

# PENNSYLVANIA DECA ATTENDANCE PERMISSION FORM

**PLEASE NOTE: Three copies of this permission slip are needed--one for the advisor, one for the student, and one for the PA DECA.**

This is to certify that \_\_\_\_\_ has my permission to attend the  
\_\_\_\_\_ held at the  
\_\_\_\_\_ on \_\_\_\_\_.

I also do hereby absolve and release school officials, the DECA Chapter Advisor or other responsible adult, and the assigned DECA staff from any claims for personal injuries or illness that might be sustained while he/she is traveling to and from or during the DECA sponsored activity.

Participant's last name:	First name:
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Street Address:	City:	State:	Zip:
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Home telephone: (    )	Date of birth:	Grade:
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School name:	Address:	State:	Zip:
School phone: (    )	City:		

Parent/Guardian Name:
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### EMERGENCY INFORMATION

I/we authorize the DECA chapter advisor/responsible adult to secure the services of a physician or hospital and to incur the expenses for necessary services in the event of accident or illness. I/we realize that I/we will be responsible for the payment of these costs.

Name of emergency contact person:	Work Telephone: (    )
Home telephone: (    )	

Family physician name:	Physician phone: (    )
Is the student taking any medication?	If yes, please list:
Please list any allergies, medical needs or health problems:	

Insurance company name:	Insurance plan/group number:
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**We have read and agree to abide by the Pennsylvania DECA Rules and Regulations and Dress Code.** We also agree that the school officials, the DECA Chapter Advisor, the State DECA staff and the Conference Conduct Committee have the right to investigate possible violations of the DECA Rules and Regulations and authorize the search of the above named student's room or property in furtherance of such an investigation. We also agree that the school officials, the DECA Chapter Advisor, the State DECA Staff and the Conference Conduct Committee have the right to send the above-named student home from the activity at the expense of the family provided that he/she has violated the Rules and Regulations and/or his/her conduct has become a detriment. The expenses will include transportation and other student expenses.

Student Signature	Date	Chapter Advisor Signature	Date
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Parent/Guardian Signature	Date	School Official Signature	Date
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# Pennsylvania DECA Rules and Regulations

Advisors are responsible for reviewing the following rules and regulations with students/delegates and discussing possible consequences of infractions of these rules and regulations.

1. Discipline reports must be filed for every infraction of the rules of conduct. Any major infraction of rules of conduct must be reported immediately to a member of the discipline committee and a discipline report initiated by the person reporting the incident.

## **Delegate Responsibilities:**

NOTE: The term “delegate” shall mean all DECA members who are attending high school and those persons under the age 21.

1. Delegates shall respect and abide by the authority vested in the Board of Trustees, State Advisor, hotel security personnel, and any advisor responsible for conduct and rules at the conference.
2. Conference identification badges must be worn at all times.
3. There will be NO smoking or use of tobacco products.
4. NO alcoholic beverages, narcotics, weapons, or drug paraphernalia in any form shall be in the possession of delegates at any time, under any circumstances. Violations will be referred to the local and state law enforcement officers.
5. Personal stereos, boom boxes, and tape or CD players may only be used with a personal headset. Equipment will be confiscated and returned at the end of the conference.
6. All delegates attending the conference must be registered and stay as overnight guests at the conference hotel and not with friends or relatives.
7. Delegates may not leave the hotel property without the specific consent of his/her advisor. Delegates shall keep their advisors informed of their activities and whereabouts.
8. Under NO circumstances shall a delegate be in another delegate’s room with someone of the opposite sex regardless of the time of day or night.
9. Everyone will be in his/her room at curfew time. Chapter meetings are NOT to be conducted after curfew. NO food deliveries (pizza, etc.) will be permitted to be accepted by delegates after curfew. All delegates will be quiet during curfew hours.
10. NO room changes are to be made by students or advisors. Delegates will be assigned a room by the hotel and must stay in that assigned room.
11. Delegates shall attend all conference activities including meals, general sessions, and assigned events.
12. Each delegate is responsible for paying any outstanding bills charged to the room and returning all keys. Be aware that most hotel room phones are not accessible for calls outside the hotel.
13. Cell phones may not be used during meals, assigned events, and general sessions.
14. Any damages to any property or furnishings in the hotel rooms or buildings must be paid by the individual room occupant or chapter.
15. Linens, towels, or any other hotel property may not be removed from the rooms or housekeeping carts. No furniture or mattresses are to be removed from the rooms.
16. From the time delegates arrive at the conference, delegates shall adhere to the dress code requirements. It is the chapter advisor’s responsibility to see that his/her delegation complies with the rules established for proper dress.
17. Hand-held, non-programmable, battery-operated calculators are allowed in competition. (Outside notes or study aids are not allowed in competition.) Check the DECA Guide for additional information.

18. Delegates are required to bring a sharpened #2 pencil to events.
19. Notification of disqualification will be sent to tabulation by the adult advisor in charge. This disqualification may be due to tardiness, cheating, or failure to compete in their event.
20. Delegates should be prompt and prepared for all activities, financially and otherwise.
21. Dates shall be permitted to authorized activities only and between delegates only. Only DECA members registered for the conference and other registered conference participants are allowed in any rooms or activity of the conference.
22. All skiing, snow boarding, and/or snow mobiling activities are prohibited.
23. Under no circumstances may DECA students drive to an official state or national DECA function.
24. Failure to obey these rules and regulations will include these possible consequences, but are not limited to:
  - a. Loss of a minimum of 10 points.
  - b. Total disqualification.
  - c. Sent home at delegate/parent expense.
  - d. Entire chapter sent home.
  - e. Probation for the following year—chapter or individual.
  - f. School administration and/or police notification.

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**Student Signature/Date**

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**Parent/Guardian Signature/Date**

# PENNSYLVANIA DECA

## DRESS CODE

**Chapter Advisor Responsibility:** Advisors are responsible for reviewing the following dress code with students and discussing the consequences of infractions.

### FEMALES

- Business suit with blouse, shell, or turtleneck
- Blazer with skirt or dress slacks and with blouse, shell, or turtleneck
- Business dress with jacket
- Dress shoes and stockings

### MALES

- Business suit with collared dress shirt and necktie or
- Sport coat/dress slacks, collared shirt and necktie
- Dress shoes and socks

### NOTE:

**No shorts, jeans, denim clothing, dungarees, cut-offs, sweatshirts, sneakers, mini-skirts, culottes, split skirts, mini-dresses, or T-shirts will be permitted during the workshops, general sessions, meetings, competitive events, and meal functions.**

### Written Testing & Orientation:

**Students are required to wear the current Pennsylvania DECA conference shirt with a business skirt or slacks. NO denim or jeans. NO sneakers.**

\*Casual wear will be acceptable only during specific social functions **or where otherwise specified.**

\*Dress code attire is required for the award sessions. Students dressed improperly or carrying any items will not be permitted on stage.

\*Dress code attire *will be required* for **all** meal functions. Those not properly attired will be turned away at the door.

\*A DECA blazer is appropriate for all occasions.

**NOTE: Students should be aware that points may be deducted for what the judge considers to be inappropriate or non-businesslike appearance.**

**(Examples of this may include visible tattoos, facial piercing, hair styles or colors, etc.)**

**We hope we have made it easier for you and your students to prevent them from being penalized. We have spent hours over the past years considering: current fashion trends, cost, time restraints, impressions of judges and sponsors, other CTSO dress codes, and fairness between males and females.**

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Student Signature/Date

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Parent/Guardian Signature/Date