

NOVEMBER 18-20, 2021 SCOTTSDALE, AZ

#DECAWRLC | DECAWRLC.ORG



DECA WESTERN REGION LEADERSHIP CONFERENCE 2021 ARIZONA DECA REGISTRATION GUIDE

November 18-20, 2021 Scottsdale, Arizona

This guide is for Arizona DECA chapters only.

KEY DETAILS HOST ASSOCIATION

Arizona DECA is the host Chartered Association for this event.

DATES

Thursday, November 18 - Saturday, November 20, 2021

VENUE

<u>DoubleTree Resort by Hilton Hotel Paradise Valley - Scottsdale</u> 5401 N Scottsdale Road / Scottsdale, AZ 85250

REGISTRATION

REGISTRATION FEE:

- \$145 per person (with on-site lodging)
 - o The registration fee includes all conference programming, including speakers, workshop presenters, general sessions, competitive events, facility/space rental and venue expenses, and a gift for every attendee. Selecting this rate means the chapter will also be selecting the lodging rate.
- \$275 per person (with no conference lodging)
 - The registration fee includes all conference programming, including speakers, workshop presenters, general sessions, competitive events, facility/space rental and venue expenses, a gift for every attendee, and two lunches.
 Selecting this rate means the chapter will not be selecting the lodging package.

LODGING RATE: \$730 per room

Lodging includes three (3) nights lodging at the conference hotel. The rate is inclusive of all taxes and fees. Reservations will be made through the online registration system only, please <u>do not</u> contact the hotel regarding accommodations.

Arizona DECA Chapters have lodging as an optional component, but at a supplemental rate, if policies prevent in-state overnight stays for events.



Option	Registration	Lodging	Breakfast	Lunch
On-Site	\$145/person	\$730/room	\$35 for 2 Days	\$75 for 2 Days
Lodging		For 3 Nights	Optional Add-On	Optional Add-On
No Lodging	\$275/person	Not Included	\$35 for 2 Days	\$75 for 2 Days
			Optional Add-On	Included!

REGISTRATION DATES

OPEN: September 1, 2021
CLOSE: October 22, 2021
DROP: October 29, 2021

CONTACT

• Conference Site: <u>decawrlc.org</u>

Registration: <u>decawrlc.org/register</u>

• Email: <u>register@decawrlc.org</u>

PAYMENT

Payment due by Friday, November 5, 2021.

Checks: Payable & mailed to:

DECA WRLC

P.O. Box 1440

Owasso, Ok 74055

- Credit Cards: Available through the online registration with a 3% processing fee.
- Purchase Orders: PO's will not be accepted for this event.

THEME CELEBRATING 75 YEARS!



The 1940s was a transformative time in American history. The decade saw the transition from war time to the next generation of technology advancements, innovation, and travel. And in 1946, the marketing club that we know now as DECA was founded.

Both American history and DECA have evolved in the 75 years since. Inspired by an entrepreneurial spirit of

innovation, we have seen incredible growth, advancement, and progress. As we bring Western Region DECA to Scottsdale, we will celebrate this innovative spirit as TOMORROW BEGINS TODAY.

DECA members from across the Western Region will arrive in Scottsdale in November 2021 ready to honor the past 75 years of DECA while looking to the bright future of this life-changing organization. After all, **TOMORROW BEGINS TODAY!**



SCHEDULE AT-A-GLANCE

Schedule is tentative and subject to change. Check decawrlc.org for the latest information.

THURSDAY, NOVEMBER 18

Afternoon Pre-Conference Workshops & Networking Sessions

4:00 - 8:00 PM Chartered Association Meetings (as requested)

8:00 - 10:00 PM Opening Session with Keynote Speaker

FRIDAY, NOVEMBER 19

8:00 am Breakfast (optional add-on package, or on your own)

9:00 - 11:00 am **COMPETITION & 21ST CENTURY SKILLS SESSIONS**

• Practice competitions

Practice test/exam

Competition preparation workshops

Advisor workshops

21st Century Skills/leadership workshops

11:00 am - 1:00 pm Lunch (provided <u>only</u> if selected \$275 registration rate)

1:00 - 4:00 pm **COMPETITION & 21ST CENTURY SKILLS SESSIONS**

Practice competitions

Practice test/exam

Competition preparation workshops

Advisor workshops

• 21st Century Skills/leadership workshops

Evening Excursions & Chapter Time

Excursion packages to be announced.

SATURDAY, NOVEMBER 20

8:00 am Breakfast (optional add-on package, or on your own)

9:00 am - 2:00 pm **THE HUB**

The Hub features exhibitors, networking, activities, resume feedback, and

headshots.

