

# 2024 Alabama DECA Career Development Conference



## ADVISOR CHECKLIST

**Use this checklist to prepare and ensure a successful experience at CDC:**

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 5-9.
- 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 16**)
- HOTEL: submit [Housing Reservation form](#) to the Sheraton and [julie.crockett@alsde.edu](mailto:julie.crockett@alsde.edu). AL DECA room block is likely to sell out so make your reservations early.
- CONFERENCE SCHEDULE: tentative schedule is included in the [Advisor CDC Registration Guide](#).
- 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. 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 14**. 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 with DECA Member number found in MEMBERSHIP
  - Password is: decaal
- ☐ Have students prepared to take their online exam the week of **February 5 - 9**. Your designated Proctor will receive instructions with links and passwords by February 2.
- ☐ 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/saosqhvzdur2wps/AABdcmuGL9F2pwpRnftD6Unc\\_a?dl=0](https://www.dropbox.com/sh/saosqhvzdur2wps/AABdcmuGL9F2pwpRnftD6Unc_a?dl=0)
- ☐ Have a great leader? Share him/her with the state! Promote leadership with a DECA State Association Officer Candidate.
  - Deadline to Submit [Application](#) is February 2.
- ☐ Attend [CHAMP CAMP](#) November 7 in Montgomery and give your students the edge to make it on stage, win the DECA glass, and earn a spot to ICDC in Anaheim! Remember, this year, **FOUR** qualifiers in Role Play events earn a chance to compete at ICDC. Written and Presentation events remain the same with **THREE** qualifiers competing at ICDC.

PRACTICE! PRACTICE! PRACTICE!