



INSPIRE. LEAD. ACHIEVE.

2023-2024 Nevada DECA Conference Policies & Procedures

(Updated June 2023)

The purpose of this document is to outline the policies and procedures pertaining to participation in Nevada DECA. The items outlined in this document are applicable to ALL Nevada DECA Conferences, Events, and Activities. A conference “Registration Guide” will be provided for each respective conference which will contain the specific dates, deadlines, and information relevant to that conference.

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REGISTRATION INFORMATION

Eligibility

- To participate in a conference students and advisors must be included on the chapter roster and the roster must be submitted to DECA Inc. through the online system (membership.decaregistration.com).
- If a student or advisor is not included on the official roster you will not be able to register them for the conference. The online membership system and conference registration systems are two separate systems. Students and advisors must be registered in both systems.
- To be eligible to attend ICDC (as a competitor, candidate, campaign staff member, leadership academy participant, etc.); students must have attended the State Career Development Conference held in the same year. The only exception to this policy is in the case of online events as noted further below.

Conference Registration

- All registrations will be completed online. Please use the link provided in the Conference Registration Guide. There is a different online system for each conference so be sure to read the title at the top of the webpage to confirm that you are using the right system for the conference.
- If paying by check please note that only school and Advisor checks are accepted, no purchase orders or student checks. Some conferences will offer the option to pay by credit card.

Hotel Registration

- **All participants (students, advisors, chaperone, and alumni) are required stay at the official conference hotel for the duration of the conference. No exceptions.**
- If paying the hotel by credit card, please use the Credit Card Authorization Form that is provided with the Conference Registration Guide for the respective conference.
- Double/Double rooms are limited and given on a first come basis. There is no guarantee that a room will have two beds. It may have a bed and a rollaway, pullout couch or inflatable bed.
- As a reminder: Advisors, alumni, or chaperones MAY NOT share sleeping rooms with DECA students. This includes alumni who have recently graduated from high school. Student rooms are for students only. Alumni and chaperone must be in separate sleeping rooms from students.
- Hotels have a limited number of rooms with more than one bed. Because of this rooms with more than one bed will be assigned in the following order of priority:
 1. Rooms with four students
 2. Rooms with two adults
 3. Rooms with three students
- If there are not enough rooms with more than one bed to go around the following may occur: A room with two adults may only have one bed. A room with two or three students may only have one bed. Chapters should plan accordingly.

Conference Payments

- Once you have completed registration, you will receive an ESTIMATED Invoice. Do NOT make payment from this invoice. This is for your planning purposes only.
- Your registration will be verified for any corrections needed.
- After the registration deadline closes, you will receive your official invoice via QuickBooks.

- From the QuickBooks invoice you may make payment using a credit card or by processing a check. Checks will be mailed to: Nevada DECA / PO Box 81002 / Portland, OR 97280

Due Date Requirements

- All materials must be submitted by the due date for the respective conference. See the specific Conference Registration Guide for deadlines.
- Be sure to carefully review the registration checklist in the Conference Registration Guide to see which forms are required, and which forms are optional.
- Online registration must be completed by the specified due date.
- Conference registration checks and checks for hotel rooms must be postmarked by the due date.
- If a chapter has not previously submitted registration, they are not allowed to register after the due date.
- There is a \$10 late fee for any additions to existing registrations after the due date.
- There is a \$10 change fee for any changes made after the online registration is closed or changes that have to be manually processed.

Refunds

- Nevada DECA maintains a strict NO REFUND policy. Substitutions are allowed as long as the substituting student competes in the same events as the student they are replacing (note that a change fee applies).
- Your chapter will be responsible to pay for the number of students you register.
- If students drop out after registration is submitted, the chapter will still need to pay for those students.

Registration Changes

- No changes/corrections/additions will be allowed after the change deadline for the respective conference. This is a firm deadline. If a student drops out after this date a student may be substituted for them in the exact same event(s), but no other changes will be allowed. See the respective Conference Registration Guide for the change deadline.
- No on-site changes will be allowed, only substitutions (in same events). Note that this policy only applies to the State CDC. On-site changes are not allowed for ICDC.
- Any changes, including drops, made after the online registration system closes or that must be manually processed will be subject to a \$10.00 fee.