9:00 - 11:00 am **COLLEGE & CAREER SESSIONS**

College success sessions

• Industry-led workshops centered around DECA's mission

11:00 am - 1:00 pm Lunch (provided only if selected \$275 registration rate)



1:00 - 4:00 pm COLLEGE & CAREER SESSIONS

College success sessions

 Industry-led workshops centered around DECA's mission and program areas

8:00 - 10:00 pm Closing Session with Keynote Speaker

CONFERENCE HIGHLIGHTS

GENERAL SESSIONS

WRLC features two exciting general sessions for members to enjoy! The Opening Session includes a motivational speaker, and the closing session features a local business leader in Arizona sharing more of their story. Join us to hear incredible speakers, inspiring messages from various DECA members, and more! We will recognize and celebrate our competitive event winners during the Closing Session.

COMPETITIONS

We've got it all: competition sessions to hone your path to ICDC, comprehensive exam session to sharpen your testing skills, practice with an actual DECA competitive event, workshops to help you learn and grow in your competition knowledge, and a judge's forum to help competitors learn & strengthen their presentations! Don't miss your opportunity to better your odds at DECA glass!

THE HUB

Saturday of WRLC will also include The Hub experience. This will be the central station where members can visit with universities, network with their favorite DECA people, participate with interactive exhibits, network with their peers, and more!

21ST CENTURY SKILL SESSIONS

DECA prepares emerging leaders and entrepreneurs for the real world! Learn valuable 21st Century Skills – such as critical thinking, creativity, collaboration, communication, leadership, productivity, and more – through our workshop sessions.

COLLEGE & CAREER SESSIONS

Learn from some of Arizona's top industry leaders and experts as they share their career path, lessons learned, and insights gained. Hear directly from today's industry leaders on how you can set your path to the career you dream!

SCOTTSDALE EXCURSIONS

Enjoy the best of Scottsdale and The Valley of the Sun! Chapters will have time on Friday evening to go out and explore the region. Excursions and activities will be announced closer to the event on decawrlc.org.



ATTENDEE GIFT

Every attendee will receive a branded gift as part of their registration package. You won't have to forget about the memories made at WRLC!

OPENING SESSION KEYNOTE SPEAKER

COACH DAR



Meet Darleen Santore, known to many as "Coach Dar."

As a Board-Certified occupational Therapist, business executive, author and speaker, she is passionate about helping people break through barriers to achieve their goals. Recently named Senior Fellow of PathNorth – an organization comprised of world leaders and CEOs of Fortune 100 companies; her

powerful message continues to reach a global audience.

As a mental and conditioning coach, she blends a knowledge of science, psychology, and achievement with her personal passion for life. The result? Individuals, executives, professional athletes & teams aim higher and achieve more. It is her unique style and approach during transformational seminars and high impact speaking engagements that she has helped people say no to the status quo, to raise the bar in their lives, to break free so they can breakthrough, and to reignite their hearts to live a purposeful life.

From her experience as a Board-Certified Occupational Therapist, to a healthcare executive, to Chief Operating Officer of a record label, to Chief Performance Officer at a fast-growing jewelry company, to a mentor to global leaders, CEOs and athletes, Darleen has a proven track record of leading people and inspiring positive changes that impact lives.



CLASSROOM CONNECTION

OVERALL PURPOSE

The basic purpose of a Regional Leadership Conference is to provide an opportunity for personal and leadership development of DECA members of all divisions. The conference includes leadership and career development workshops/activities.

At WRLC, attendees will be able to:

- Lead in DECA and prepare for college and career.
- Explore your career with industry experts sharing the latest trends and insights.
- Participate in competition to refine skills and prepare for your State Career Development Conference.
- Network with your other DECA members to create new friends, connect with other states, and collaborate with fellow DECA leaders
- Enjoy three days of the best that Scottsdale has to offer.

STUDENT PURPOSE

- Leadership development.
- DECA activities and competitive events on the local, state, and national level.
- Career exploration and/or career development activities.
- Communications skill development and/or improvement.
- 21st Century Skill development.
- Applying classroom learning to real-world situations.
- No official/qualifying competitive events will be conducted during WRLC.

PROFESSIONAL PURPOSE

- Curriculum information and innovation.
- Professional associations (ACTE, MEA, DECA Inc., etc.).
- Program idea and development exchange for Marketing and DECA.
- DECA chapter operation and management.
- DECA chapter advisor roles and responsibilities.
- Planning, organizing, and operating a conference.
- Suggestions and methods for helping students with DECA competitive events, activities, and preparation.

