

*DECA STATE OFFICER SCHEDULE*  
**2023 Alabama DECA Career Development**



**IT'S HAPPENING!**

**CDC is just around the corner. Let's get ready:**

Preparation checklist for CDC:

- Advertise/promote the list of competitive events with the [CE Poster](#)
- Request Field Trip permission within your system
- Request transportation within your system
- Ask someone to serve as the on-site Proctor for the online exams February 5-8.
- Make sure [membership](#) has been submitted and PAID
- [Consent form](#) sent home/returned and signed by parents and attendees
- Collect money
- Request purchase order for CDC Registration before deadline (deadline to register is **January 19**)
  
- HOTEL: make rooming list and RESERVE hotel rooms.
- CONFERENCE SCHEDULE: Review (tentative) conference schedule (will be sent in January)
- TAPE: remember state competitive events are part of the continued compliance monitoring

1.1.F Competitive Events / Activities	<input type="checkbox"/> CTSO registration for student participation in state or nationally sponsored CTSO events (regional, district, state, or national level) <b>OR</b> <input type="checkbox"/> Proof of a local sponsored event(s) using CTSO competitive event guidelines (description with DATED pictures, articles social media posts, etc.) <b>AND</b> <input type="checkbox"/> List of judges used to score the local event.
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- REGISTER: <https://www.decaregistration.com/al>
  - Collect all student's "Dress Code and Consent Form"
  - Collect T-shirt sizes for everyone registered
  - Verify event for each student
  - In team event, select a "captain" who will be able to upload and submit written document. Advisor must "approve" all uploads
  - Designate a Proctor in your school who will facilitate the online testing for your students who will compete in an event with an exam. Proctor MUST be registered (FREE) before registration is complete and submitted. **(This CANNOT be a DECA Advisor)**
- Print Invoice and submit to bookkeeper for payment. Payments may be made online with a credit card with a 3% processing fee.
- Consult with each competitor about the requirements for his/her event. Go to [www.deca.org/compete](http://www.deca.org/compete) for guidelines and samples.

- ❑ Review requirements for written event entries with each written event competitor. Students must complete and submit the [Statement of Assurance](#) with the written report.
  - DEADLINE for written report submission is **February 10**. Instructions and links will be provided after registration.
  - Have student prepare and PRACTICE their presentation many times.
  
- ❑ Have each student in an event with an EXAM practice online tests, PRACTICE multiple practice tests, and practice often at: <https://practice.answerwrite.com/deca/al-p>
  - Student will need with DECA Member number found in MEMBERSHIP
  - Password is: decaal
  
- ❑ Have students prepared to take their online exam the week of **January 30 - February 3**. Your designated Proctor will receive instructions with links and passwords by January 26.
  
- ❑ Have each student in a Role-Play event PRACTICE role play scenarios many times. This can be with peers in their classes, other teachers, advisory committee members, parents, etc.
  - Students need to be comfortable with the process of a timed “prep” and a timed “presentation”
  - Many samples can be found in the following dropbox link:  
<https://www.dropbox.com/sh/27iqyw8cpaks0q8/AACWPWWpwkrKm45etMu1uHmba?dl=0>
  - And here:  
<https://www.dropbox.com/sh/saosqhvz dur2wps/AABdcmuGL9F2pwpRnftD6Unc a?dl=0>
  
- ❑ Have a great leader? Share him/her with the state! Promote leadership with a DECA State Officer Candidate.
  - Deadline to Submit [Application](#) is February 3.
  
- ❑ Complete and submit the [State Action Project](#)! Special recognition will be given to those students/chapters who successfully complete any level of the State Action Project. Use the [State Action Project Checklist](#) as a guide and submission [Title Page](#).