



MONTANA

Association

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TO: Montana DECA Chapter Advisors
FROM: Diana Fiedler, Montana DECA State Advisor
DATE: December 14, 2007
SUBJECT: STATE CONFERENCE REGISTRATION MATERIALS & INFORMATION

We are excited to be in Helena again for the DECA Career Development Conference on **February 10-12, 2008**. Registration and competitive events will be at the Red Lion Colonial Hotel. I hope that having this information now will kick up the enthusiasm and get you and your students alike thinking about registering. Our conference theme is "*Montana DECA .. It's a Sure BET!*".

Please adhere to the information in the attached General Information Sheet, as deadlines must be followed consistently. Contact names and numbers have been included.

****There are many important details included here—please read it thoroughly and carefully!**

Conference registration as well as competitive event registration will be completed by your submission of two Excel spreadsheet files emailed directly to me. More specific directions are provided in the General Information Sheet included in this mailing to complete registration for you, your chaperones and students.

If you have questions regarding any of the information in this packet, deadlines, etc., please email me at dfiedler@mt.gov or call 444-7991.

Thank you for your dedication and commitment to our Montana students and to Montana DECA!

DATES TO REMEMBER:

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| December 21, 2007 | Program Cover Design Contest deadline to Diana |
| January 10, 2008 | CDC Conference Registration and Competitive Events
Registration due to Diana. <u>No refunds of registration fees will be made.</u> |
| January 10, 2008 | Hotel Reservation and Rooming list mailed or faxed to the Red Lion Colonial Hotel. <u>Hotel room block will be released after 1/10/08.</u> |
| January 10, 2008 | National/State DECA dues must be paid in order to participate in the state conference. To join, visit: www.deca.org . |
| January 10, 2008 | Corporate Sponsor Recruitment deadline to Holly |
| February 1, 2008 | Written Events submission postmark to Diana |
| February 5, 2008 | Chapter Slides for Opening Session Roll Call |
| February 20, 2008 | Officer Candidate Materials due to Diana |

Attachments:

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| General Information Sheet | DECA Code of Conduct Form |
| General Conference Registration Form | DECA Dress Code Standards |
| Competitive Events Registration Form | Medical Authorization Form |
| Hotel Rooming List Form | Student Director Candidate Application Packet |
| | Hall of Fame Form |