



INSPIRE. LEAD. ACHIEVE.

# **STUDENT/ADVISOR PARTICIPATION FORMS**

## **2023-2024**

# **Nevada Association of DECA**

**Covering All Nevada DECA Sponsored Events for the  
2023-2024 School Year**



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## Nevada DECA Student/Advisor Participation Forms Instructions

The forms contained in this packet apply to all Nevada DECA sponsored events for the 2023 - 2024 School Year.

During the year, Advisors are required to indicate their possession of the combined Student Permission/Medical Release Form by completing the Statement of Assurance form in this packet and sending a copy of it in prior to each state-sponsored event.

The following guidelines govern this process:

1. Each DECA member is to complete and submit to their advisor the Permission/Medical Release Form contained in this packet which encompasses the Conduct Code Endorsement, Permissions to Attend Nevada DECA Sponsored Activities, authorization to use pictures or student name in publications, Release of Claim for Damages and Emergency Medical Treatment Authorization.
2. Advisors do not have to submit the Student Permission/Medical Release Forms to Nevada DECA but must keep them in their possession and bring them with them to each in-state Nevada DECA sponsored activity. Once a student has completed this form the same form can be used for the duration of the school year in which it is submitted. A new form must be collected at the start of the school year for returning students (i.e. the previous year's form cannot be used).
3. **Each** Advisor must submit the Advisor/Adult Code of Conduct form (Form B) before participating in their first Nevada DECA sponsored event of the year. Once this form is submitted it is valid for the duration of the school year in which it is submitted. A new form must be submitted at the start of the next school year.
4. Each Advisor must submit a *separate* Statement of Assurance Form at the designated deadline prior to each Nevada DECA sponsored event of the school year. This Statement indicates that the advisor has the Permission/Medical Release Form for each and every student who will be participating in that event and will bring those forms with them to the event. Link to upload this document will be part of the conference registration process.
5. *Please note that National DECA Sponsored events (e.g. Western Region Leadership Conference, Ultimate Power Trip, ICDC, New York Experience, etc.) have their own required forms which means that separate, and likely very similar, forms will be required for those events.*

# FOR ADVISORS

As leaders and teachers of young professionals, it is important that we prepare our students for the events to come. The intent of these forms is to protect both your students and yourself as well as Nevada DECA.

## **Onsite Chaperoning During Nevada DECA Sponsored Events**

Having your students check in with you at least three times per day is vital when participating in DECA-sponsored activities. As their advisor, you can help to eliminate frustrations on the part of your students. It also makes things run more smoothly for your chapter. If needed, check with experienced advisors for help – no one is perfect and knows everything, and it is important that you ask your students how things are going and about any challenges or frustrations they are experiencing. Again, be positive and supportive. Most challenges can be solved with patience, and by working through the situation. Asking your officers to help with chapter management can be a great support.

Let your students know of your whereabouts. Be sure that they are aware of your event assignments so that they can quickly locate you if a challenge arises. Have your students work together to help each other in case of conflicts and to remind each other of the times and locations for their activities. When you are assisting with an activity, have your students mark their programs as to where you will be located.

Ask them if they are having a good time. If possible, help them to have a better time. Remember, there is nothing like positive feedback by your group upon returning home. Remind students to thank those who conduct their events. All event staff and judges are volunteers. If you plan to use parent chaperones, let your officers plan a special way to thank them at the conference.

## **Publicity**

Your chapter and Nevada DECA need all of the publicity we can get. Use participation in Nevada DECA sponsored activities to generate some positive publicity. A news release for your chapter distributed to local and school press outlets is always a good idea.

## **Special Needs Students**

Our office makes every attempt to accommodate special needs students at state events. If you contact us prior to any scheduled event, we can make the conference and competition as barrier free as possible.

## **Standards of Behavior**

A concern at any student conference is the standard of conduct. DECA is no exception. The state staff has worked hard to let the convention staff know how important their role is in making our conference a success, so the image students and advisors make during DECA events is vital. Our members exhibiting a business-like image to the convention staff, guests, and judges, are extremely important

## **Visibility**

Drop in and check on your students. Performing a "head count" from time to time is important but be sure to physically see every student during the event. Ask questions about events and have a conversation with them so you can see how they are doing. With all of this, you will know that your students have been accounted for which helps prevent challenges.