Ratios

- The adult/student ratio set by the Nevada DECA Board of Directors for all in state events is one adult to every fifteen (15) students.
- The ratio for the State Career Development Conference is one adult to every ten (10) students.
- The ratio for the International Career Development Conference is one adult to every eight (8) students.
- In both cases the first adult MUST be the designated DECA advisor for the chapter. Additional chaperones must be 21 years or older and approved by your school administration to serve as chaperones.

Alumni

- Chapters attending SCDC are requested to provide alumni to assist with conference operations.
- Please note that due to the nature of the International Career Development Conference (ICDC); alumni are not needed. If a chapter wants to bring alumni to

ICDC to assist with their chapter operations they may do so, subject to the registration procedures outlined in the conference registration packet and at the respective chapter's sole cost. Nevada DECA does not cover any costs (registration, lodging or otherwise) for alumni attending ICDC.

- Your chapter will be responsible to pay for the number of students you register.
- If students drop out after registration is submitted, the chapter will still need to pay for those students.

Hotel Overflow

With our continued growth there is the possibility that some chapters will need to stay at an overflow property for a conference. Chapters will be assigned to the main hotel in the order that registration materials are received. Once we fill the block at the main hotel, we will automatically assign chapters to the overflow property (if needed) in the order that lodging materials are received.

Internet

- While there may be internet and Wi-Fi available within the hotel, convention center, and other areas of the conference; any cost associated with connecting will be at the responsibility of the individual or chapter.
- Most hotel properties provide free wireless internet access within the lobby and most common areas.
- Please note that the hotel may not have the ability to prevent internet charges like other incidentals. Any cost incurred will be billed directly to the chapter. Advisors are encouraged to discuss this with their students and carefully review hotel bills each day of the conference. Be sure you fully understand hotel fees and obligations for all conferences.

Parking

Parking at conference venues may come at a cost. Chapters should plan and budget accordingly for your chapter's parking as needed (buses, chaperones, alumni). Parking charges are not covered by Nevada DECA.

Security

For security reasons, attendees are required to wear the provided lanyards and name badges at all times while attending any NV DECA event. When provided, wristband must also be worn on the wrist for the entirety of the event.

Voting Delegates

- Each chapter is allocated exactly two Voting Delegates regardless of chapter size (i.e. all chapters get two Voting Delegates)
- Please register your Voting Delegates in the online registration system. The Voting Delegate will be a participant type selection. You must select 2 student members.
- Voting Delegates are required to arrive on time to maintain voting privileges, and to stay for the duration for the Annual Business Meeting.
- If your Voting Delegates do not show up by the time the annual business meeting begins at SCDC, your chapter will lose the ability to vote. Voting Delegates must be on time to this meeting.

Substitute Advisor Policy

In rare and limited circumstances where the designated advisor for a chapter is unable to attend a conference with the students from the chapter there are two available options for the chapter. These options are listed below and are the ONLY options available. The Substitute Advisor option should only be used in rare circumstances and cannot be enlisted as the standard approach for conference attendance (e.g. a chapter utilizing the

Substitute Advisor Policy for one conference would be acceptable while a chapter attempting to use this policy for all, or a majority, of the conferences they attend would not be acceptable). Chaperones are not allowed to serve the role of the DECA Advisor and a Substitute Advisor Form must be completed prior to the conference. This policy will be strictly enforced.

- Option 1: If the designated DECA advisor is unable to attend a conference another certificated faculty member from the same school may attend in their place and serve as the Substitute Advisor for the conference.
- Option 2: If the designated DECA advisor is unable to attend a conference then a substitute advisor from another DECA chapter who is attending the conference can serve as the Substitute Advisor, but only if the substituting advisor is a certificated district employee from the SAME School District. In addition, the advisor of the chapter requesting that a substitute advisor go in their place must certify that doing so does not conflict with their school/district policies/procedures regarding chaperoning of students and will not exceed the required Adult to Student ratio (1 to 15 for in state events and 1 to 8 for out of state).

Advisor Duties and Responsibilities

All advisor's duties and responsibilities are outlined in detail as part of the Advisor/Student Forms packet. Be sure to read and sign each form in the packet. These forms, both student and advisor are required as part of the conference registration outlined in the registration guide. All forms must be completed by the due dates in the conference registration guides.

