



August 22, 2017

Dear DECA Advisor:

Welcome to Illinois DECA. DECA prepares emerging leaders and entrepreneurs in Marketing, Finance, Hospitality and Management. This goal can only be reached with the support of all Illinois DECA Advisors and from the administrators at your school.

Expectations for current DECA Advisors include:

General Information & Membership

- Attend Regional Advisor Meetings as scheduled (at least one advisor per school) to which they are members.
- Check the ildeca.org web site Calendar or IL Registration site for upcoming events and deadline dates.
- Complete Initial online registration for Membership and send Charter Fee & IFME dues payments by November 15th to Joan. **(2 State Membership Forms not received by November 30th will result in a \$50 chapter penalty.)**
- New Advisors must open their online account information on the Illinois Registration web site.

Illinois Career Development Conference (IL CDC)

- Attending Advisors and Chaperones will be required to assist with events or / assist in other duties as assigned (i.e. judging events, walking halls, chaperoning social events). Advisors who refuse to assist when asked may jeopardize their chapter attending IL CDC the following year.
- As in the past 40+ years, everyone in attendance must stay at the designated conference hotel in order to meet our hotel commitment.
- Report to the Security Advisor both nights after checking your student rooms at IL CDC.
- Turn in your Hotel Room Check card at the Hotel Front Desk prior to leaving on Saturday following the Grand Awards ceremony at IL CDC.

International Career Development Conference (ICDC)

- Advisors attending ICDC will be required to assist with events and Chaperones may be required to assist with events as assigned by DECA Inc.
- Attend Opening & Closing Sessions, staying to the end of the session, at both IL CDC and ICDC sitting with the Illinois Delegation at ICDC.
- Turn in your Hotel Room Check card at the Hotel Front Desk prior to leaving at the end of the conference.

Failure to meet any of the Illinois DECA Advisor Expectations may result in your chapter’s exclusion from future DECA events including the Competitive Events.

Please make sure you are aware of Advisor Expectations and share these expectations with your school administration. It is important that your school principal (or designee) read these expectations and sign below acknowledging the necessary commitment by your school’s DECA Advisor(s). If you have any questions, please contact Don or Jim. **Email (scan as a PDF document – not a jpeg photo) / Mail this form by September 30th to Joan Varanauski, 16452 S. Westwood Drive, Lockport, IL 60441-7667.**

Respectfully,

Don Varanauski & Jim Weber Co-Executive Directors

I/We have read the Illinois DECA Advisor Expectations and understand failure to meet all expectations may result in my/our chapter’s exclusion from Illinois DECA Events. This signed agreement is valid for the current school year for all Illinois DECA activities..

School DECA Chapter _____

Chapter Advisor _____ (Print Name) _____ (Signature) _____ (Date)

Chapter Advisor _____ (Print Name) _____ (Signature) _____ (Date)

Chapter Advisor _____ (Print Name) _____ (Signature) _____ (Date)

School Principal _____ (Print Name) _____ (Signature) _____ (Date)