



State Career Development Conference

March 1-3, 2026

Advisor Handbook



TABLE OF CONTENTS

PREFACE	1
2026 CHECKLIST	2
SECTION I	
Competitive Events Program Philosophy	3
Membership/Participation Eligibility	3
Maximum Entries	
Per Chapter	4
Per Student	4
Competitive Event Registration	
General Guidelines	4
Specific Guidelines	5
Competitive Event List & Acronyms	6
Competitive Event Recognition	7
Conference Management Policies	7
Conference Registration Policies (with hotel information)	8
Conference Participation Policies – Students	
Kansas Delegate Rules/Medical Authorization Form	9
Professional Image	9
Professional Conduct	9
Transportation	9
Disqualification	9
SECTION II	
Chapter Advisor Responsibilities	
Registration	10
Pre-Conference Chapter Orientation Meeting	10
On-Site Advisor Orientation Meeting	10
Student Supervision	10
Hotel Policies	10
Competitive Event Administration	11
International CDC Meeting	11
Conference Administration Policies	
Chapter Chaperones Policy	12
Dress Code Policy	13
Minimum Competency Policy	13
Special Recognition Opportunities – State CDC	
H. D. Shotwell Chapter Service Award	14
SECTION III	
International CDC	
ICDC Advisor Meeting	15
Leadership Academies	15
Voting Delegates	16
Additional Opportunities – SMG, VBC	16
SECTION IV	
Awards / Recognition Configuration	17
Tentative Schedule of Events – State CDC	18

**KANSAS DECA
STATE CAREER DEVELOPMENT CONFERENCE HANDBOOK
2026**

PREFACE

PURPOSE AND USE

The Kansas DECA State CDC Handbook regulates all State level competitive events and conference activities.

It is designed to assist the chapter advisor in preparing and registering students for competition at the Kansas DECA State CDC.

It is to be used in conjunction with the DECA Inc., publication “[DECA Guide](#)” which contains guidelines for competitive events.

- ♦ If there is a difference between policies and procedures printed in the State CDC Handbook and those printed in the “[DECA Guide](#),” the State CDC Handbook shall take precedence for the State CDC only.



Kansas DECA State Office Contacts

<p><u>State (Chartered Association) Advisor</u> Logan Gauby; lmgauby@ksu.edu</p> <p><u>Kansas DECA SCDC Event Coordinator</u> Megan Ronnebaum</p> <p><u>Kansas DECA SCDC Program Coordinator</u> Allan Huang</p>	<p>Contact Information: ksdeca@ksu.edu</p> <p>Business Building 1301 Lovers Lane Suite 1001 Manhattan, KS 66506</p>
--	---

Kansas DECA - 2026 CHECKLIST

MEMBERSHIP

SUBMITTED & PAID BY JANUARY 19, 2026

<https://membership.decaregistration.com/deca>

- ☐ Enter all members into the membership system
- ☐ Make payment to National DECA for all members

JUDGE REFERRALS

SUBMITTED BY FEBRUARY 6, 2026

- ☐ [Judge Referral Form](https://kstate.qualtrics.com/jfe/form/SV_bJ8OXjCcfse7cTs) (https://kstate.qualtrics.com/jfe/form/SV_bJ8OXjCcfse7cTs)

ON-TIME (Online) REGISTRATION

COMPLETED BY January 30, 2026

[Link to Conference Registration Instructions](#) (2019 version, should be similar)

- ☐ State CDC Registration – [Conference Registration Portal](#)
- ☐ [Chapter Advisor Procedures and Responsibilities](#) (email ksdeca@ksu.edu if you need a copy)

LATE REGISTRATION (CHANGES / DROPS) DEADLINE

RECEIVED BY FEBRUARY 6, 2026

- ☐ Late registration, changes, drops

SCDC PAYMENT

POSTMARKED BY FEBRUARY 18, 2026

- ☐ Check or Purchase Order *payable to Kansas DECA*
** Full payment must be received prior to the State Career Development Conference or school may be disqualified*

Mail to:

Kansas DECA
1301 Lovers Lane
Suite 1001
Manhattan, KS 66506

- ☐ Payments received after Feb. 18, 2026 without prior arrangements made with the State Office will incur a 10% late fee.

WRITTEN EVENT MANUALS (Online) Submission

SUBMITTED BY FEBRUARY 16, 2026

- ☐ Written Event Submission:
 - Advisor Submission Link: <https://judgepro.registtermychapter.com/org/jpks-scdc/conf/jpks-scdc>
 - Student Submission Link: <https://judgepro.registtermychapter.com/org/jpks-scdc/conf/jpks-scdc/student>
- ☐ Email HD Shotwell Submission (if participating) to ksdeca@ksu.edu

STATE OFFICER CANDIDATE FORMS

SUBMITTED BY FEBRUARY 20, 2026

- ☐ State Officer Candidate Forms will be sent separately via email
- ☐ Candidate briefings will be via Zoom Wednesday, February 25, 2026 and Thursday, February 26, 2026 (*session times TBD*)

