

## **CALIFORNIA DECA – CHAPTER AFFILIATION AGREEMENT**

*To be eligible to participate in any DECA activities (District, State, Regional or International) or to receive DECA Chapter Grant funds, each chapter advisor must review, sign, and return this document to California DECA at the start of each school year (a new form will be required each year).*

The purpose of this document is to outline the duties, roles, and expectations of DECA Advisors and the requirements for DECA Chapter Affiliation. DECA Chapter Affiliation is an annual requirement, and each chapter advisor must review, sign, and return this form at the start of each school year. DECA Chapter Affiliation requests will be reviewed and approved annually by the California Department of Education.

As leaders and teachers of young professionals it is important that we prepare our students and set the proper tone and standard for their participation in DECA. The California DECA State Staff is here to support you and we look forward to working with you throughout the year. Please don't hesitate to reach out to us if we can be of service.

### **Requirements to be a DECA Chapter Advisor**

Each chapter must have a designated and registered primary chapter advisor. The DECA primary advisor must be a certificated faculty member at the school where the DECA chapter is located and teach in the pathway used for DECA affiliation.

### **Requirements to be a DECA Chapter**

Each chapter must meet the following requirements from the California Department of Education:

- The high school must offer a CTE program or pathway (consisting of a minimum of two courses) that is aligned with the ideals and standards of DECA - for students interested in marketing, finance, hospitality, management, and entrepreneurship.
- Every DECA chapter must have a Credentialed CTE Instructor (or an instructor with a Single Subject Credential in Business or Home Economics) who serves as an advisor for the chapter and teaches in the CTE program or pathway used for DECA affiliation. This credential requirement applies to all schools including private schools.
- All students participating in California DECA must be enrolled in a pathway (or have taken all of the courses available in the pathway) in one of the following Career and Technical Education (CTE) areas: Marketing, Business Management and Administration, Hospitality and Tourism and Finance.

### **General Advisor Expectations**

California's Local Chapter Advisors are integral to ensuring the success of their local chapters as well as California DECA as a whole. While the roles and responsibilities of advisors are ever evolving to meet the needs of our students, California DECA has provided a general list of expectations. The responsibilities of a DECA advisor include, but are not limited to:

- Know your local school and district policies including travel and chaperoning policies and ensure adherence to those policies.
- Serve as the point of contact between your chapter and California DECA and DECA Inc. Students may not contact either party for administrative purposes including, but not limited to, conference registration, hotel registration, competitive event grievances, competitive event changes, scoring/tabulations matters, etc.
- Keep conference registration and membership login passwords private and never share them with students.
- Oversee and assist in the election/selection of local chapter officers and support the successful transition of local chapter leadership.
- Support DECA recruitment efforts on your campus as well as support California DECA recruitment efforts.
- Manage all chapter finances and ensure that all financial obligations are fulfilled by the stated deadline (including to your school, school district, DECA District, California DECA, DECA Inc., conference hotels, and all other applicable parties).
- See that all ceremonies, public appearances, and other public activities are executed professionally and consistent with the DECA brand and in keeping with the DECA Code of Conduct.
- Raise awareness and promote DECA to civic, school, business, and other stakeholders.
- Serve as a lead in facilitating parent involvement and participation in DECA activities.
- Stay informed of updates and developments from both California DECA and DECA Inc. and ensure communication of these updates to your DECA members.
- Meet all DECA membership, conference, payment, and other deadlines.
- Direct and oversee all chapter activities and your chapter's involvement in local, district, state, regional and international DECA events and programs including attending DECA conferences with your students (from start to finish including staying on site at the conference hotel) and ensure that students adhere to the Code of Conduct including published conference curfews.
- Never extend curfew beyond the published conference curfew for any reason.
- Ensure that students are quiet and respectful at the hotel in the evening hours leading up to and after curfew. Check rooms at curfew to be sure all students are where they need to be. Stay up at least 30 minutes past curfew to be sure all is quiet, and students remain in their rooms.
- Ensure that your students are punctual and respectful for all general sessions. Advisors and students are required to attend all general sessions and stay until the end of the session. Be sure your students act appropriately during the sessions. No booing, no excessive celebrations, nothing disrespectful. Ensure that you and your students follow the dress code and have the proper attire for the session.
- Do not use illicit substances or consume alcohol at any time during any DECA conference/event where you are chaperoning students.
- Fulfill conference assignments related to chaperoning duties and competitive event management roles (all advisors will receive event assignments for each conference they attend). This includes attending all official advisor meetings.