## **Student Conduct**

It is the responsibility of the local advisor to oversee the conduct of their students throughout the event. Advisors are responsible for ensuring that their students stay engaged, fully participate, and abide by the Student Code of Conduct for every event. For overnight trips, advisors are responsible for conducting curfew checks and ensuring that their students know of the requirement that they remain in their rooms throughout the night.

Meet challenges head-on in a positive manner! Do not let things get out of hand – do your part, tactfully. Ask other advisors for ideas if you are not sure how to handle minor situations.

# DISCIPLINE

The following are general consequences that the state staff and student's chapter advisor/chaperone may choose to follow:

**1. Use or Possession of Drugs/Alcohol**

*Advisor:* a) Student sent home. A student who is present when drugs/alcohol are being used is subject to the same consequence.

*State Staff:* a) Parent and school notified.  
b) Student sent home and disqualified from event and possibly future events.

**2. Stealing/Shoplifting**

*Advisor:* a) Student sent home.

*State Staff:* a) Student sent home and disqualified from event and possibly future events.

**3. Vandalism (including pulling fire alarms)**

*Advisor:* a) Student who intentionally vandalizes is sent home.

*State Staff:* a) Student sent home and disqualified from event and possibly future events.

**4. Cheating**

*Advisor:* a) If an advisor has direct awareness of cheating by student(s), the information is made known to the management team immediately.

*State Staff:* a) Student sent home and disqualified from event and possibly future events.

**5. Leaving Conference Area**

*Advisor:* a) Advisors should be aware of where students are and their form of transportation.

b) An advisor who leaves the conference should check out at headquarters.

*State Staff:* a) Students leaving conference area, without approval from their advisor, will be sent home and disqualified from event and possibly future events.

# FORM A - STATEMENT OF ASSURANCE

Advisors attending Nevada DECA events must review, sign, and submit this agreement.

As the advisor responsible for the students attending this event, I confirm that:

- I have read and understand the Advisor Code of Conduct as outlined and will always abide by the Advisor Code of Conduct.
- I have reviewed the Permission & Medical Release Form with my students, and I will have a completed copy of the Permission & Medical Release Form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Nevada DECA will not collect the individual student forms or the medical forms for this event and that they are to be kept in my possession.
- I understand that proper completion of the Permission & Medical Release Form provides the best protection for my students' needs and my liability during a Nevada DECA event.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand the hotel check-in is at 4:00pm, and that rooms will not be available before then.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- I understand that Nevada DECA requires a chaperone to student ratio of 1:10 at all events.
- The responsibility for the safety of the attendees from this chapter rests with the individual signing this Statement of Assurance. The Advisor must be on-site at the event from start to finish including overnight. If the chapter participates in offsite activities/tours the advisor must provide proper chaperoning of all students (both those that remain on site and those participating in the offsite activities/tours).
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will be 21 or older, follow the conference Code of Conduct and Dress Code, and act responsibly and interact appropriately with students

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Permission Forms as indicated by my signature appearing below.

**FORM IS TO BE PRINTED, PHYSICALLY SIGNED, & UPLOADED. TYPED ENTRIES ARE NO LONGER ACCEPTED.**

|                       |  |      |  |
|-----------------------|--|------|--|
| Advisor Signature:    |  | Date |  |
| Advisor Printed Name: |  |      |  |
| Chapter Name:         |  |      |  |

# FORM B - ADVISOR / ADULT CODE OF CONDUCT

As leaders and teachers of emerging leaders and young professionals, it is important that we prepare our students to have a safe, fulfilling experience at our conferences. Nevada DECA recognizes the importance of all adult conference delegates upholding the highest standards of behavior and decorum to model a positive example for our students and ensure the continued success of our organization. It is expected of all conference delegates, and especially our adult leaders, to live out the DECA values of Competence, Integrity, Teamwork, and Innovation in all our formal and informal interactions at DECA events.

In order to ensure these standards, the Nevada DECA Board of Trustees has adopted the following Adult Delegate Code of Conduct. The rules stated below shall govern the conduct of all adult conference delegates throughout the duration of the time that the adult delegate could reasonably be expected to provide supervision or assistance to students during or on route to/from a Nevada DECA event.