REGISTRATION

There is **ONE** method of registration for the conference that will handle lodging and registration. Please do <u>not</u> make any payments directly to the conference hotel. The registration fee includes three-nights hotel stay (check-in on Thursday, November 18, 2021 and check-out on Sunday, November 21, 2021) and all participants must pay the *full registration fee* listed below regardless of whether they stay all three-nights at the hotel.



REGISTRATION LINK: decawrlc.org/register

ELIGIBILITY

- Each chapter will provide at least one chaperone for each fifteen (15) students attending WRLC.
- No student will be allowed to attend the conference without an assigned advisor.
- To be eligible to attend the WRLC, students must meet these basic criteria:
 - o Have the approval of their chapter advisor and state advisor
 - o Have the approval of their school or college administration
 - o Have the approval of their parents or guardians if under the age of eighteen
- Each chapter at the conference will determine its own participants, registration, and will assume all responsibility for the conduct of their participants.

CHECKLIST

Outlet	Description	Deadline	Where	Done
Online	Conference Registration and Housing	October 22, 2021	<u>Complete:</u> <u>decawrlc.org/register</u>	
WRLC Advisor Agreements	Advisor Statement of Assurance and COVID -19 Acknowledgement & Personal Responsibility Policy	October 22, 2021	Signed during registration: decawrlc.org/register	
Payment	Balance Payment	November 5, 2021	Check remittance: DECA WRLC PO Box 1440 Owasso, OK 74055 Credit Card: available during registration	
Form B	Student Medical & Permission Release Form	October 29, 2021	Advisor to keep in their possession during duration of conference	

W-9 FORM

For a digital copy of DECA WRLC's W9, visit: <u>decawrlc.org/register</u> and click on W-9 Form.



RATES

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			Optional Add-On	Included!

CHANGE FEE: \$15 per modification

Change fees are only incurred after October 22nd. Advisors should email register@decawrlc.org with changes after October 22nd.

LATE REGISTRATION: \$155 per attendee

Registrations received between October 23rd and 29th will have an additional \$10 per attendee fee.

MEAL OPTIONS:

Grab-and-go opportunities are available to alleviate logistics and travel of attendees during the event.

- Breakfast \$35 per attendee (optional)
 - o Includes a warm breakfast sandwich and drink for Friday and Saturday mornings of the conference.
- Lunch \$75 per attendee (optional, if at the \$145 registration rate. Included in the \$275 registration rate)



- o Box lunch includes entree, side, and drink for Friday and Saturday of the conference.
- This option is <u>included</u> to those at the supplemental registration rate for no lodging.

BALANCES

Balance should be paid-in-full by November 5, 2021.

INCIDENTALS

While most students may have cell phones, please remind those that do not, that using phones in hotel rooms to call outside lines are very expensive. Room service for students will be on a cash basis. All incidental charges must be paid prior to departure. No incidentals will be allowed to the master bill. Advisors are required to inspect all their guest rooms prior to leaving the hotel. Chapters will be liable for any balances, damages done to rooms, excessive cleaning costs, any other additional charges from the hotel.

PAYMENT

Only one check per chapter/chartered association registering for the conference. Students should not be sending payment directly. Please reference your school's name and send a copy of your invoice. Checks should be made payable and mailed to:

 DECA WRLC PO Box 1440 Owasso, OK 74055

CREDIT CARD

To pay via credit card, select "Credit Card" option in the WRLC online registration system. This will take you to the credit card payment application once you complete your registration. Please note that a 3% processing fee will be added to compete the transaction.

PURCHASE ORDERS

At this time, PO's will not be accepted for this event. Please work with your bookstore and district office to facilitate one of the above payment options.

CHANGES

- Chapters will be able to adjust their submitted registration until October 22 using the edit link found within their confirmation email. After that date, please send changes to register@decawrlc.org. After your update(s) have been processed, you will receive a confirmation.
- Only substitutions can be made after October 22nd subject to a \$15.00 change fee.). Be mindful if substitutions that are not of the same gender to ensure lodging availability.
- No on-site changes.



• No substitutions/corrections/additions after October 29th (firm deadline).

REFUNDS

- There are NO REFUNDS after 5:00pm on October 22nd.
- Substitutions can be made from October 22nd October 29th for a \$15 change fee.
- Room blocks will be locked after October 22nd (no adding or dropping of rooms).
- Your chapter will be responsible to pay for the number of attendees registered and room block.
- If an attendee drops-out after registration is submitted, the chapter will still need to pay for that attendee.