- Be on time for all assignments and even a few minutes early to ensure that you can begin right away. Stay through to the completion of your assignment and offer assistance to other advisors who may need it.
- At times conduct and other issues will arise with students at conferences. Handle all infractions of the rules calmly and assertively. Be sure to follow your school, district or ROP policies for handling such situations and consult the conference code of conduct that each student signed. If an issue happens to arise with a student not from your school, immediately seek out their advisor, apprise the advisor of the situation, and allow their advisor to handle the issue.
- Handle disputes and disagreements with students, advisors, chaperones and DECA staff in a calm and professional manner. It is never appropriate or acceptable to yell at or otherwise demean anyone at a conference, whether student or adult.
- Never confront judges regarding competitive event results or processes. If you see something that you feel should not have happened or has unfairly impacted a competitor, you must follow the official California DECA grievance process.
- Advisors are responsible for the supervision and wellbeing of their students and must always be on site with their students. This responsibility begins from the time parents/guardians leave students with the advisor until the time they pick them up after the activity (and in the case of exigent circumstances does include availability throughout the night in case a student needs assistance).
- Generally, be helpful and assist other advisors and DECA staff at conferences.
- Adhere to the requirements of the California DECA Chapter Affiliation Guide including registering students with your chapter in the online membership system. Ensure that initial rosters are submitted by November 15 and that all students are entered prior to conference registration deadlines. *Once rosters are submitted members cannot be deleted so be sure you carefully review your roster before submitting.*
- Read and abide by the official California DECA Conference Policies & Procedures Document which outlines additional policies related to participation in DECA Conferences.

### Onsite Chaperoning

Throughout the year your role as an advisor will require you to be responsible for the behavior of your students, chaperones, etc. while in attendance at local, district, state, regional, and international DECA events. Outlined below are the chaperoning responsibilities that local advisors are expected to fulfill and administer while onsite at applicable DECA events.

- **Check-Ins/Contact with students:** As an advisor, you are expected to be aware of what your students are doing at all times. This also includes ensuring that students abide by conference curfews. Conduct room checks at curfew and ensure that your students stay in their rooms for the night.

- **Communicate Your Whereabouts:** Be sure that students are aware of your assignments/responsibilities throughout the conference, so you can be located quickly should an issue arise.
- **Ensure Dress Code Compliance:** Be sure that your students are aware of and know the DECA Dress Code and ensure that they comply with the DECA Dress Code.
- **Maintain All Student Forms:** Advisors are responsible for maintaining copies of each of their student's applicable forms for an event – i.e., Student Member Release Code and Dance Contract. It is the advisor's responsibility to ensure these forms are complete and in hand for every conference. Failure to maintain signed copies of the DECA Student Member Release Code subjects the advisor to liability. Make certain you have these forms for EACH student for EVERY conference you attend.
- **Code of Conduct Compliance:** Advisors must ensure adherence to California DECA Advisor and Student Code of Conduct, and as such, should review these standards with students prior to attending a local, district, state, regional, or international DECA event.
- **Comply with Student to Chaperone Ratio:** A minimum of one advisor or chaperone (21 or older) must attend for every 15 students registered from a chapter (*note that this ratio is for instate events. Out of state events have different ratios. The ratio for the International Career Development Conference is one advisor for every 8 students*). Advisors and chaperones must stay in the same hotel and as close as possible to their students' rooms. A DECA chapter advisor must be registered with each chapter and attend (start to finish) each conference that their chapter participates in. All alumni must also be paid members of a DECA chapter.
- **Inclusivity and Accessibility:** California DECA relies on local advisors to help ensure that conference spaces are inclusive and accessible for participants of varying abilities. Should you have a student who requires additional assistance, please complete the "Service for Student with Special Needs" form. Please fill in the information as completely as possible to help us provide a positive learning experience for all conference participants.
- **Statement of Assurance:** Advisors must complete the California DECA Statement of Assurance form prior to every district, state, regional, and international conference.

**-- Signatures on the Next Page --**

As a California DECA Advisor I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated in this California DECA Chapter Affiliation Agreement as indicated by my signature appearing below.

|   |   |
|---|---|
| <b>Chapter (School) Name:</b>   |   |
| <b>Primary Advisor Name (Print):</b><br><i>Legal name exactly as it appears on your teaching credential</i> |   |
| <b>Primary Advisor Cell Phone Number:</b>   |   |
| <b>Primary Advisor Signature:</b>   | <hr/> <i>I certify that as the Primary Advisor I meet the CTE requirements outlined in this document and that students participating in California DECA events will meet the CTE enrollment requirement</i> |

As the administrator for the DECA chapter I am aware of DECA's policies and procedures related to DECA Advisors and agree to support the above DECA Advisor in fulfilling these responsibilities as indicated by my signature appearing below.

|   |   |
|---|---|
| <b>School Administrator Name:</b>                           |   |
| <b>After Hours Contact Phone Number for Administrator*:</b> |   |
| <b>School Administrator Signature:</b>                      | <hr/> <i>I certify that both the Primary Advisor and the Students participating in California DECA events meet the CTE requirements</i> |

*\*The afterhours contact number is for use during DECA conferences should an issue arise that merits escalation to the respective school's administration.*

Please upload all signed/completed agreements during completion of the online Chapter Affiliation Form here: [californiadeca.org/affiliation](http://californiadeca.org/affiliation)

Once the online Chapter Affiliation Form is completed the submission will be reviewed by the California Department of Education and CDE will contact the Chapter Advisor directly to confirm whether the chapter is endorsed/approved for the school year.

Chapter Affiliation is an annual process.