

**WV DECA STATE CAREER DEVELOPMENT CONFERENCE  
REGISTRATION CHECKLIST  
DEADLINE: FEBRUARY 20, 2012**

- \_\_\_\_\_ 1. Registration Summary Form
- \_\_\_\_\_ 2. Special Guests Form
- \_\_\_\_\_ 3. Event Registration Form
- \_\_\_\_\_ 4. Hotel Lodging Form
- \_\_\_\_\_ 5. WV DECA State Action Team Application
- \_\_\_\_\_ 6. Chapter Awards Program Form
- \_\_\_\_\_ 7. Attach check to Summary Form (Payable to WV DECA)  
***(No student will be registered without fees paid)***

***PLEASE NOTE***

Do not forget to include your hotel costs with your registration fees in your check to WV DECA.

***REGISTRATION FEES ARE NONREFUNDABLE AND MUST BE PAID BEFORE ARRIVAL!!***

**WV DECA STATE CAREER DEVELOPMENT CONFERENCE COST  
DEADLINE: FEBRUARY 20, 2012**

**Mail, FAX or Email to:** Betty Sias  
WV Department of Education  
Building 6, Room 243  
1900 Kanawha Blvd. East  
Charleston, WV 25305  
PHONE: 304.957.9833 X 53013 FAX: 304.558.1055  
Email: [bsias@access.k12.wv.us](mailto:bsias@access.k12.wv.us)

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School	Advisor
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**Registration Fee:** \$75.00 per person including advisors:

\_\_\_\_\_ No. of persons

**Total Registration Amount:** \_\_\_\_\_

**Hotel Lodging:** Marriott's Hotel Cost for one night is \$110

**Students:**

If 4 per room, Total Room Cost for Students is \$28 each

If 3 per room, Total Room Cost for Students is \$37 each

If 2 per room, Total Room Cost for Students is \$55 each

**Total Students' Hotel Lodging Amount:** \_\_\_\_\_

**Hotel Lodging: Advisors:**

If 2 per room, Total Room Cost for Advisors is \$55 each

If 1 per room, Total Room Cost for Advisors is \$110 each

**Total Advisor's Hotel Lodging Amount:** \_\_\_\_\_

**Officer Candidacy Fees:**

\_\_\_\_\_ Candidates @ \$20 \_\_\_\_\_

**TOTAL AMOUNT** \_\_\_\_\_

Check # \_\_\_\_\_ made payable to West Virginia DECA for registration and lodging.

If you wish to arrive on Saturday evening, there is a \$110 per room charge for each room reserved.

**STATE USE ONLY**

Check No. \_\_\_\_\_ Date Deposit: \_\_\_\_\_ Amount: \_\_\_\_\_

## **WV DECA STATE CAREER DEVELOPMENT CONFERENCE REGISTRATION PROCEDURE**

1. All students and advisors must be current members of National DECA and WV DECA to participate in the State Career Development Conference.
2. The registration of all participants is to be completed on the WV DECA CDC Registration Form found in this section. Participants must be listed in alphabetical order. Please use the event codes listed in this section.
3. List chapter advisors and chaperones first. **List registrants in alphabetical order, listing the last name first.**
4. Students participating as a team, should be coded in the following example:

Sue Jones TMDM1A  
David Smith TMDM1B

5. If you have more than one team in the same event, code using the following example:  
  
Joe Cool TMDM2A  
Harry Snow TMDM2B
6. Please mail housing registration with your event registration.
7. Include your check for full payment with the registration form and lodging form.

**WV DECA STATE CAREER DEVELOPMENT CONFERENCE  
EVENT CODES**

Event	Code
Principles of Business Management and Administration	PBM
Principles of Finance	PFN
Principles of Hospitality and Tourism	PHT
Principles of Marketing	PMK
Accounting Applications	ACT
Apparel and Accessories Marketing	AAM
Automotive Services Marketing	ASM
Business Finance	BFS
Business Services Marketing	BSM
Food Marketing	FMS
Hotel and Lodging Management	HLM
Human Resource Management	HRM
Marketing Management	MMS
Quick Serve Restaurant Management	QSRM
Restaurant and Food Service Management	RFSM
Retail Merchandising	RMS
Sports and Entertainment Marketing	SEM
Business Law and Ethics Team	BLTDM
Buying and Merchandising Team	BTDM
Financial Services Team	FTDM
Hospitality Services Team	HTDM
Marketing Communications Team	MTDM
Sports and Entertainment Marketing Team	STDM
Travel and Tourism Marketing Team	TTDM
Business Services Operations Research	BOR

<b>Event</b>	<b>Code</b>
Buying and Merchandising Operations Research	BMOR
Finance Operations Research	FOR
Hospitality and Tourism Operations Research	HTOR
Sports and Entertainment Marketing Operations Research	SEOR
Community Service Project	CSP
Creative Marketing Project	CMP
Entrepreneurship Promotion Project	EPP
Financial Literacy Promotion Project	FLPP
Learn and Earn Project	LEP
Public Relations Project	PRP
Entrepreneurship Participating (Independent or Franchising)	ENPI or ENPF
Entrepreneurship Written	ENW
International Business Plan	IBP
Advertising Campaign	ADC
Fashion Merchandising Promotion Plan	FMP
Sports and Entertainment Promotion Plan	SEPP
Hospitality and Tourism Professional Selling	HTPS
Professional Selling	PSE
Stock Market Game	SMG
Virtual Business Challenge	VBCR
DECA Promotion Plan	PP
Job Interview	JI
Sales Presentation	SP
Public Service Announcement	PSA
Chapter Awards Program	CAP