1. Adult delegates shall make a good faith effort to attend all conference general sessions from start to finish with their entire chapter delegation.
2. Adult delegates shall promote clean, powerful and positive usage of social media outlets utilized by their chapter members and themselves.
3. Adult delegates shall refrain from using inappropriate or profane language at all times.
4. Adult delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling during official conference dates.
5. Adult delegates shall fulfill conference assignments related to chaperoning duties and competitive event management roles (all advisors will receive event assignments for each conference they attend). This includes attending all official advisor meetings.
6. Adult delegates shall maintain the limits of professional, appropriate relationships with all student members.
7. There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible. Adult delegates should ensure that their students clean up private and public spaces they have occupied and/or utilized.
8. Adult delegates shall not possess or consume alcoholic beverages or illicit substances in any form at any time.
9. Adult delegates shall not possess weapons or other dangerous items at any time.
10. Adult delegates shall adhere to a professional dress code in line with conference policies.
11. Advisors (with the assistance of other adult delegates) shall conduct daily meetings with participants to review schedules and ensure that students are prepared to participate in all appropriate conference activities.
12. Adult delegates should make their best effort to ensure that all student delegates remain in their own sleeping room with the door closed and maintaining a reasonable noise level throughout the duration of published conference curfew.
13. Adult delegates shall never extend curfew beyond the published conference curfew for any reason and ensure that students are quiet and respectful at the hotel in the evening hours leading up to and after curfew.
14. Adult delegates shall check rooms at curfew to be sure all students are where they need to be and stay up at least 30 minutes past curfew to be sure all is quiet and students remain in their rooms.
15. Adult delegates should ensure that their chapter's delegates (including all adult delegates) are on time for all coordinated conference transportation (including charter busses and flights). Delegates who are

not present for conference transportation at announced departure times may be left behind and will need to arrange alternative transportation at their own expense.

16. Chapters shall maintain an adult-to-student delegate ratio in compliance with conference policies during the entire duration of the event, including overnight. Chapters who share chaperoning duties shall enforce curfew and conference policies for members of both chapters.

Any violation of the Adult Delegate Code of Conduct shall be addressed using any or all of the following disciplinary actions:

1. Any Nevada DECA member, volunteer, or staff members may submit a formal written grievance detailing any violations by adult delegates with the Nevada DECA Board of Trustees, as well as any actions taken to address the behavior on-site, up to one week after the conclusion of the conference in which the violation occurred. Any grievances will be addressed in compliance with Nevada DECA's Whistleblower Policy. The subject of any grievance will be notified by the Board of Trustees and given up to one week to respond in writing to the grievance. After reviewing the grievance and response, if deemed necessary, the Board of Trustees may elect to send a formal written notice of violation to an adult delegate's school administrators detailing the violation. In severe circumstances, the Board may formally inform the school that the adult delegate is no longer allowed to attend Nevada DECA events for a specific period of time, up to indefinitely.
2. In extreme circumstances, and in consultation with the Board of Trustees, adult delegates may be instructed by conference staff to leave a conference activity or to leave the conference altogether. If an adult delegate is instructed to leave a conference, the chapter shall be responsible for arranging additional adult supervision for student delegates in coordination with school administration, as well as any transportation costs which may be incurred.

All adult delegates shall review this form prior to each conference in order to be eligible to attend Nevada DECA events. The chapter advisor shall sign and return this form to Nevada DECA prior to the beginning of the conference.

By signing the Nevada DECA Advisor/ Adult Code of Conduct, the advisor/adult agrees to abide by the rules set forth in this document. Additionally, the advisor/ adult agrees to abide by the judgment set down by the Nevada DECA State Staff in any disciplinary action. Advisors may appeal a ruling with a letter to the State Staff giving an explanation of circumstance that may have been outside of the advisors' control, within one week after the ruling. This signed form is required in order to attend all recognized Nevada DECA activities.

By signing below, I certify that all adult delegates planning to attend the conference with my chapter have reviewed the Adult Delegate Code of Conduct and understand all of the rules and processes outlined in it.

|                       |  |
|-----------------------|--|
| Advisor Signature:    |  |
| Advisor Printed Name: |  |
| Chapter Name:         |  |
| Date:                 |  |

# FORM C – STUDENT PERMISSION/MEDICAL RELEASE

## DELEGATE CODE OF CONDUCT

*(Students and Alumni are collectively referred to as "Delegates" in this document)*

Attendance at any Nevada DECA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisors, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending a Nevada DECA activity and submitted to the chapter advisor prior to the respective registration deadline. The chapter advisor must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This form must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *Nevada DECA and school district policies* at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the Nevada DECA organization. The standards outlined in this document constitute the Nevada DECA Code of Conduct.

