

## WEST VIRGINIA DECA ATTENDANCE PERMISSION FORM

PLEASE NOTE: Three copies of this permission form are needed – one for the advisor, one for the student, and one for WV DECA.

This is to certify that \_\_\_\_\_ has my permission to attend the \_\_\_\_\_ held at the \_\_\_\_\_ on \_\_\_\_\_.

I also absolve and release school officials, the DECA Chapter Advisor or other responsible adults, and the assigned DECA staff from any claims for personal injuries or illness that might be sustained while they are traveling to and from or during the DECA-sponsored activity.

Participants Last Name:			
First Name:			
Address			
City	State	Zip	
Phone	Date of Birth		
Grade Level	School Name		
School Phone			
Parent/Guardian Name			

## EMERGENCY INFORMATION

Name of Emergency Contact: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Family Physician Name: \_\_\_\_\_

Physician Phone Number: \_\_\_\_\_

Is the Student taking any medications: \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please list medications:

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Please list any allergies, medical needs, or health problems:

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Insurance Company: \_\_\_\_\_

Insurance Plan/Group Number: \_\_\_\_\_

Insurance Phone Number: \_\_\_\_\_

We have read and agree to abide by the West Virginia DECA Rules and Regulations and Dress Code. We also agree that the schools' officials, the DECA Chapter Advisor, and the State DECA staff have the right to investigate possible violations of the DECA Rules and Regulations and authorize the search of the above-named student's room or property in furtherance of such an investigation. We also agree that the school officials, the DECA Chapter Advisor, and the State DECA Staff have the right to send the above-named student home from the activity at the expense of the family if they have violated the Rules and Regulations, and their conduct has become a detriment. The expenses will include transportation and other student expenses.

Student Signature		Date	
Chapter Advisor Signature		Date	
Parent/Guardian Signature		Date	
School Official Signature		Date	

## West Virginia DECA Rules and Regulations

Advisors are responsible for reviewing the following rules and regulations with students/delegates and discussing possible consequences of infractions of these rules and regulations.

Discipline reports must be filed for every infraction of the rules of conduct. Any major infraction of rules of conduct must be reported immediately to a member of the discipline committee and a discipline report initiated by the person reporting the incident.

Delegate Responsibilities:

Note: The term “delegate” shall mean all DECA members who are attending high school and those persons under the age of 21.

1. Delegates shall respect and abide by the authority vested in the Board of Directors, State Advisor, hotel security personnel, and any advisor responsible for conduct and rules at the conference.
2. Conference identification badges must be worn at all times.
3. There will be NO smoking or use of tobacco products; including vapes.
4. NO alcoholic beverages, narcotics, weapons, or drug paraphernalia in any form shall be in the possession of delegates at any time, under any circumstances. Violations will be referred to local and state law enforcement officers.
5. Personal stereos, boom boxes, and phones must be used with a personal headset. Equipment will be confiscated and returned at the end of the conference.
6. All delegates attending the conference must be registered and stay as overnight guests at the conference hotel and not with friends or relatives.
7. Delegates may not leave the hotel property without the specific consent of their advisor. Delegates shall keep their advisors of the time of day.
8. Everyone will be in their rooms at curfew time. All delegates will be quiet during curfew hours.
9. NO room changes are to be made by students or advisors. Delegates will be assigned a room by the hotel and must stay in that assigned room.
10. Delegates shall attend all conference activities including meals, general sessions, and assigned events.
11. Each delegate is responsible for paying any outstanding bills charged to the room and returning all keys.
12. Cell phones may not be used during assigned events and general sessions.
13. Any damages to any property or furnishings in the hotel rooms or buildings must be paid by the individual room occupant or chapter.
14. Linens, towels, or any other hotel property may not be removed from the rooms or housekeeping carts. No furniture or mattresses are to be removed from the rooms.
15. From the time delegates arrive at the conference, they shall adhere to the dress code requirements. It is the chapter advisor's responsibility to see that their delegation complies with the rules established for proper dress.
16. Calculators of any sort are not allowed in competition.

