

VIRGINIA DECA COMPREHENSIVE CONSENT FORM – FORM A

Chapter/School Name	Student Name
School Division	Student Cell Phone
Chapter Advisor(s)	Student Age – Date of Birth
	Parent/Guardian Phone
Parent/Guardian Name	Emergency Phone

Requirements: This form, complete with all required information and signatures, must be on file for each DECA member prior to attending any district, state, or international DECA function. The original form must be on file in the local school and must be retained for one calendar year. Additionally, the DECA Chapter Advisor must have a copy of this form on site at each DECA event or conference. Completion and signing of this document indicates the student, parent or guardian, and school administrator have read this form and approve its contents. Completion and signing of this document provides consent for:

1. Student travel, to and from, and attendance at conferences/activities specified below
2. Emergency medical treatment
3. Student abiding by Conduct Code
4. Student abiding by Dress Code
5. Waiver of Liability

Conferences: Consent and approval indicated by the signing parties are applicable to the following activities:

1. Fall Competition Training Conference
2. DECA District Leadership Conference
3. DECA Power Trip
4. VA DECA State Leadership Conference (SLC)
5. International DECA CDC
6. State Officer Leadership Training (ELS)
7. State Officer Planning Meetings
8. Officer Leadership Retreat
9. Other Workshops and Activities sponsored by VA DECA

Parent/Guardian and Student must initial each statement below, sign the form on Page 2, complete Medical History Form on page 3 and review the Code of Conduct on pages 4-5.

____ I, the above-named Parent/Guardian, certify that I am the parent/legally-authorized guardian of the above-named student. I hereby give my permission for student to attend and participate in DECA activities for the 2022-23 school year.

____ I hereby give the above-named Advisor(s), the Virginia DECA Chartered Association Advisor (VA DECA Specialist), and their respective designee(s) permission to authorize medical treatment for student, as they deem reasonable or necessary, without additional permission from me. I agree to assume responsibility for all costs, including but not limited to all costs advanced by Virginia DECA, to obtain medical care for student.

____ Student and I have read and agree to abide by the supplied Virginia DECA Code of Conduct (see page 4-5 of this Form A). Should a Code of Conduct violation occur, regardless of when discovered by Virginia DECA, consequences may be applied at the discretion of the Virginia DECA State Advisor or designee in consultation with the chapter advisor, and/or VA DECA Board of Trustees if situation dictates their involvement.

The final decision shall be made by the State Association Advisor. With any violations of the VA DECA Code of Conduct the chapter advisor MUST contact the DECA State Advisor immediately. The parent or guardian, school official, and local authorities as appropriate will be notified.

_____ Consequences for a student involved in any Code of Conduct violation may include but are not limited to: disqualification from membership in DECA and DECA activities attendance and participation; being removed from office if of officer status with DECA or Virginia DECA; and being sent home. In the event that, as a result of a Code of Conduct violation, student is sent home: (a) reasonable care shall be exercised to insure a safe, expedient, and financially feasible mode of transportation back to student's home community, and (b) I agree to be responsible for any costs related to student's trip.

I, the above-named **Parent/Guardian**, have read, understand, and agree to the conditions and responsibilities as outlined in this Virginia DECA student Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Printed name (Parent/Guardian) Signature (Parent/Guardian) Date

I, the above-named **Student**, have read, understand, and agree to the conditions and responsibilities as outlined in this Virginia DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Printed name (Student/Delegate) Signature (Student/Delegate) Date

The DECA Advisor and School Administrator must initial each statement below, sign the form on Page 2, secure Medical History Form on page 4 from the student and review the Code of Conduct on pages 5-7.

_____ Should a Code of Conduct violation occur, consequences may be applied at the discretion of the Virginia DECA State Advisor or designee in consultation with the chapter advisor. The final decision shall be made by the State Association Advisor. **With any violations of the VA DECA Code of Conduct the chapter advisor MUST contact the DECA State Advisor immediately.** The parent or guardian, school official, and local authorities as appropriate will be notified.