### **The following shall be regarded as severe violations of the Nevada DECA Code of Conduct:**

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing, or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site). Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.



## **The following shall be other violations of the Nevada DECA Code of Conduct:**

Should a conduct code violation occur for items 8-13 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Advisor.

8. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of DECA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
9. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local DECA Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open), having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
12. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.
13. **Social Media & Online Presence:** In the online environment, students must follow The Nevada DECA Code of Conduct and conduct themselves online as they would in person. Think before you post and use discretion when posting online as you will leave a long-lasting impression of yourself, your school and DECA. Social media venues are public, and information can be shared beyond your control. Never post confidential or personal information. Do not misrepresent yourself by using someone else's identity. Be respectful and avoid comments that may be hurtful. Never use profane, obscene, or threatening language. Never use slurs based on the gender, race, disability, or orientation of another person. Never post sexually explicit pictures, videos, or content. Cyberbullying is considered an act of harassment and will not be tolerated. Use of DECA logos or images on your personal social networking sites is prohibited. If you wish to promote a specific DECA activity or event, you may do so only by means of a link to the official DECA social media accounts.

**Individual School District Policies may supersede the Code of Conduct.**

## **DRESS CODE FOR DELEGATES ATTENDING NEVADA DECA SPONSORED ACTIVITIES:**

The following guidelines have been developed to clarify the dress code used at all DECA conferences (regardless of locations).

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

### **ACCEPTABLE BUSINESS ATTIRE:**

(Opening/ Closing Sessions, event competitions, scholarship interviews, State/National Officer interviews, workshops, or banquets)

- Business suit, sport coat, or blazer (DECA blazer optional)
- Dress slacks, dress skirt, or business dress
- Collared dress shirt, dress sweater, or business dress
- Necktie/scarf/ascot (optional)
- Dress shoes (unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes, and hiking boots)
- For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

### **UNACCEPTABLE DURING DECA ACTIVITIES:**

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights

### **At any time during the conference while on-site (including hotels):**

- You must be in casual or business attire
- All skirts and dresses must be at or below the knee
- All clothing must be in good repair and proper size
- Undergarments may not show outside of over garments
- No gang related clothing or accessories allowed
- Clothing with printing that is suggestive, obscene, or promotes illegal substances
- Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire to, during, and returning from that activity only

# NEVADA DECA DELEGATE PERMISSION & MEDICAL RELEASE FORM

\*This form consists of four total pages. Signatures on this page apply to the content included on all four pages.

## Conduct Code Endorsement, Permissions to Attend Nevada DECA Sponsored Activities, and Authorization to use pictures or student name in publications.

### Release of Claim for Damages, Emergency Medical Treatment Authorization

Name of Delegate: \_\_\_\_\_

Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of High School: \_\_\_\_\_

Phone: \_\_\_\_\_

Advisor(s) in Charge: \_\_\_\_\_

This is to certify that *the above-named delegate* has my permission to attend all Nevada DECA sponsored activities. I also do hereby, on the behalf of *the above-named delegate* absolve and release Nevada DECA, the school officials, the DECA chapter advisors, conference staff, and Nevada DECA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

I authorize the above-named advisor or the Nevada DECA staff to secure the services of a doctor or hospital for *the above-named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Nevada DECA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Nevada DECA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter advisor determines the criteria at the local site, for individual students and alumni to attend and participate at all DECA activities.

We have read and agree to abide by the supplied Nevada DECA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

Chapter Advisor Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

School Official Signature \_\_\_\_\_

Date: \_\_\_\_\_

### MEDICAL INFORMATION

Known allergies (drug or natural): \_\_\_\_\_

Special medication being taken: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy, or rheumatic fever: \_\_\_\_\_

Any physical restrictions: \_\_\_\_\_

Other conditions: \_\_\_\_\_

Family doctor: \_\_\_\_\_

Phone: \_\_\_\_\_

### INSURANCE INFORMATION

Company Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_