SECTION I

COMPETITIVE EVENTS PROGRAM PHILOSOPHY

DECA offers a comprehensive program of competitive events based on the occupational goals of the student members and on the activities of chapters in high school and post-secondary institutions. The purposes of the DECA Inc. competitive events are to:

- Contribute to the development of competencies needed for careers in marketing, management, finance, communication, tourism, and entrepreneurship
- Evaluate student achievement of the competencies through performance indicators
- Provide opportunities for student and team recognition
- Provide constructive avenues for individual or team expression, initiative, and creativity
- Motivate students to assume responsibility for self-improvement and self-discipline
- Provide a vehicle for students to demonstrate their acquired competencies through individual and/or team activities
- Assist students in acquiring a realistic self-concept through individual and/or team activities
- Help students to participate in an environment of cooperation and competition
- Provide visibility for the educational goals and objectives related to business and marketing education

MEMBERSHIP/PARTICIPATION ELIGIBILITY

Students who have paid membership dues to the State and International Associations by the designated state deadline may compete at the State Career Development Conference provided all of the following criteria are met:

1. Student is currently enrolled and attending school.
2. Student has the approval of parent/guardian, chapter advisor, and school officials.
3. Student is entered in at least one event.
4. Student is registered by the chapter where membership dues were paid. *(A student who paid dues to the chapter at "School A" may not be registered with the chapter from "School B")*
5. Kansas SCDC Registration is connected to the Membership System at DECA, Inc. to verify dues are paid and the chapter is in good standing.

Maximum Entries

(See "Competitive Event List & Acronyms" – Section II)

■ PER CHAPTER . . .

The maximum number of entries that may be submitted by one chapter in the same event is unlimited.

■ PER STUDENT . . .

All students must be registered in one event from either Category I and/or Category II.
(See State Competitive Event List)

The maximum number of events that one student may enter is two – one from Category I and one from Category II.

Competitive Event Registration



▪ GENERAL GUIDELINES . . .

1. Read the event descriptions in the [“DECA Guide”](#) and make it available to students. Be sure to use the current year’s [“DECA Guide”](#) and the current edition of the State CDC Handbook.
2. Make sure that all students attending are entered in at least one event.
Make sure that no student is entered in more than two events – one from Category I and one from Category II.
3. Registration will be completed online, through a web-based registration portal.
4. Make changes to competitive event registration, if needed. All changes must be submitted via email and through the registration portal by the designated “Late/Changes” deadline. The only competitive event changes accepted after the designated deadline, or on-site, will be drops and will only be considered on a case-by-case basis.
5. Keep a copy of all SCDC registrations. The chapter advisor shall assume responsibility for any error made and not corrected by the designated date.
6. Submit SCDC registrations and payments by the applicable deadlines.

▪ SPECIFIC GUIDELINES . . .

7. **Principles of Business Administration** (Category I)
 - Events have THREE parts: one, 100-point multiple-choice exam and two content interviews.
8. **Individual Series Events** (Category I)
 - Events have THREE parts: one, 100-point multiple choice exam and two role-play events. Final rank will be based on total points earned.
9. **Team Decision Making Events** (Category I)
 - Must be comprised of two members and have THREE parts.
 - Both team members must take the multiple-choice exam and both scores will be averaged to produce one team score.
 - Both team members must participate in all presentations to the judge(s) and both must respond to questions from the judge(s).
 - Final rank will be based on total points earned.
 - If qualified, both team members must attend the International CDC.
10. **Project Management Events** (Category II)
 - Teams who place at SCDC may not be substituted for ICDC.
11. **IMC, FCE, HTPS and PSE** (Category II)
 - Events are comprised of TWO parts: one, 100-point multiple choice exam and an oral presentation. The presentation is weighted at twice (2 times) the value of the exam scores.
12. Check the [“DECA Guide”](#) for the correct number of participants, and exam, role-play and presentation requirements.

13. In team events, all participants must participate in the presentation to the judge(s) and all must respond to questions from the judge(s).
14. All Category II manuals are submitted prior to the state conference, must include a signed "Written Event Statement of Assurances" with student signature(s) and one advisor signature.
15. Participants must be to their designated check-in location on time. If a competitor fails to report to the designated location at the designated time, their opportunity to compete may be forfeited.
16. For role-play events (Series, Team Decision Making, Principles, and Personal Financial Literacy), participants may not bring reference materials, audio or visual aids, etc. to the competitive event. Participants may use a four-function calculator during the exam and preparation period – scientific/graphing calculators, cell phones, iPads/tablets may not be used for any reason during the designation prep period or presentation.

COMPETITIVE EVENT LIST & ACRONYMS

For the Kansas SCDC, there are TWO categories of events: I & II. Events, acronyms, and participants within each category are listed below. A student MUST be entered in at least ONE competitive event to attend SCDC. Students may compete in 2 events at SCDC.

A student competing in TWO events will compete in one event from Category I and one from Category II.

Read the competitive event guidelines for all events in the [DECA Guide](#) carefully!