17. Notification of disqualifications will be sent to tabulation by the adult advisor in charge. This disqualification may be due to tardiness, cheating, or failure to compete in their event.
18. Delegates should be prompt and prepared for all activities, financially and otherwise.
19. Only DECA members registered for the conference are allowed in any room or activity of the conference.
20. Under no circumstances may DECA students drive to an official state or national DECA function.
21. Failure to obey these rules and regulations will include these possible consequences, but are not limited to:
  - a. Loss of a minimum of 10 points.
  - b. Total disqualification.
  - c. Sent home at delegate/parent expense.
  - d. Entire chapter sent home.
  - e. Probation for the following year – chapter or individual.
  - f. School administration and/or police notification.

Student Name Printed: \_\_\_\_\_

Student Signature/Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature/Date: \_\_\_\_\_

## WV DECA STUDENT AND ADVISOR DRESS CODE

DECA is a professional organization for students enrolled in a Business Administration Program. As in business, where company policies related to dress and grooming are maintained, DECA adheres to an established dress code. Should questions concerning the code arise, contact your chapter advisor, or refer to this form, before deciding.

**Failure to abide by the established dress regulations, as outlined in this Dress Code, is a Level Two Violation. The following dress applies to all DECA conferences:**

**ACCEPTABLE CASUAL ATTIRE:** Proper attire when traveling to a conference, and acceptable dress for participating at the Fall Leadership Conference. Also appropriate for nonconference activities, such as shopping, sightseeing, dances, or going out for meals:

**Males:** Jeans, slacks, cords (no low-rise pants), knee-length walking shorts, sports shirts, and DECA t-shirts and sweatshirts. NO gang-related clothing, or clothing containing pictures or statements relating to alcohol, drugs, or other items deemed inappropriate in the home school or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside or overgarments.

**Females:** Jeans, slacks, cords (no low-rise pants), skirts, blouses, knee-length walking shorts, sports shirts, and DECA t-shirts and sweatshirts. NO gang-related clothing, or clothing containing pictures or statements relating to alcohol, drugs, or other items deemed inappropriate in the home school or accessories allowed. Low-cut fronts, open sides, open backs, see-through, tube, halter, strapless, or midriff tops are not permitted. All clothing must be in good repair and proper size. Undergarments may not show outside or overgarments.

**ACCEPTABLE BUSINESS ATTIRE:** Opening/Closing Sessions, general sessions, campaign speeches, chartered association/national interviews, testing, briefing, exhibit areas, workshops, or banquets.

- ✓ A dress shirt, tie, and jacket are required for opening and closing sessions.
- ✓ For chartered association pictures taken at International CDC, boys must wear khaki pants and girls must wear khaki pants or skirts with a blue blazer.
- ✓ When appearing before a judge at ICDC, a DECA blazer must be worn.

**Males:** Business Suit or sport coat with coordinated dress pants, collared dress shirt, necktie, dress shoes that are slip-on or lace-ups, and dress socks (no tennis shoes, hiking, work, army, or flip flop sandals). Shirts must be tucked in. Belts must be worn. No denim is permitted. All body piercings (except earrings) must be removed during all professional conference activities.

**Females:** Business Suit or blazer with coordinated skirt or dress (not to exceed 2 inches above knees) or pants (no capris), coordinating dress blouse or collared shirt, dress shoes such as pumps, heels, or flats; (no tennis shoes or flip flop sandals). No denim is permitted. All body piercings, (except earrings), must be removed during all professional conference activities.

**ACCEPTABLE POOL ATTIRE:** If a swimming pool, Jacuzzi, or sauna is available and open to conference attendees, below is the proper attire only when going to and from the pool area or when using the pool. Under no circumstances is this attire permitted in the hotel lobby or general areas except in the immediate pool area itself.

**Males/Females:** Robe (or warm-up suit) over swimming suit, shoes, or sandals.



As a member of WV DECA, I have read, understand & agree that I must abide by the WV DECA Dress Code.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_