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

Eligibility

- The top-ranking individuals and teams from the State Career Development Conference will have first choice in competing at ICDC. If those individuals or teams choose not to participate, the competitive seat will be offered to the next ranking competitor/team.
- Students must have attended SCDC (in the same year) to be eligible to attend ICDC in any capacity (competitor, candidate, campaign staff member, leadership academy participant, etc.).
 - ICDC qualifiers in online events (SMG, VBC, challenges, scholarships, SBE) do not have to attend SCDC to be eligible for ICDC.
- Students may only participate in one event at ICDC (and that include leadership academies). If a student qualifies to compete in more than one event, he/she must choose which event he/she will compete in and notify Nevada DECA, using the Intent to Compete Form.

ICDC Qualifiers

- Principles of Business Administration Events – 3 per event
- Team Decision Making Events – 3 teams per event
- Individual Series Events – 3 per event
- Personal Financial Literacy – 3 per event
- Business Operations Research Events – 2 teams per event
- Project Management Events – 2 teams per event
- Entrepreneurship Events – 2 teams/individuals (depending on the event) per event
- Integrated Marketing Campaign – 2 per event
- Professional Selling Events – 2 per event

Intent to Compete Process

- **The ICDC Intent to Compete process is a binding process.** This is the process whereby Chapter Advisors notify Nevada DECA who, among the qualifiers at the State Conference, will go on to represent Nevada DECA at the International Career Development Conference (ICDC).
- Chapter Advisors should only include on their Intent to Compete form those students who are ready, willing and able to attend ICDC. Do not place students on this form who “think they want to go to ICDC.” Only place on the Intent to Compete form the names of those students are committed to attending ICDC.
- Chapters who drop students after the Intent to Compete Deadline, but before the Registration Deadline for ICDC, prevent students from having the ICDC experience by holding a slot that is later left vacant. This must not happen. Please plan accordingly and be sure that your students who are on your Intent to Compete form for ICDC are fully committed to attending the conference and will not drop out at a later date.
- Nevada DECA management will release the Nevada ICDC Delegation by the date listed in the Conference Registration Guide.
- After the delegation is announced, Advisors will complete the Final Forms submission.
- After the Final Forms are submitted, the Advisor will receive an Official Invoice via QuickBooks for payment of registration and lodging.

ICDC Team Substitutions

- For Team Decision and Written Events: substitutions will be permitted as long as one original team member that competed on the team at SCDC stays on the team for ICDC, i.e., chapters can add/drop/substitute the rest of the team)
- For VBC and SMG: chapters may drop members of the team as long as at least one original member remains. Chapters cannot add or substitute members of the team.

MEMBERSHIP

Initial Membership Deadline

The Initial Roster Deadline is November 15th each year. This is the date that your initial membership roster needs to be submitted in the online membership system. Don't forget to "submit" the roster to DECA once you've completed it. This is a common oversight. Many will enter the students into the system, but forget to go back and submit their membership. By November 15th each year you should have your initial list of members entered into the system.

Members Deadline for Conference Eligibility

You can continue to add members after this date subject to the requirements below.

- A student must be in the membership system and the roster submitted to DECA prior to the registration deadline for SCDC to be eligible to participate.
- For ICDC, all attending Advisors and students must be paid with a visible green "Member" next to their name in the Membership Portal. Failure to do so by the Nevada DECA ICDC registration deadline will prevent a chapter from selecting them in the registration system and could result in the student being ineligible to attend ICDC.

Final Membership Deadline

February 15th of each year is the final membership deadline. Any and all members should be entered into the membership system and rosters submitted no later than this date each year.

Membership Invoicing

If members are not entered into the Membership Portal all at once, please be mindful that additional invoices will be generated as you submit them.

- Membership dues Checks can be made out and sent to:
DECA Inc. / Attn: DECA Membership / 1908 Association Drive / Reston, VA
- Payment through credit card can be made directly only on the Membership Portal, under the "Invoice History" tab, and then the red "Pay Invoices" button.
- Membership Payments are NOT sent to Nevada DECA

ONLINE CONFERENCE REGISTRATION INSTRUCTIONS

The link to the online registration site for the respective conference will be provided in the conference registration guide. Once you have navigated to the site verify that you have accessed the correct registration link by looking at the title at the top of the page. It should indicate the name of the conference you are registering for.