- _____ Consequences may include:
- A) **Participation:** Expulsion from the conference, forfeiture of awards, scholarship, grants and future opportunities to participate in VA DECA activity for a period of no less than six months. Students and parent/guardian must immediately arrange and pay for alternative travel plans to return home.
 - B) **Financial:** Any charges/fines resulting from the actions of a delegate will be the responsibility of the student and/or chapter. This includes but is not limited to: hotel damage, conference center property, supplies and materials provided by VA DECA, vandalism, etc. Students shall refund any funds provided by VA DECA supporting participation in the conference or activities.
 - C) **Other Penalties** at the discretion of the advisor, chaperone, school official, or state/DECA staff.

I, the above-named **DECA Advisor**, have read, understand, and agree to the conditions and responsibilities as outlined in this Virginia DECA Student Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Printed name (Chapter Advisor)

Signature (Chapter Advisor)

Date

I, the **Administrator** at the above-named school, have read, understand, and agree to the conditions and responsibilities as outlined in this Virginia DECA Student Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Printed name (School Administrator)

Signature (School Administrator)

Date

MEDICAL HISTORY

Please Print (Each student and adult must complete and submit this form.)

Name		Chapter Name	
Home Address			
Street	City	State	ZIP
Home phone ()		Date of birth	
Doctor's name		Phone ()	
Subscriber's Name (person who has insurance policy) and subscriber's ID No.			
Address			
Employer		Phone ()	
Father's Name (if different from subscriber)		Job Title	
Work address			
Employer		Phone ()	
Mother's Name (if different from subscriber)		Job Title	
Work address			
Employer		Phone ()	
Student's health insurance coverage (Please include a copy of both sides of your insurance card.)			
Insurance company		Policy No.	
Allergies			
If there is any need for over the counter or prescription drugs, please attach a note to this form.			
If a parent /guardian cannot be reached in case of an emergency, contact the following person:			
Name		Phone ()	
Parent/Guardian Signature			

CODE OF CONDUCT

Philosophy: It is a privilege and honor for a student to attend district, state and international DECA functions. As such, each student represents his/her school, community and family as a young, business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone prior to acting, since lack of knowledge of rules is not an acceptable excuse. Teachers, chaperones, state staff, and the district advisor assume responsibility of enforcing Rules and Regulations to ensure, to the greatest degree possible, the safety and well-being of the student.

DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. Proper dress and grooming are a matter of exercising good judgment; thus, should questions concerning the Dress Code arise, contact your chapter advisor or refer to this form prior to making a decision. Attire listed below is enforced for all conferences. **Students, Advisors and chaperones must follow the dress code.**

1. When appearing before judges and on-stage:
 - a. Business suit or sport coat or blazer (jacket is required)
 - b. Dress slacks or dress skirt or business dress (skirt length must be to the knee)
 - c. Collared dress shirt and appropriate neckwear (necktie, ascot, scarf) or dress blouse
 - d. Dress shoes (boat shoes and canvas shoes are unacceptable)
2. DECA General Sessions, Meal Functions, Event Briefing
 - a. Business suit or sport coat or blazer (jacket is optional)
 - b. Dress slacks or dress skirt or business dress (skirt length must be to the knee)
 - c. Collared dress shirt and appropriate neckwear (necktie, ascot, scarf) or dress blouse
 - d. Dress shoes (boat shoes and canvas shoes are unacceptable)
3. DECA Business Casual when traveling to a conference with hotel rooms available for change of attire on arrival
 - a. Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes
 - b. Jeans, t-shirts, shorts, pajama bottoms, leggings, and athletic shoes are not included in business casual attire
4. Unacceptable during DECA Activities
 - a. Skin-tight or revealing clothing, midriff-baring clothing, swimwear, athletic clothing, leggings or graphic designed hosiery/tights
 - b. Clothing with printing that is suggestive, obscene or promotes illegal substances
 - c. Unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes and hiking boots
5. Pool - Proper attire when traveling to and from the pool area or when using the pool
 - a. Under no circumstances is pool attire permitted in the lobby or general area except the immediate pool area itself. Robe, t-shirt, shorts or other cover up is required
6. Street - When students are on free time, involved in activities outside those sponsored by DECA or outside the conference agenda.
 - a. This does not include travel to and from conference (see above)
 - b. Slacks or shorts with appropriate t-shirt or top

CONDUCT CODE

Participation in VA DECA activities provides an opportunity for students (delegates) to interact with business professionals, Virginia DECA supporters, members and the general public. As a result of establishing a positive, professional image, many businesses, civic organizations and individuals provide financial and human resources to DECA and its members. Should you have a question concerning what constitutes acceptable behavior, ask your advisor prior to making a decision. Chapter advisors/chaperones will be responsible for students' conduct. Maintain DECA's reputation! The following Conduct Code is enforced at all DECA functions.

