a DECA blazer is NOT required.
- Any exceptions to the above, for specific conference activities, off-site programs, and any other exceptions, will be described in detail.

### PROFESSIONAL DRESS

- Business suit or sport coat or blazer
- Dress slacks, dress skirt or business dress
- Collared dress shirt, dress blouse or dress sweater
- Blazer optional
- Dress shoes
- Necktie/scarf (optional)

### SMART CASUAL — FOR THE NETWORKING RECEPTION

- Business suit or sport coat or blazer
- Dress slacks, dress skirt or business dress, or neat jeans
- Collared dress shirt, dress blouse or dress sweater
- Blazer optional
- Casual shoes

### UNACCEPTABLE DURING DECA ACTIVITIES

- Athletic shoes, sport shoes or sandals
- Anything denim
- Casual hats (i.e. baseball caps)
- Flannel shirts, t-shirts or athletic clothing
- Casual and baggy sweaters, tops or pants
- Skin-tight or revealing (including midriff-bearing) attire
- Swimwear
- Clothing with printing/pictures that is suggestive, obscene or promotes substances such as drugs and alcohol.

## ATTENDANCE

This is to certify that \_\_\_\_\_ has my permission to attend the above named activity. I also do hereby, on behalf of \_\_\_\_\_, absolve and release the school officials, the Collegiate DECA chapter advisors and the assigned Collegiate DECA association staff from any claims for personal injuries or illness which might be sustained while he/she is en-route to and from or during the Collegiate DECA-sponsored activity.

## EMERGENCY - THIS SECTION MUST BE ENTIRELY COMPLETED.

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs. In the event of a medical emergency in the hotel, dial **911**.

Insurance Company Name \_\_\_\_\_

Policy Number \_\_\_\_\_

A complete list of area medical facilities, services, drug stores, etc. is available at the conference hotel front desk.

Additional Pertinent Information (allergies, etc.) \_\_\_\_\_

\_\_\_\_\_

We have read and agree to abide by the Collegiate DECA Code of Conduct. We also agree that the school officials, the Collegiate DECA chapter or association advisors, or the Conference Conduct Committee, have the right to send \_\_\_\_\_ 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 \_\_\_\_\_

*(for students under 18)*

Phone \_\_\_\_\_

Chapter Advisor Signature \_\_\_\_\_

School Official Signature \_\_\_\_\_



# STATEMENT OF ASSURANCES

## ENGAGE CONFERENCE

I certify that a permission form that includes acknowledgement that all delegates may be required to show photo identification, an explanation of the Engage Conference dress code, a statement of permission to use photographs/video/etc. of all participants for promotional purposes, and emergency medical/insurance information has been fully completed for each delegate attending the Engage Conference. This includes all students, advisors, chaperones and other attendees.

The individual responsible for our delegation will have these signed forms in his/her possession from the time our delegates leave home, and until our delegates return home.

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Association/Chapter Advisor or Head of Delegation

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Association or Chapter

**Group leader must submit this form when registering on-site, verifying that all group attendees have given you a completed Permission Form.**



# HEAD OF DELEGATION FORM

If Head of Delegation is a non-employee of your school, this form must be submitted with registration.

This form must be completed for any Head of Delegation who is not an employee of the school from where the group/chapter is from. While it is preferred that the Chapter Advisor serve as the Head of Delegation, there are other representatives of the Group/Chapter who are eligible to serve in this role (with school approval). POLICY: Head of Delegation must be 21 or over.

Employees May Include

- Faculty Member
- Administrator
- Student Activities Officer
- Teaching Assistant
- Etc., as determined by the school

Non-employees May Include

- Student Officer
- Parent of Attendee
- Advisory Committee Member
- Local Business Partner
- Etc., as determined by the school

Whenever possible, an employee of the school who is being represented by the Group/Chapter should travel with the students and serve as the Head of Delegation. However, in recognition that some schools do not offer support (travel dollars, release time, etc.) for a chapter advisor or other school employee to travel with the students, a Group/Chapter may apply for permission to identify a non-employee as its Head of Delegation.

**Application for Non-Employee Serving as Head of Delegation**

Name of College/University \_\_\_\_\_

Name of Individual to Serve as Head of Delegation \_\_\_\_\_

Position of This Person (i.e., student officer, business partner) \_\_\_\_\_

Reason for Application (Briefly: Why will a non-employee be the Head of Delegation?)

**Acknowledgement of Chapter Advisor/School Official**

The Chapter Advisor/School Official below acknowledges that the person listed above as Head of Delegation will be attending the Collegiate DECA Engage Conference, and will serve as the Head of Delegation for the school.

\_\_\_\_\_  
Name of Chapter Advisor/ School Official

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Acknowledgement of Head of Delegation**

By signing below, I acknowledge that I will be serving as Head of Delegation for the group/chapter representing this school. As Head of Delegation I am responsible for submitting all paperwork and payment to register my group for the conference and for rooms at the official conference hotel. I am responsible for communicating any changes in writing for my group, and for registering my group on site on the first day of the conference. I will also report to the conference manager each morning of the conference, and will notify this person of any challenges with my group.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# DELEGATE INFRACTION NOTICE

TO: \_\_\_\_\_  
Name of Chapter Advisor/Chaperone Association

It has been reported that \_\_\_\_\_ of your delegation violated the following delegate conduct practice and/or procedure:

- \_\_\_\_\_ Dress code
- \_\_\_\_\_ Defaced public property
- \_\_\_\_\_ Illegal/inappropriate possession of alcoholic beverages/narcotics
- \_\_\_\_\_ Illegal/inappropriate use of alcoholic beverages/narcotics
- \_\_\_\_\_ Smoking in DECA blazer while officially representing DECA
- \_\_\_\_\_ No identification badge
- \_\_\_\_\_ In an unauthorized place
- \_\_\_\_\_ Curfew regulations
- \_\_\_\_\_ Unauthorized date at conference
- \_\_\_\_\_ Unauthorized transportation
- \_\_\_\_\_ Other (please specify)

on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)

For the benefit of the thousands of Collegiate DECA members who will be privileged to attend Collegiate DECA Conferences in future years, it is necessary for all current CDC delegates to abide by established conference rules. The exemplary image of Collegiate DECA must be upheld.

A word of caution to those who care should be sufficient.

Major infraction reports require appropriate action by the committee responsible for conference conduct.

Please bring this notice to the **immediate attention** of all parties involved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman,  
Presidential Governance Committee