

# CONFERENCE PROFESSIONALISM

## DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between males and females.

The Montana DECA Board of Directors has developed the following official dress standards for the State Career Development Conference. Students, advisors and chaperones must follow the conference dress code.

Competitors must wear professional dress during interaction with judges and/or corporate partners. Professional dress should also be worn to all conference sessions including workshops and special meal functions.

## WHEN APPEARING BEFORE JUDGES

**FEMALES:** Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress; dress shoes.

**MALES:** Business suit or sport coat with dress slacks, collared dress shirt and necktie; dress shoes; dress socks.

The following are not allowed: denim, athletic shoes, sweatshirts, t-shirts, shorts, hats.

## BUSINESS CASUAL ATTIRE

Casual slacks (e.g. Dockers), blouse or shirt, socks, casual shoes. Jeans, t-shirts and athletic shoes are not included in business casual attire.

## CASUAL ATTIRE

Neat casual clothing is acceptable during free time and select Montana DECA tours/activities, or as otherwise authorized by the Chapter Advisor or Montana DECA Staff. Casual attire is not acceptable in front of judges, corporate partners, or event staff. Casual attire is not permitted in competition of judging areas.

## UNACCEPTABLE ATTIRE

The following are unacceptable during any Montana DECA activities: skin-tight or revealing clothing, athletic clothing, swim-wear (unless swimming), and clothing with printing that is suggestive, obscene, or promotes illegal activities.

*When judging adherence to the dress code, Montana DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. Montana DECA does not support or condone the touching of students or their clothing as a means of determining whether or not a student is following the dress code guidelines.*

## CODE OF CONDUCT

The Montana DECA Board of Directors requires each delegate attending the State Career Development Conference to read, agree to, and comply with the following standards:

1. The term “delegate” shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
2. There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
3. Delegates must wear identification badges at all times.
4. Delegates shall refrain from using inappropriate or profane language at all times.
5. Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
6. The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation or disability is prohibited.
7. Delegates shall respect the rights and safety of other hotel guests.
8. Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
9. Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
10. Use of tobacco products and electronic cigarettes by delegates is prohibited at all DECA functions.
11. Delegates must adhere to the dress code at all times.
12. Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
13. Students shall keep their adult advisors informed of their activities and whereabouts at all times.
14. No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and chartered association advisors.
15. Delegates should be prompt and prepared for all activities.
16. Delegates should be financially prepared for all activities.
17. Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
18. Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
19. Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
20. Chartered associations will be responsible for delegates’ conduct.
21. Tasteful casual wear will be accepted during specific social functions as designated during orientation.
22. Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.

Student Signature

Parent/Guardian Signature

Date

# MEDICAL RELEASE & HISTORY

The purpose of this form is to authorize the provision of emergency treatment for chapter members in the unlikely event that they become ill or injured while traveling with their advisor. It is imperative the following information be furnished so that the member will be cared for properly in the event of an emergency.

The authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

I \_\_\_\_\_ of \_\_\_\_\_  
(Parent Name) (Address)(City)(State, Zip)

hereby give my consent for: (1) the administration of any emergency treatment deemed necessary by a licensed physician or dentist, (2) the transfer to any hospital reasonably accessible, and (3) consent to release the medical information provided.

\_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Member Signature) (Month) (Day) (Year)

\_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Parent/Guardian Signature) (Month) (Day) (Year)

The following information is needed by any hospital or practitioner not having access to the member's medical history:

Does the member have:

ANY ITEMS MARKED "YES" SHOULD BE EXPLAINED BELOW

Any food allergies

- a. FOOD YES \_\_\_\_\_ NO \_\_\_\_\_
- b. MEDICATION YES \_\_\_\_\_ NO \_\_\_\_\_
- c. OTHER (Insect, etc..) YES \_\_\_\_\_ NO \_\_\_\_\_

Any health problems or physical disabilities YES \_\_\_\_\_ NO \_\_\_\_\_

Any respiratory problems YES \_\_\_\_\_ NO \_\_\_\_\_

Any diabetes YES \_\_\_\_\_ NO \_\_\_\_\_

Any epilepsy YES \_\_\_\_\_ NO \_\_\_\_\_

Any chronic disease YES \_\_\_\_\_ NO \_\_\_\_\_

Any emotional or physical problems YES \_\_\_\_\_ NO \_\_\_\_\_

Any medication being taken at present YES \_\_\_\_\_ NO \_\_\_\_\_

Any Glasses: YES/NO      Contact Lenses: YES/NO      Hearing Devices: YES/NO

Date of Last Tetanus Booster: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