- A) **Respect for the individual.** Students shall represent themselves, their chapter, and their state with pride and professionalism at all times.
1. Students must not dress or behave in a manner that can be interpreted as sexually explicit.
 2. Students shall not exhibit acts of fighting, rudeness or insubordination.
 3. Students shall not exhibit dishonesty of any kind to include cheating, plagiarism, and lying.
 4. Students will not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person, including but not limited to slurs used against a person on the basis of race, color, creed, national origin, ancestry, age sex, sexual orientation, or disability is prohibited. This includes harassment or abusive conduct using a mobile device.
- B) **Respect for property.** Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
1. There shall be no defacing of public property
 2. There shall be no damaging or stealing public or private property.
 3. There shall be no throwing of any objects from a hotel window, balcony, or vehicle.
- C) **Respect for visitors, guests and other attendees.**
1. Students shall refrain from using inappropriate or profane language at all times.
 2. Students shall refrain from verbal, physical or sexual harassment, hazing or name-calling.
 3. Students shall respect the rights and safety of other hotel guests.
- D) **Respect for governing laws, policies and procedures.**
1. National, State, Local Laws. Students shall not violate any city, state, or federal law
 - Students shall not be found in possession of, consuming, transporting, or consumption, transporting or purchasing of any alcoholic beverage or illegal drug, narcotics, drug paraphernalia, or weapons in any form at any time under any circumstances.
 - Use of tobacco products, juuling, vaping and other inhalants by delegates is prohibited at all DECA functions.
 - Students shall refrain from gambling – playing cards, dice or games of chance for money or other things of value.
- E) **Conference Policies and Procedures**
1. While at the conference or event:
 - Students must wear identification badges at all times.
 - Students must adhere to the dress code at all times.
 - Students shall keep their adult advisors informed of their activities and whereabouts at all times.
 - Students should be prompt and prepared for all activities.
 - Students should be financially prepared for all activities.
 - Students 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.
 - Students may not drive or ride in a private automobile or use public transportation during the conference, unless accompanied by an authorized advisor/chaperone or parent/guardian. Local conferences are to be governed by local school division policies for student driving and transportation.
 2. While in the designated conference lodging:
 - No delegate shall leave the hotel/lodging (except for authorized events) unless permission received from the chapter advisor(s).
 - There shall be no males in female rooms or females in male rooms at any time; including practicing.
 - Students shall not invite or have unregistered individuals in your hotel room or at a conference activity.

- Students will spend nights at their assigned hotel/lodging location and in their assigned room. No guests allowed during curfew hours. Students will be quiet at curfew.
- Students shall not disturb other hotel guests by excessive noise, door slamming, etc. resulting in a complaint to hotel management.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- Students will not accrue any incidental room charges (i.e., phone calls, rooms service, pay-per-view movies, etc.) without approval from the chapter advisor and settling the account prior to check-out.

CONSEQUENCES

If a student (delegate) is found in violation of the code of conduct, consequences may be applied at the discretion of the Virginia DECA State Advisor or designee in consultation with the chapter advisor. The final decision shall be made by the State Association Advisor. **With any violations of the VA DECA Code of Conduct the chapter advisor MUST contact the DECA State Advisor immediately.** The parent or guardian, school official, and local authorities as appropriate will be notified. Consequences may include but are not limited to:

- Participation: Expulsion from the conference, forfeiture of awards, scholarship, grants and future opportunities to participate in VA DECA activity for a period of no less than six months. Students and parent/guardian must immediately arrange and pay for alternative travel plans to return home.
- Financial Consequences: Any charges/fines resulting from the actions of a student will be the responsibility of the student and/or chapter. This includes but is not limited to: hotel damage, conference center property, supplies and materials provided by VA DECA, vandalism, etc. Students shall refund any funds provided by VA DECA supporting participation in the conference or activities.
- Other penalties at the discretion of the advisor, chaperone, school official, or state/DECA staff.