Click the **REGISTRATION** button to the left to begin registration. You will be brought to the log in screen. Log in using the username and password that you use for the DECA online membership system. If you have forgotten your username and/or password, type in your e-mail address in the blank provided at the bottom of the screen and click **SEND**. Your username and password will be e-mailed to the email address that you have registered with National DECA in the online membership system.

The first time you login for the year you will need to verify all of the contact information on the screen and complete any required fields not completed (required fields are indicated by an *). Once you've updated and confirmed your information click **SAVE** at the bottom of the form.

You will now arrive at the registration screen. The advisor will be automatically registered for the conference and will show up in the table.

Click the **ADD STUDENT MEMBER** button to begin registering your students for the conference. You will be presented with the full list of students that are registered DECA members in the online system. If a student does not appear and they are attending the conference, you'll need to log into the DECA online membership system and add them. If you previously added them don't forget to SUBMIT your roster to DECA. Students will not appear until they have been added into the online membership system and the roster has been submitted to DECA.

In order to register a student, you must enter the # of years they have been in DECA and select their Participant Type which is "Student". Once you have done this for all the students attending the conference you will click **SAVE** at the bottom of the screen. If you do not select a Participant Type, they will not be registered for the conference. Selecting a Participant Type is what registers them for the conference.

You will now see a list of the students who are registered for the conference. To select their events, you will click on the link to the right of their name that says, "Edit & Select Events". You will select events one student at a time. Don't forget the limitations on what events students can compete in at the conference. A link to a PDF document that outlines the guidelines is included on the event registration page.

To register a student for an event you will check the box in the column marked "Select". Once you have made all event selections for that student click **SAVE** at the bottom of the screen and continue with the next student.

To enter Team events, be sure to select the correct team number in the column marked "Team #". By default, this number will always be 1. Once you've completed a team you need to manually change this number. A separate team # should be designated for each team. The first team will be number 1, the second team will be #2, etc. Place the same team # on each team member for each event as you enter them. For instance, if Billy and Suzy are on a team together, their team # will both be 1 for that event. If you enter a second team in this event, and John and Phil are on that team, then the team # should be 2.

Continue adding names until you have entered all of your participants. As you add participants, if you attempt to enter more participants in an event than are allowed, you will be informed, and not allowed to exceed the event maximum. At any point, you may press the **VIEW REGISTRATION** button to get an idea of your total invoice amount, and a better understanding of who is registered for which events.

When you are finished, click the **FINISHED REGISTERING** button at the bottom. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. To correct the errors, click the **Back To Registration** link at the bottom, select the student(s) and click the "**Edit & Select Events**" link beside each student. Make the necessary corrections and press **SAVE** to save. You may also need to correct issues with event entries (having too many, or not enough for a team). When you're finished making these changes, press the **FINISHED REGISTERING** button again.

If you get a message that states that you have not met the minimum requirements for a team event, then you must click the **Back To Registration** link, and either add students to those events that are short, or remove students from those events that may have too many. When you're finished making those changes, press the **FINISHED REGISTERING** button again.

If you need to edit your registration, you may come back to this same site and make changes up until the change deadline which is published in the conference registration packet. To make changes, click on the **REGISTRATION** button at the left and log in using your username and password. The list of registered individuals will appear. Simply click the "**Edit & Select Events**" link and make any changes you need. When you do this, remember to click the **FINISHED REGISTERING** button to check for problems, and to resubmit the invoice.

Once you are finished with your registration, be sure to either click the **LOG OUT** link to make sure that the connection is securely closed or exit your browser. This will ensure that no one can get in and make changes to your registration.

The invoice generated from the conference registration system is your ESTIMATED invoice. This is for your planning purposes. Once registration closes, you will receive your Official Invoice via QuickBooks. This QuickBooks invoice will have a link that you can use for credit card payments or process a check using the instructions on the invoice.

HOTEL INFORMATION

The conference hotel information and the official conference hotel details will be outlined in the Conference Registration Guide. All rooms will be filled on a first come, first served basis. Please list all people in the “Housing” section (in the online conference registration system) that are registered for the conference.

Conference registration fees and lodging fees are outlined in the Registration Guide. Rate is based on the total number of rooms utilized, regardless the number of individuals. Max room occupancy is 4 persons. Hotel registration is to be submitted online to Nevada DECA only. **Do not send anything to the hotel and do not contact the hotel directly.** All hotel reservations and payment will be handled through Nevada DECA.

