



California DECA Payment Policy

Updated May 25, 2023

California DECA incurs regular/annual expenditures that include but are not limited to awards, room rentals, competitive event licenses/printing/duplication, food and beverage, scoring, judge recruitment, state officer program/travel, insurance, etc. In order to offset this, we utilize revenue that includes donations, chapter affiliation fees, registration fees, conference fees, interest income, etc. Our budget, like any other nonprofit institution, is tight. Therefore, when estimated/promised earnings don't arrive or are significantly late, it makes a serious impact on the financial health of the association and negatively impacts the experience of other DECA students and advisors who have planned accordingly and submitted their registration in a complete and timely fashion. In addition to the difficulty of managing association funds it has become increasingly difficult to plan/prepare for conferences and competitive events due to last minute changes/additions/substitutions.

To that end, the following policies have been instituted:

Payment Remittance: All checks for California DECA conferences should be mailed to: California DECA / PO Box 1440 / Owasso, OK 74055. Detailed instructions are included in the registration guide for each respective event.

Chapter Non-Payment Policy: Prior to registering for a conference each chapter must have a \$0 balance with California DECA and all outstanding bills must be paid within 30 days of the last DECA event or they will be ineligible to participate in any further DECA activities until the balance is zero.

Late Registration Policy: Registrations received after the conference registration deadline will be subject to a late fee of \$10.00 per attendee. Late registrations will not be accepted without late fees. This policy applies to all DECA Conferences.

Refund Policy: All registration fees are non-refundable. There are no exceptions to this rule. Registration fees are due and owing as soon as the registration is submitted (regardless of whether payment has been made). No drops are allowed once registration is submitted. No exceptions.

Substitution/Change Policy: Substitutions after the registration deadline are accepted, up to the stated deadline in the respective registration packet for receiving changes/substitutions. The expectation is that substituting student(s) will compete in the same event(s) as the student for whom they are substituting since event changes impact event counts and make planning difficult. Reminder, no refunds are permitted. There is a \$10.00 change fee for each substitution/change that is made (this fee is per change; if three students are substituted or there are changes made to registrations for three students it is a total of \$30.00). Verbal changes are not accepted; all changes must be in writing and on the proper forms.

Chapter Roster: Initial chapter rosters must be submitted to DECA Inc. by November 15th of each DECA year. Students may be added to a chapter's roster until the final deadline which is February 15th of each DECA year. HOWEVER, to be eligible to compete, students MUST be included in their chapter's submitted roster prior to the registration deadline for the conference they are competing in. If a student has been found competing in a conference and they were not on the chapter's submitted roster, the student/school will forfeit any awards, recognition, and qualifications to advance to higher competition.

Written Event Policy: Chapters should only register those students to compete in written events at the State Conference who are committed to completing the written entry, submitting it, and competing in that event at the conference. If a student registers for a written event and then does not submit a written entry online by the deadline, the chapter will be charged a \$10 fee (for each student) due to the challenges associated with having to change sections, judge assignments, event times, etc. Do not register a student in a written event if they are not fully committed to following through and competing in the event.