

**North Dakota DECA requires EACH local chapter advisor read and sign a copy of this form and return it to the DECA State Office annually prior to participation in any state or national sponsored conferences or activities.**

- A. Local advisors are responsible for discussing the Student Delegate Conduct Practices and Procedures form with all students attending every DECA Conference so that all students thoroughly understand their responsibilities as delegates.
- B. Local advisors are responsible for knowing the whereabouts of all their students at all times. Each local advisor should establish a policy with his/her students prior to the conference in order to meet this regulation.
- C. Advisors must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names, and a medical release form.
- D. Curfew will be enforced. Local advisors are responsible for PHYSICAL room checks to ensure their students are in their assigned rooms, each day of every conference.
- E. Advisors will conduct a chapter meeting at the end of each day with all of the students from their school at the Fall Leadership Conference, the State Conference, and the International Conference.
- F. No use of tobacco will be permitted at the general sessions, banquet, competitive events, or special interest sectionals.
- G. Identification badges will be worn at all times.
- H. Chapter advisors are responsible for supervision of their delegates' conduct and shall be available to their students at all times.
- I. Advisors are to sit with their students during designated sessions unless they are responsible for another activity at the same time.
- J. All advisors and chaperones shall refrain from the consumption of alcoholic beverages at any time during a district, state, regional, or national sponsored DECA activity where students are in attendance.
- K. Advisors and other chaperones attending the conference with students are expected to chaperone them at all times. If for some reason you need to leave your students unattended at any time, please let DECA Conference headquarters know in advance.
- L. The local principal and/or designated administrator will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies, and any other situation designated as an emergency.
- M. Any infractions by student and advisors shall be reported to school officials.
- N. Infractions including lack of professionalism during conference activities may result in North Dakota DECA requiring a chapter to be accompanied by a different school representative for one full year from the time of the infraction.

***"I have read and fully understand the DECA Local Advisor and Chaperone Procedures & Responsibilities and agree to comply with these guidelines during the school year."***

Advisor's and Chaperone's signature <input type="checkbox"/>	Administrator / Principal's signature <input type="checkbox"/>
Chapter Name	

In case of emergency, the following local administrators should be contacted:

(1st Contact)	(2nd Contact)	Date: _____
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Name/Title	Name/Title
School Phone Area/No.	School Phone Area/No.
Home Phone Area/No.	Home Phone Area/No.