Hotel Policy

All participants (students, Advisors, chaperone, and alumni) are required to stay at the official conference hotel for the duration of the conference. No exceptions. We have provided some of the background and rationale related to this policy below:

- We are concerned about students coming and going from the conference and the liability this creates for the school, the chapter, and Nevada DECA and the risk it poses to the students. It creates challenges with providing adequate supervision for students as they are transporting between the school site and the hotel, hotel to school site, home to hotel, hotel to home, and any other origins or destinations in between (work, sporting events, etc.). It becomes challenging to keep track of when students arrive and depart and who is responsible for the students at which times and when that responsibility begins and ends. It is safer to know that students are arriving on site at the start of the conference and departing at the conclusion of the conference and will be in the advisor’s care for the time in between. We are concerned about students traveling in private vehicles and students traveling unchaperoned and the increased risk of accident/injury that comes with all the back and forth.
- Our conference programming is dynamic and extensive. We have events and activities which start early in the morning and wrap up late in the evening. We are concerned about students traveling when it is dark outside and when they may be tired which can create hazardous driving conditions for the students or those transporting them to/from the event.
- We negotiate contracts with the hotels based on an overall package. Part of that package includes consideration of the revenue the hotel generates for sleeping room nights. Without that revenue the hotel would charge a fee for the use of the conference facilities, and we would need to significantly raise conference registration fees. With the hotel room nights, we do not pay rental fees for the use of the meeting space where all the conference functions are held. Chapters would essentially be looking at the same per student cost, but instead of paying those costs as registration fees and sleeping room fees they would be paid as larger registration fees.
- We do believe that the student engagement afforded by being onsite and able to interact with their peers rather than coming and going from the event is part of the overall conference experience and an integral element of the conference.

CONFERENCE LODGING INSTRUCTIONS

How to Add Housing:

- Click on the “Housing” button
- Select the appropriate Room Type from the dropdown list
- Select the appropriate Room Number from the dropdown list

- Be aware that the Room Number is not an actual hotel room number. It is a number that allows the system to group Participants together into rooms. You will pick the same room number for each Participant that you want to put into the same room.
- Select the checkbox beside the Name(s) that you want to Add to this Room
- Click on the “Add To Room” button

How to Add a Participant from another Chapter:

- Click on the “Housing” button
- Click on the “Add from Another Chapter” link
- Select the appropriate Chapter from the dropdown list
- Click on the “Select” button
- Select the appropriate Individual from the dropdown list
 - The person you are adding MUST BE registered for the conference and MUST NOT be in a hotel room with another Chapter.
- Click on the “Select” button
- Select the appropriate Room Type from the dropdown list
- Select the appropriate Room Number from the dropdown list
- Select the checkbox beside the Individual Name from another Chapter
- Click on the “Add To Room” button

How to Remove and Put an Individual from another Chapter back:

- Click on the “Housing” button
- Locate the appropriate Participant
- Click on the “Remove” link
- Click on the “Put back in Original Chapter” link
- Click on the “Ok” button if you want to place the registrant back in the original Chapter
 - Otherwise, click on the “Cancel” button

How to Edit Housing:

- Click on the “Housing” button
- Make the appropriate changes to the Housing form
- Click on the “Back to Registration List (without submitting)” link

How to Remove a Participant from a Room:

- Click on the “Housing” button
- Locate the appropriate Participant
- Click on the “Remove” link

How to Submit the Hotel Reservation:

- Click on the “Housing” button
- Make sure all of the Housing information has been completed
- Click on the “Submit Hotel Reservation” button
- If you want to return to the Main Registration screen without Submitting the Hotel Reservation, click on the “Back to Registration List (without submitting)” link.
- You MUST complete Housing before you can Finish Registration

COMPETITIVE EVENT GUIDELINES

Confidentiality

Advisors serving as Event Directors are not to divulge the results of any events to any person other than the Competitive Events Scoring Committee, State Director, Executive Director, or other state staff.

Principles of Business Administration Events

- Each event consists of a written test (the Business Administration Core Exam which is the same exam for all Principles of Business Administration Events) and one content interview which will be specific to the event category.
- Competitor guidelines deca.org/compete and preparation materials may be purchased from SHOP DECA. Refer to the DECA Guide for a listing of the publications available.