# WV DECA STATE CAREER DEVELOPMENT CONFERENCE EVENT REGISTRATION

School: \_\_\_\_\_

List in Alphabetical Order - Last Name/First Name (List advisors and chaperones first, then all other participants)	Event Code	"X" appropriate box			
		Teacher = T	Chaperone = C	Student = S	Alumni = A
		T	C	S	A
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

List in Alphabetical Order - Last Name/ First Name (List advisors and chaperones first, then all other participants)	Event Code	"X" appropriate box			
		T	C	S	A
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					

# WV DECA STATE CAREER DEVELOPMENT CONFERENCE HOTEL LODGING

Chapter: \_\_\_\_\_ Advisor: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

- Instructions:**
1. TYPE the name(s) of all persons occupying each room in the space provided.
  2. Use "M" for male and "F" for female.
  3. Select the type of room desired.
  4. Supplemental list for additional rooms must use the same format.
  5. If you have less than a full room, but would like it filled with other students, mark the type of accommodations you want. I will attempt to fill.

ROOM	NAMES – LAST NAME/FIRST	M/F	ACCOMMODATION
			___ Single
			___ Double
			___ Triple
			___ Quad
ROOM	NAMES – LAST NAME/FIRST	M/F	ACCOMMODATION
			___ Single
			___ Double
			___ Triple
			___ Quad
ROOM	NAMES – LAST NAME/FIRST	M/F	ACCOMMODATION
			___ Single
			___ Double
			___ Triple
			___ Quad

Lodging Assignments

Page \_\_\_\_\_ of \_\_\_\_\_ Chapter: \_\_\_\_\_

ROOM	NAMES – LAST NAME/FIRST	M/F	ACCOMMODATION
			___ Single
			___ Double
			___ Triple
			___ Quad
ROOM	NAMES – LAST NAME/FIRST	M/F	ACCOMMODATION
			___ Single
			___ Double
			___ Triple
			___ Quad
ROOM	NAMES – LAST NAME/FIRST	M/F	ACCOMMODATION
			___ Single
			___ Double
			___ Triple
			___ Quad
ROOM	NAMES – LAST NAME/FIRST	M/F	ACCOMMODATION
			___ Single
			___ Double
			___ Triple
			___ Quad

**WV DECA STATE CAREER DEVELOPMENT CONFERENCE  
SPECIAL GUESTS**

School and Advisor Submitting: \_\_\_\_\_

County: \_\_\_\_\_

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

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

\_\_\_\_\_

Notable Activity/Position: \_\_\_\_\_

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

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

\_\_\_\_\_

Notable Activity/Position: \_\_\_\_\_

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

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

\_\_\_\_\_

Notable Activity/Position: \_\_\_\_\_

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

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

\_\_\_\_\_

**WV DECA STATE CAREER DEVELOPMENT CONFERENCE  
STATE ACTION TEAM CANDIDATE APPLICATION  
DUE WITH STATE CDC REGISTRATION**

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

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

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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

\_\_\_\_\_

Advisor: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**Certification of Consent:**

This is to certify that we have:

1. Read and understand the responsibilities of serving as a State Action Team member for West Virginia DECA.
2. Agree to provide support and assistance in helping the above named applicant fulfill his/her responsibilities if elected. Teacher and Parent/Guardian please note: Make sure that you read entire packet explaining duties and responsibilities of the West Virginia DECA State Action Team.
3. Verified that the above named applicant maintains a 2.0 overall GPA.
4. Given our unconditional support for the candidacy of this applicant.

\_\_\_\_\_  
(Parent/Guardian) (Date)

\_\_\_\_\_  
(Chapter Advisor) (Date)

\_\_\_\_\_  
(School Official) (Date)

\_\_\_\_\_  
(Student) (Date)

# WV DECA STATE CAREER DEVELOPMENT CONFERENCE STATE ACTION TEAM CANDIDATE EVALUATION

Candidate's Name: \_\_\_\_\_

<b>Officer Image</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Total</b>
(15 points possible)	(14-15)	(10-13)	(6-9)	(1-5)	_____
Well groomed?					
Dressed in a business-like manner?					
A good first impression?					
Stood until invited to sit down?					
Good and confident posture?					

<b>Officer Image</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Total</b>
(20 points possible)	(18-20)	(14-17)	(7-13)	(1-6)	_____
Enthusiastic?					
Positive, self-confident?					
Sincere?					
Alert and attentive?					
Sense of humor?					

<b>Officer Image</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Total</b>
(25 points possible)	(22-25)	(17-21)	(9-16)	(1-8)	_____
Organization of answers?					
Answers were concise and to the point?					
Answers seemed spontaneous (or "rehearsed")?					
Knowledge of Marketing Education and DECA was evident?					

<b>Officer Image</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Total</b>
(25 points possible)	(22-25)	(17-21)	(9-16)	(1-8)	_____
Could handle situation logically?					
Did not get flustered or overly nervous?					
Good eye contact and gestures?					
Use of proper grammar and diction?					

<b>Officer Image</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Total</b>
(15 points possible)	(14-15)	(10-13)	(6-9)	(1-5)	_____
Candidate open-minded?					
Seemed afraid to take initiative?					
Provided plans for follow-through on goals?					
Took criticism and/or compliments?					

Interview: \_\_\_\_\_ (100 points possible)  
 Test: \_\_\_\_\_ (50 points possible)  
**TOTAL:** \_\_\_\_\_ (150 points possible)