

## 2025 Alabama DECA Career Development Conference



### ADVISOR CHECKLIST

Use this checklist to prepare and ensure a successful experience at 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 10-14
- 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 SCDC Registration before deadline (deadline to register is **January 21**)
- HOTEL link: [Renaissance Montgomery Hotel and Spa](#) AL DECA room block is likely to sell out so make your reservations early. Deadline: January 24, 2025
- CONFERENCE SCHEDULE: tentative schedule is included in the [Advisor SCDC Registration Guide](#)
- \*NEW** - Promote to SENIORS to join the [Alabama DECA Alumni Association](#). Collect the \$25 for this during the registration process. Students will receive a conference name badge ribbon as well as an Alumni t-shirt at SCDC. These students will roll over into **your chapter's Alumni Membership for the 2025-2026 school year**. This is a great new opportunity to increase your chapter's membership for next year and build a network of alumni members from your chapter for future opportunities and classroom engagement.
- TAPE**: remember state competitive events are part of the continued compliance monitoring
- 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 written event, select a "captain" who will be able to upload and submit written documents. 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 by the same day as the invoice date/PO. 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 THE GUIDELINE WITH EACH OF YOUR COMPETING STUDENTS!!**
  - Review the **Rubric** with your students so you both know exactly what the judge is looking for when scoring.
- ❑ For online testing with Role-Play events, refer to the [Exam Blueprint](#) for a list of how many questions will be on each Performance Indicator.
- ❑ 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 7**. Instructions and links will be provided after registration.
  - Have students prepare and PRACTICE their presentation many times.
- ❑ Have each student in an event with an EXAM practice taking the test with our PRACTICE online exams. PRACTICE multiple practice tests, and practice often at: <https://practice.answerwrite.com/deca/al-p>
  - Student will need their DECA Member number found in MEMBERSHIP PORTAL
  - Password is: decaal
- ❑ Have students prepared to take their online exam the week of **February 10-14**. Your designated Proctor will receive instructions with links and passwords by February 7.
- ❑ 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 shared [GOOGLE TEACHER RESOURCE DRIVE](#)
- ❑ Have a great leader? Share him/her with the state! Promote leadership with a DECA State Association Officer Candidate.
  - Deadline to Submit [Application](#) is January 30.
- ❑ View the [Advisor Champ Camp Workshop Presentation](#) that was held September 24 at Troy University.

PRACTICE! PRACTICE! PRACTICE! Work with your students now to help them **BE THE ONE** to earn the DECA Glass and qualify to compete at ICDC!