Performance Indicator Based Series Events

- Each event consists of a written test which is career cluster specific (there are seven total cluster exams, and the student will take the exam which aligns with the career cluster for their event. See the DECA Guide for a complete listing) and two role-plays which will be specific to the event category.
- Competitor guidelines are deca.org/compete and preparation materials may be purchased from SHOP DECA. Refer to the DECA Guide for a listing of the publications available.

Management Team Decision Making (MDM) Events

- Each team MUST consist of two members. Each participant will take the 100-question multiple-choice test which is career cluster specific (there are seven total cluster exams, and the student will take the exam which aligns with the career cluster for their event. See the DECA Guide for a complete listing) and their scores will be averaged.
- They will also be given a decision-making situation involving a management problem in their given occupational area. Each team will have 30 minutes to prepare and 15 minutes with the judge. Laptop computers or hand-held digital organizers are not allowed in event preparation or presentation. Both members must participate during the interview. Consult the DECA Guide for more specific guidelines.

Testing

Competitive event testing will take place online through DLG, chapters will be required to submit a proctor during the conference registration process. The proctor can be a school administrator, librarian, school instructor that is not involved with your marketing classes of DECA chapter. There will be no makeup testing provided, please ensure your students are able to test during the window provided.

Recognition

Overall awards will be given in each competition. A plaque/trophy will be awarded to the first, second, and third place winners. A medallion will be awarded to fourth through eighth places. In addition to a plaque/trophy, all participants on first, second, and third place winning teams in written events will receive a corresponding medallion.

In addition to the overall awards, medallions will be awarded for the first three places in each of the instructional areas for the Principles of Business Administration Events (written exam and content interview), Individual Series Events (written exam and two role plays), Team Decision Making Events (written exam and role play), Integrated Marketing

Campaign Events (written test), and Professional Sales Events (written test and presentation).

Grievances

Please see the “Grievance Report” to file a grievance. All grievances must be filed according to the instructions on the form. The form is available on the SCDC registration guide.

Scoring Concerns/Grievances Procedure

- All concerns/grievances regarding scoring or competitive events **MUST** be submitted no later than 7:00 p.m. on the date that is two days after the close of the Conference. For example; if the conference ends on a Wednesday then grievances **MUST** be submitted by 7:00 p.m. on Friday.
- Concerns/grievances should be addressed to the State Director in writing via the Grievance Reporting Form provided in this packet.
- After the grievance reporting deadline outlined in the previous bullet all competitive event outcomes and scores become final and concerns/grievances will not be considered.
- Only grievances submitted by the official advisor of the chapter will be accepted. Grievances from students, parents, alumni, or others will not be accepted.
- Scanned copies or images of the items of concern (e.g. score sheet, pages of a written project, picture of a presentation board, etc.) must accompany the grievance form.

Score Factoring

Because we enlist the volunteer support of a variety of judges in our competitive events it is important that chapters, advisors, and students understand how scoring works in our competitive events program. In most events, because of the quantity of students competing, we need multiple judges to assess student performance and complete a score sheet. To help ensure that there is a fair playing field for all students competing in the event, regardless of which judge they see, we apply statistical factoring to normalize student scores.

Prior to factoring, students who had the “easy” judge - a judge that tends to give high scores - would all end up at the top of their event and therefore be called on stage and receive the awards. This happened not necessarily because they were the top students in the event, but because they were scored by the judge that allocated the highest scores. While judges are carefully trained, each judge brings to the competition their own opinions and perceptions on what a certain score means. For some a 75 is a very good and solid score and for others awarding a 95 is how they identify the best students.

After looking at multiple years of scores and winners and comparing the outcomes of the scoring process it was decided, by the Board of Trustees, to use statistical analysis and formulas to try to factor out the subjective nature of human scoring. This has been in place in Nevada since 2010. This mathematical factoring of scores to level the playing field has proven effective in normalizing the differences in judge scoring. The student scores, as awarded by their judge, are entered into a computer program. The program works by finding out where on the scale of 0 through 100 a judge tends to score and comparing that with how all judges together tend to score. This then provides the program the information needed to apply a mathematical factoring formula and adjust each student's individual raw score (normalizing). This adjustment then produces the student's factored score which becomes their official score. Because of this, you can potentially see two different scores on the score reports depending on what report you are viewing. One is

the raw score and the other the factored score. It is the factored score that Nevada DECA uses to determine winners and bring the students up to the stage.