Does member have all required immunization shots? \_\_\_\_\_ YES \_\_\_\_\_ NO

# SOCIAL MEDIA CONDUCT & POLICY

Social media allows for nearly limitless conversation worldwide – often in real time. We hope that Montana DECA personnel will participate in social media and enjoy its benefits, and we also expect everyone who participates in online commentary to understand and follow these simple but important guidelines. Keep in mind that our overall goal is simple: to participate online in a respectful, relevant manner that protects our reputation and of course follows the letter and spirit of the law. One way you can help to ensure this goal is to avoid being an official Montana DECA spokesperson. We have a specially trained DECA Communications and Public Relations staff who are the only authorized people to speak on Montana DECA's behalf in online and print conversations. DECA members, including elected officials and staff that choose to participate in conversation where Montana DECA is mentioned or implied will need to adhere to the following guidelines, accurately identify themselves and their role within the organization, and the fact that the things they post are their individual opinion. These guidelines are designed to help you and Montana DECA achieve a more concise, clear, professional image. If one creates or contributes to blogs, wikis, social networks, virtual worlds, or any other kind of Social Media – Twitter, Yelp, Wikipedia, MySpace, Facebook along with thousands more in this realm where Montana DECA is mentioned or implied, here are some guiding principles for all to keep in mind and follow:

**THINK BEFORE POSTING:** No use of social media publication may include confidential Montana DECA material, employment documents, or information that may deem detrimental to our business partners, investors, employees, or stakeholders.

**IDENTIFY YOURSELF:** Remembering that you are a member of Montana DECA is very important. Whether you are an elected official, classified staff member, or student/employee director, your message can directly affect our initiatives and movements. When posting related to Montana DECA or its members you must identify yourself with the proper title and identify that it is your personal/individual opinion. Any specific comments related to a statement from Montana DECA must be made through our trained Public Relations and Communications staff.

**REMEMBER YOUR WORK RESPONSIBILITIES:** Do not let social media interfere with your ability to work with the student body or serve the Montana DECA organization.

**DON'T MISLEAD OTHERS:** Never represent yourself or Montana DECA in a misleading manner. You are solely responsible for the content you post or interact with online. Tell the truth, and don't reference co-workers, fellow members, business partners, or other stakeholders without their expressed permission.

**MEANINGFUL & RESPECTFUL COMMENTS:** Stick to your experience level. Avoid harsh, misleading remarks on topics which you are not educated on. Remember your comments can directly affect and impact the professional image of all Stakeholders within Montana DECA.

**LEGAL MATTERS:** Never comment on anything related to legal matters. Montana DECA has highly trained legal representation and staff to comment on legal matters dealing with Montana DECA action(s) and policy. All comments made on a legal note should be done after careful consultation with Montana DECA Legal Council and Montana DECA Public Relations and Communications Staff.

**BE SMART:** Take a moment to review your information prior to publishing. Remember that this information is stored and will be around indefinitely. Make sure you are publishing only what you mean. Mean what you say and say what you mean. As Montana DECA elected officials, personnel, staff, and stakeholders, we strive very hard every day to uphold our professional image and unique culture. It is our values that direct the positive movement forward. With strong and enhanced internet communications we will continue to live up to the integrity, dedication, and enthusiasm that our stakeholders expect.

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Student Signature

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Parent/Guardian Signature

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Date

# ATTENDANCE PERMISSION FORM

## ATTENDANCE

This is to certify that \_\_\_\_\_ has my permission to attend the **Montana DECA State Career Development Conference February 9-11, 2020** at Fairmont Hot Springs Resort. I also do hereby on behalf of him/her absorb and release the school officials, the DECA Chapter Advisor(s), as well as Montana DECA Staff, Agents and Volunteers from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the Montana DECA sponsored activity.

## EMERGENCY

Any medical exceptions or modifications to the Montana DECA Medical Release form/code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local chapter advisor.

I authorize the chapter advisor or Montana DECA personnel to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of an accident or illness, and I will provide necessary payment for these costs:

### WALK-IN CLINICS

Express Care  
435 S. Crystal Street, #200  
Butte, MT 59701  
406.496.3670

Focused Medical Care  
300 W. Mercury Street  
Butte, MT 59701  
406.494.3768

### HOSPITALS

Anaconda Hospital  
401 W. Pennsylvania St  
Anaconda, MT 59711  
406.563.8500

St James Healthcare  
400 South Clark St  
Butte, MT 59701  
406.723.2500

### DRUG STORES

CVS Pharmacy  
1275 Harrison Avenue  
Butte, MT 59701  
406.723.9408

Walgreens  
2611 Harrison Avenue  
Butte, MT 59701  
406.782.5471

We have read and agree to abide by the delegate conduct practices and procedures and dress code. We also agree that the school officials, the DECA Chapter Advisor(s), and Montana DECA Staff have the right to send the student home from the State Career Development Conference at our expense, provided he/she has violated the delegate conduct practices and procedures and/or his/her conduct had become a detriment. We also authorize Montana DECA to publish press releases and media publications which could include my students name, photo, and/or voice.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Insurance Company Name

\_\_\_\_\_  
Policy Number