

DECA Advisor Contract

DECA has a wealth of information that can be overwhelming as you get started. This document is to assist you as you begin your DECA journey by identifying the basics needed to get started with a successful first few years. Over time, additional DECA activities can be added into the mix. The DECA Inc. Guide and Massachusetts Advisor's Guide can be used as references. The information below is the best information to get you started on your immediate responsibilities within your school and district.

The DECA advisor is the primary contact for the chapter and is a liaison to the other DECA school advisors in your district and state. The responsibilities of the DECA advisor include:

- Register all student members on the DECA.org website.
- Register all students for DECA conferences.
- Serve as proctor and/or secure other adult proctors as needed for online testing
- Serve as the primary chaperone for all DECA activities and ensure the 1 adult to 10 students required ratio is met for MA DECA conferences. DECA Inc. has a 1:8 ratio for the International Career Development Conference (ICDC).
- Help run events at all competitive conferences you attend starting with your District Conference. You will be assigned a job such as checking students in or out of role plays or working in tabulation.
- Help secure adults / professionals to help judge the conferences (1 for every 10 students)
- Attend district meetings.
- Pay all District, State and ICDC required payments on time. Payments not received will prevent your chapter from attending the next conference or event.
- Organize transportation for the students to and from conferences and DECA events. Students should not be driving to conferences unless granted special permission from your administration and the State Advisor.

Your school/chapter is part of one of the eight districts in Massachusetts DECA and serves as the first DECA family of which you are a part. There are 2 DECA District Co-Chairs, who are elected advisors in each district who will lead and organize the district conferences and represent all the district schools as a member of the MA DECA Board of Directors. Your first communication is with them and they will help assist you in making sure you understand the deadlines and rules pertaining to DECA activities.

Below is a schedule of some basic activities in which you should participate.

Meet with District advisors to plan district conference, review updates, answer questions	Fall
Register your DECA members with DECA Inc.. Cost per registered student: \$19	Deadline: November 15th each year
Assign students to competitive categories for District Competition. This category is the one they stay in for the entire year	Due Date - Determined by district and sign-up forms provided by district co-chairs. Due Date anywhere from mid-November to mid – Jan.

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Administer Online Testing for Districts	Due Date - determined by District Co-chairs
Attend District Competition. Cost varies by District. Be sure to factor in cost of busses and chaperones in determining student costs.	December & January. Dates vary by district.
Winners of District Competition qualify for State Competition (SCDC). All schools are may attend the SCDC by entering up to 4 students in a Quiz Bowl competition at states.	Register by mid-late January. Complete online testing for States during open testing window, late January-early February
Have a meeting with all attendees to SCDC (recommend inviting parent/guardian as well)	Late Feb.: Review agenda and Level 1 & 2 infractions so students know expectations.
Administer Online Testing for States	February prior to State conference
State Career Development Conference-SCDC	3 days in late February or early March, Thursday 2pm – Sat.1pm
Attend ICDC (International Career Development Conference) All new chapters have 2 student spots to Leadership Academies. Great way to get excited about DECA. New advisors should attend the Advisor Academy and learn ways to incorporate DECA into the classroom and improve your DECA chapter. Cost is a max of \$1000 per person depending on chapter's transportation and amount of days at ICDC.	Late April in various places such as Anaheim, Atlanta, Orlando, Nashville Register immediately after State competition

Costs:

Many chapters have developed ways to fundraise to meet the costs of the programs. A great way to start is with local banks (who provide community grants) and other local businesses who would be willing to write a check to help support students attend competition. They often provide fairly sizable donations to help. Fundraisers are a great way to get chapter involvement and for students to gain leadership experience organizing the events. See www.massdeca.org

Compliance

- Failure to comply with the requirements will result in your chapter being put on warning requiring a meeting with the state advisor and district co-chairs.
- Chapter advisors must be employed by the school district in some capacity. If someone is selected to chaperone in lieu of the chapter advisor at a DECA conference and is not a school employee, s/he needs to be approved by State Advisor and the DECA Board.

Chapter Advisor's signature

Date

Chapter: _____