GRIEVANCE REPORT

Concerns about event management, judging or competition results can only be communicated by the registered DECA Advisor to the State Advisor using this form. All concerns/grievances regarding scoring or competitive events MUST be submitted no later than 7:00PM on the date that is two days after the close of the Conference. (For example; if the conference ends on a Tuesday, then grievances MUST be submitted by 7:00PM on Thursday.) The Board of Trustees and State Advisor have the final say and right to deny the grievance or obtain more information about the grievance from any source.

To process a grievance all of the following must be done:

1. Those in question or involved in the grievance may not be approached directly by the Advisor, student or anyone connected to the chapter (i.e. a parent, Advisor, chaperone or student should never approach a judge to confront them about a result, process, or score).
2. Do not approach a student from another school regarding the grievance.
3. Remain professional in your actions and words involving the grievance.
4. Actions and/or conduct which are unprofessional or not in keeping with the conference code of conduct are grounds for dismissal of the grievance.
5. The grievance must be submitted to the State Advisor by the registered chapter Advisor. Grievances submitted by students, parents, judges, or anyone else will not be accepted.
6. Scanned copies or images of the items of concern (e.g. score sheet, pages of a written project, picture of a presentation board, etc.) must accompany this grievance form.

Date: _____

Chapter Name: _____

Event: _____

Contestant's Name: _____

**Person Filing
Grievance:** _____

Describe the incident in question and your preference for action to be taken. Please be specific.

Chapter Advisor Signature

Date

PUBLIC RELATIONS

TO: Nevada DECA Chapter Publicity Officers

RE: SCDC News Release

A great deal of time and effort has already been devoted to make sure this conference is the best it can possibly be, and even more time will be put in during the months to come.

To help your chapter publicize this important event, the press release on the following page has been compiled. Press releases are a great way to let your community, particularly the media, know what your organization is all about. They are short, brief, and most importantly, to the point! Here is a recommended way for distribution of this press release:

1. Retype this release with all the correct information filled in. Chapter or school letterhead is recommended if available.
2. Call the media source before sending the release and ask whom to send it to. You can also obtain a master list of all the local media from your chamber of commerce or city hall. Better yet, arrange to meet the reporter that handles youth education news.
3. Send the release to your local and school newspapers, radio stations, TV news programs, and any other available media source.
4. When sending the release, include a release date and a contact name and phone number for further information.
5. Mail this release at least three weeks in advance.
6. Make a follow-up call to each person/source you send a press release.
7. In addition, you may want to send a copy of the press release and an SCDC invitation to your local legislators and school administrators.

Please feel free to contact Nevada DECA if you have any questions or need more information.

SAMPLE NEWS RELEASE

FOR IMMEDIATE RELEASE *(insert date)*

CONTACT:

Name of Chapter Advisor and/or Public Relations Officer
Phone Number

(Name of High School) STUDENTS TO ATTEND
DECA STATE CAREER DEVELOPMENT CONFERENCE

The following students from *(Name of High School)* will be attending the Nevada DECA State Career Development Conference in Las Vegas at Planet Hollywood *(date)*: *(List the students attending the conference)*.

DECA is an international student association which: 1) encourages students in marketing-related classes to pursue careers in marketing, finance, hospitality and management and 2) promotes understanding and appreciation of the free enterprise system as well as the responsibilities of citizenship.

By attending this conference, students have the opportunity to compete in a variety of marketing situations. Many of the competitions reflect the actual business atmosphere. Judges are professionals from the business sector who are able to provide a true representation of the industry. Approximately 125 business professionals evaluate the estimated 900 members competing. The award winners at this conference will proceed to the DECA International Career Development Conference in *(location, date)*.

The DECA competitive events program is designed to develop marketing skills within its members and to prepare them to be outstanding citizens and future business leaders as well.

Additionally, conference delegates will elect the state officers for the coming school year, have the opportunity to meet DECA members from all over the state, and interact with business and community leaders.

For more information about *(name of high school)* DECA and how you can help, contact *(name of advisor)* at *(school phone number)*