



# **District Reporting Information**

**2011 – 2012**

## Ohio DECA Guidelines

- A. The Board of Trustees representative is elected to serve a two-year term with new members elected annually. Even-numbered districts elect representatives in even-numbered years and odd-numbered districts elect a representative in odd-numbered years. A Board of Trustees member must be an advisor of an active chapter and must have taught a minimum of two years and can only serve two consecutive terms. Approval by local administration is required for an advisor to hold a Board of Trustees position.
- B. A student must be a member of Ohio and National DECA in order to compete at district and/or state competitions.
- C. A student must be a member of National DECA by October 20 in order to compete at National CDC. An additional deadline of February 15 is established for students entering the program after October 20. Verification of students is made by the state office for the Ohio Career Development Conference, National Career Development Conference, and for applicants for state officer screening.
- D. Membership for both State and National Membership will be processed on-line through National DECA. You will need to log onto the National DECA website at [www.deca.org](http://www.deca.org) in order to acquire membership information and process your membership application. Payment for both State and National DECA dues should be sent to National DECA, 1908 Association Drive, Reston, VA 20191-1594. National DECA will forward Ohio's portion of the dues to the Ohio DECA Office.**
- E. A chapter may only submit the name of one (1) candidate to run for an elected state office (President, Secretary/Treasurer, Executive Vice President of Community Outreach, Executive Vice President of Marketing or Executive Vice President of Leadership Development).
- F. Students participating in the Ohio CDC must stay at the conference hotel unless they are staying at home. Chapter advisors must attend the conference, stay in the conference hotel, and be responsible for their students. Students staying at home must submit letters from parents and principals.
- G. All deadline dates will be strictly adhered to for all forms and registrations. NO Postmarks.**
- H. Purchase Orders, checks and money orders are all acceptable means of payment for conferences. *Please make payable to Ohio DECA.* It is not necessary to have a school check processed as long as a valid purchase order is submitted.
- I. A late fee will be assessed to chapters for any registration received after the deadline date specified on the Ohio DECA Calendar of Activities. A late fee will be charged to each chapter in the amount of \$10.00 for FLC and \$25.00 for Ohio CDC.
- J. The registration fee for the Ohio DECA Fall Leadership Conference will be \$25.00 and \$50.00 for the Ohio DECA CDC.

- K. District tie breaker tests are not provided. Each district should determine its own tie breaker system for all events.
- L. Ohio DECA will provide district trophies for the first five places at district competitive events in the fall and spring. Districts are encouraged to recognize as many other students as possible beyond fifth place.
- M. Written competitive events with scores of less than 20% of the total will not be given recognition at the Ohio DECA CDC.

<b>2011 - 12 DECA District Information Due October 1, 2011</b>
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District# \_\_\_\_\_

**Executive Board Member Information**

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

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

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

City/State/Zip: \_\_\_\_\_

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

School E-Mail Address: \_\_\_\_\_

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

Home City/State/Zip: \_\_\_\_\_

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

Home E-Mail Address: \_\_\_\_\_

**Alternate Executive Board Member Information**

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

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

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

City/State/Zip: \_\_\_\_\_

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

School E-Mail Address: \_\_\_\_\_

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

Home City/State/Zip: \_\_\_\_\_

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

Home E-Mail Address: \_\_\_\_\_

<b>District Participant Survey 2011 Fall Events</b>
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District #: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Contest	Average Test Score	Number of Participants
Parliamentary Law		
Public Relations Representative		

**Return this by November 1, 2011 to:  
Ohio DECA  
25 South Front Street, Mail Stop 604  
Columbus, OH 43215-4183**

## District Participant Survey 2012 Competitive Events

*Under Team Decision Making Events, please count a team as 1 entry per event.  
Also, under Marketing Representative Events, please count any team as 1 entry for that event.*

District#: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Contest	# of Participants
<b>Principles of Business Administration Events</b>	
Principles of Business Management and Administration (PBM)	
Principles of Finance (PFN)	
Principles of Hospitality and Tourism (PHT)	
Principles of Marketing (PMK)	
<b>Team Decision Making Events</b>	
	<b># of Teams</b>
Business Law and Ethics (BLTDM)	
Buying and Merchandising (BTDM)	
Financial Services (FTDM)	
Hospitality Services (HTDM)	
Marketing Communications (MTDM)	
Sports and Entertainment Marketing (STDM)	
Travel and Tourism Marketing (TTDM)	
<b>Individual Series Events</b>	
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 Resources Management (HRM)	
Marketing Management (MMS)	
Quick Serve Restaurant Management (QSRM)	
Restaurant and Food Service Management (RFSM)	
Retail Merchandising (RMS)	
Sports and Entertainment Marketing (SEM)	
<b>Business Management and Entrepreneurship Events</b>	
Entrepreneurship Participating (ENP)	
<b>Marketing Representative Events</b>	
Advertising Campaign (ADC)	
Fashion Merchandising Promotion Plan (FMP)	
Sports and Entertainment Promotion Plan (SEPP)	
<b>Professional Selling Events</b>	
Hospitality and Tourism Professional Selling (HTPS)	
Professional Selling Event (PSE)	

*Return to the Ohio DECA office by March 1, 2012.*