VENUE

CONFERENCE HOTEL

The official conference hotel and venue will be held at:

<u>DoubleTree Resort by Hilton Hotel Paradise Valley - Scottsdale</u>
5401 N Scottsdale Road
Scottsdale, AZ 85250

LODGING RATE

The hotel room cost is \$730 per room, for three nights. This rate is inclusive of all taxes, facility fees, venue charges, tourism assessments, etc. In other words, each room costs a total of \$730 for three nights. Note that there is a maximum occupancy of four guests in a room, meaning that you may put up to four conference participants in one room to help divvy the total cost of the room. Adults are not allowed to room with students. Hotel reservations are completed through the online registration system for the conference. Do not contact the hotel directly to make reservations, changes, or payment.

ADDITIONAL NIGHTS

A limited number of rooms may be available for early arrivals or late departures. <u>Please message register@decawrlc.org to coordinate an extended stay for WRLC.</u> Request will be allocated on a first-come-first-served basis. Once confirmed, your invoice will be updated with your extended stay.

HOTEL CHECK-IN

Hotel check-in time is 4:00pm. Guest rooms will not be available before that time, so chapters should plan their arrival with this in mind. There will be designated space to store luggage while waiting for their rooms and to explore the area.

HOTEL CHECK-OUT

Hotel check-out time is 12:00pm. All participants must check-out prior to this time on the day of their departure. The hotel has been advised to make no charges to a room unless a credit card is provided by an adult 21 years of age or older.



PARKING

- **Self-Parking**: Complimentary
- Valet Parking: \$15 per night outside
- **Bus Parking:** Complimentary (please notify register@decawrlc.org by November 5 for reservations)

TRANSPORTATION

- Chapters are responsible for their own transportation to/from the hotel.
- Students should arrive to the conference hotel and venue through coordinated bussing through their chapter (bussing, shuttle, ride share, etc.). Under no circumstances should students be arriving/departing on through personal means of transportation.

ADDITIONAL COSTS

Please note that activities and transportation to/from are additional. These are to be booked directly by the chapter. While you're planning, please take into consideration other items such as:

- Round trip transportation to Scottsdale, Arizona
- Travel from the airport to the conference hotel
- Ground transportation in Scottsdale, Arizona
- Cost of food plus gratuity
- Shopping, touring, and activity expenses
- Chapter activities and excursions
- Incidental room charges (room service, phone calls)



FORM B

PERMISSSION AND MEDICAL RELEASE (6 PAGES TOTAL)

CODE OF CONDUCT

Attendance at any Arizona DECA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisors, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending a ARIZONA DECA activity and submitted to the chapter advisor prior to the respective registration deadline. The chapter advisor must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This form must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *ARIZONA DECA* and school district policies at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the ARIZONA DECA organization. The standards outlined in this document constitute the Arizona DECA Code of Conduct.

The following shall be regarded as severe violations of the ARIZONA DECA Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) <u>will</u> be sent home and <u>will not</u> be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

- 1. Alcohol, Drugs and Tobacco: a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
- 2. Curfew: Committing serious violations of curfew regulations as outlined in item 9 below.
- 3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
- 4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing, or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
- 5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
- 6. Private Transportation: Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site). Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.



7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the ARIZONA DECA Code of Conduct:

Should a conduct code violation occur for items 8-13 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Advisor.

- 8. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of DECA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
- 9. **Curfew**: Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
- 10. **Dress**: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
- 11. **Personal Conduct**: Failing to report accidents, injuries or illnesses immediately to the local DECA Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g.. the door may be propped wide open), having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
- 12. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.
- 13. Social Media & Online Presence: In the online environment, students must follow The Arizona DECA Code of Conduct and conduct themselves online as they would in person. Think before you post and use discretion when posting online as you will leave a long-lasting impression of yourself, your school and DECA. Social media venues are public, and information can be shared beyond your control. Never post confidential or personal information. Do not misrepresent yourself by using someone else's identity. Be respectful and avoid comments that may be hurtful. Never use profane, obscene, or threatening language. Never use slurs based on the gender, race, disability, or orientation of another person. Never post sexually explicit pictures, videos, or content. Cyberbullying is considered an act of harassment and will not be tolerated. Use of DECA logos or images on your personal social networking sites is prohibited. If you wish to promote a specific DECA activity or event, you may do so only by means of a link to the official DECA social media accounts.

Individual School District Policies may supersede the Code of Conduct.



DRESS CODE FOR DELEGATES ATTENDING WRLC

The following guidelines have been developed to clarify the dress code used at all DECA conferences (regardless of locations).

