

**Kansas High School State Career Development Conference Registration (SCDC)
Chapter Advisor Procedures and Responsibilities**

JANUARY 2027

Please read all information carefully. Complete all requested information and sign the form. A school administrator must sign the form and have a copy. Electronically submit the signed copy with your registration.

1. The chapter advisor is responsible for thoroughly discussing the Kansas Delegate Code of Conduct & Medical Authorization ([2027 Release Forms and Code of Conduct](#)) forms with all students registered for the SCDC to ensure that each student completely understands their responsibilities as a delegate.
2. The chapter advisor is responsible for making sure that each student delegate completes the Kansas Delegate Code of Conduct & Medical Authorization ([2027 Release Forms and Code of Conduct](#)) forms and all signatures are provided. The signed forms must be available to the Kansas DECA and the State Advisor (Logan Gauby) upon request.
3. The chapter advisor is responsible for their students' conduct during the conference and for ensuring that all Kansas Delegate Code of Conduct and SCDC policies and procedures as published in the SCDC Guidebook and conference program are observed.
4. The chapter advisor is responsible for securing 2 (two) professionals (at a minimum) willing to serve as a judge for the conference.
5. The chapter advisor is responsible for providing leads of volunteers willing to serve during the conference.
6. The chapter advisor is responsible for providing a pre-conference orientation for all student delegates concerning professional conduct expected.
7. The chapter advisor is responsible for discussing this form's contents and making a copy of it available to the local school administrator whose signature appears below.

Chapter members may not participate in the SCDC unless all Kansas Delegate Code of Conduct & Medical Authorization forms are in the possession of the chapter advisor at the conference.

All conference delegates must observe the Kansas Delegate Code of Conduct.

The local school administrator will be contacted if the chapter advisor cannot be located within a reasonable time
OR if for any reason is unable to give reasonable or proper supervision.

Chapter Advisor's Statement:

"I have read and fully understand and agree to comply with the foregoing. A copy of this form will be retained by my school administrator."

School _____

Administrator Printed Name _____

Administrator Signature _____

School Phone No. _____ Administrator Cell Phone _____

Advisor Signature _____ Date _____