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

ACCEPTABLE CASUAL ATTIRE

(Travel to/from conferences, dances, and non-conference activities such as shopping, sightseeing, or going out for meals)

- Casual slacks (e.g., Dockers), blouse or shirt, socks, and casual shoes
- Jeans, t-shirts, and athletic

ACCEPTABLE BUSINESS ATTIRE

(Opening/ Closing Sessions, event competitions, scholarship interviews, interviews, workshops, or banquets)

- Dress slacks, dress skirt, or business dress
- Collared dress shirt, dress sweater, or business dress
- Necktie/scarf/ascot (optional)
- Dress shoes (unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes, and hiking boots)
- For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

UNACCEPTABLE DURING DECA ACTIVITIES

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights

At any time during the conference while on-site (including hotels):

- You must be in casual or business attire
- All skirts and dresses must be at or below the knee
- All clothing must be in good repair and proper size
- Undergarments may not show outside of over garments
- No gang related clothing or accessories allowed
- Clothing with printing that is suggestive, obscene, or promotes illegal substances
- Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire to, during, and returning from that activity only



COVID-19 ACKNOWLEDGEMENT AND PERSONAL RESPONSIBILITY POLICY

There is no higher priority of Arizona DECA than the health, safety, and well-being and of our members, staff, volunteers and community partners. As we closely monitor the COVID-19 pandemic, we continue to make decisions with this in mind. As part of the Arizona DECA community, we all have a responsibility to help protect each other.

According to the CDC, COVID-19 is primarily spread from person to person through respiratory droplets produced when coughing, sneezing or heavy breathing. Transmission is slowed by wearing a cloth face covering and/or maintaining a distance of at least 6 feet between people. In compliance with current CDC recommendations, local mandates and/or statewide protocol, all attendees of in person activities, meetings, conferences, gatherings and competitions sponsored by Arizona DECA or when representing Arizona DECA at public or school-based activities are asked to adhere to the following recommended guidelines:

- Seek medical attention, self-isolate and do not attend events if you are experiencing any of the following COVID-19 symptoms:
 - Fever (defined as a temperature greater than 100.4)
 - Shortness of breath
 - New loss of taste of smell
 - Chills, muscle pain or sore throat
 - New or worsened cough
 - Nausea, vomiting diarrhea
 - Runny nose or congestion
- Wear a cloth face covering at all times when in public areas.
- Be mindful of social distancing. Maintain a space of 6 feet between yourself and others if able.
- Wash your hands with soap regularly and frequently. If soap and water is not accessible, use hand sanitizer
- Practice proper cough and sneeze etiquette.
- If you have been in close contact with someone known to have COVID-19, self-isolate for 14 days.
- Disinfect surfaces throughout the day that are touched regularly.

Arizona DECA has implemented extensive preventative measures to help reduce the spread of COVID-19. However, Arizona DECA cannot guarantee that members and attendees will not be exposed or infected. Participants acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk and responsibility for exposure and infection.

I have read and understood Arizona DECA Acknowledgement and Personal Responsibility Policy and agree to adhere to the guidelines set forth. I understand that this Policy may be updated in accordance with changing CDC and local guidelines and will be updated accordingly. I agree to join Arizona DECA in cooperating with health officials, governing public agencies, and facility health and safety measures.

Parent/Guardian Signature	 Date	
Student/Member Signature	 Date	



ARIZONA DECA DELEGATE PERMISSION & MEDICAL RELEASE FORM (STUDENTS AND ALUMNI ARE COLLECTIVELY REFERRED TO AS "DELEGATES" IN THIS DOCUMENT)

Conduct Code Endorsement, Permissions to Attend Arizona DECA Sponsored Activities, and Authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization

Name of Delegate:	Date:
Home Address:	Phone:
	Birthdate:
Name of High School:	Phone:
Advisor(s) in Charge:	

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

I authorize the above-named advisor or the Arizona DECA staff to secure the services of a doctor or hospital for *the above-named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Arizona DECA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Arizona DECA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter advisor determines the criteria at the local site, for individual students and alumni to attend and participate at all DECA activities.

We have read and agree to abide by the supplied Arizona DECA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Signature captures continued on next page.



Student Signature":	Date:			
Parent/Guardian Signature*:	Date:			
Chapter Advisor Signature*:	Date:			
School /ROP Official Signature:	Date:			
MEDICAL INFORMAT	<u> </u>			
Known allergies (drug or natural): Special medication being taken: Date of last tetanus shot: History of heart condition, diabetes, asthma, epilepsy, Any physical restrictions:	or rheumatic fever:			
Other conditions: Family doctor:				
INSURANCE INFORMATION				
Company Name:	Policy Number:			

^{*} This form consists of six total pages. Signatures on this page apply to the content included on all six pages.