CATEGORY I EVENTS		CATEGORY II EVENTS	
Name (ABBREVIATION)	# of participants	Name (ABBREVIATION)	# of participants
Principles of Business Management & Administration (PBM)	1 (first year member)	Business Services Operations Research (BOR)	1-3
Principles of Entrepreneurship (PEN)	1 (first year member)	Buying & Merchandising Operations Research (BMOR)	1-3
Principles of Finance (PFN)	1 (first year member)	Finance Operations Research (FOR)	1-3
Principles of Hospitality & Tourism (PHT)	1 (first year member)	Hospitality & Tourism Operations Research (HTOR)	1-3
Principles of Marketing (PMK)	1 (first year member)	Sports & Entertainment Marketing Operations Research (SEOR)	1-3
Business Law & Ethics Team Decision Making (BLTDM)	2		
Buying & Merchandising Team Decision Making (BTDM)	2	Business Solutions Project (PMBS)	1-3
Entrepreneurship Team Decision Making (ETDM)	2	Career Development Project (PMCD)	1-3
Financial Services Team Decision Making (FTDM)	2	Community Awareness Project (PMCA)	1-3
Hospitality Services Team Decision Making (HTDM)	2	Community Giving Project (PMCG)	1-3
Marketing Management Team Decision Making (MTDM)	2	Financial Literacy Project (PMFL)	1-3
Sports & Entertainment Marketing Team Decision Making (STDM)	2	Sales Project (PMSP)	1-3
Travel & Tourism Team Decision Making (TTDM)	2		
Accounting Applications Series (ACT)	1	Innovation Plan (EIP)	1-3
Apparel & Accessories Marketing Series (AAM)	1	Start-Up Business Plan (ESB)	1-3
Automotive Services Marketing Series (ASM)	1	Independent Business Plan (EIB)	1-3
Business Finance Series (BFS)	1	International Business Plan (IBP)	1-3
Business Services Marketing Series (BSM)	1	Business Growth Plan (EBG)	1-3
Entrepreneurship Series (ENT)	1	Franchise Business Plan (EFB)	1-3
Food Marketing Series (FMS)	1	Integrated Marketing Campaign - Event (IMCE)	1-3
Hotel and Lodging Management Series (HLM)	1	Integrated Marketing Campaign - Product (IMCP)	1-3
Human Resources Management Series (HRM)	1	Integrated Marketing Campaign - Service (IMCS)	1-3
Marketing Communication (MCS)	1	Financial Consulting (FCE)	1
Quick Serve Restaurant Management Series (QSRM)	1	Hospitality and Tourism Professional Selling (HTPS)	1
Restaurant and Food Service Management Series (RFSM)	1	Professional Selling (PSE)	1
Retail Merchandising Series (RMS)	1		
Sports and Entertainment Marketing Series (SEM)	1		
Personal Financial Literacy (PFL)	1		

COMPETITIVE EVENT RECOGNITION

1. **Category I** – The total of the three parts (*1 multiple choice exam and 2 role-plays*) of Principles Events, Individual Series Events, and of Team Decision Making Events are totaled and ranked based on the total points earned. The ranking serves as the basis for determining students to be recognized during the awards sessions.
 - a. Category I winners in role-play events are entered for ICDC competition based on top score and the number of competitors allowed per state from DECA Inc.
2. **Category II** – Rank is determined by the points earned through the policies set forth earlier in this document (labeled: “Specific Event Guidelines”).
 - a. Category II winners in written events are entered for ICDC competition based on top score and based on the number of competitors allowed per state from DECA Inc.
 - b. Category II events (except for Professional Selling/Consulting Events) will have a question for each project to the judges asking if the project should rank high enough to move forward to ICDC competition (perhaps with additional work on the part of the student participants). A "no" from the judges will eliminate the project from being recognized at the Awards Session and from moving on to ICDC.

CONFERENCE MANAGEMENT POLICIES – CATEGORY II EVENTS

1. Sections will be used in Category II events that have high registration numbers. Preliminary competition will have one judge per section. Finalists will be selected from each section, if finals are necessary. Typically, 15 participants in a specific event will trigger a preliminary round with a final round. The State Advisor reserves the right to make the final determination regarding sections of events and preliminary rounds.
2. All Category II manuals are submitted prior to the state conference, must include a signed “Written Event Statement of Assurances” (*it is neither numbered nor counted in total pages; it is inserted at the front of the manual*) with student signature(s) and one advisor signature. Manuals submitted without the required statement will be penalized.
3. All manuals will be screened using the event’s “Written Entry Checklist” (see [DECA guide](#)).
4. Once a manual is entered in competition, the identical content material may not be entered in State or International competition again. The chapter advisor is responsible for ensuring compliance with this policy. A manual submitted in violation of this policy will not be judged.

CONFERENCE REGISTRATION POLICIES

1. **All students must be pre-registered for competitive events.** No student may register, change or add new events on-site.
2. **The chapter advisor must register all students.** No student may register independently of a chapter; the student must be registered with the chapter where the student attends school and has paid membership dues.
3. **All students, chapter advisors, chaperones, alumni members, and guests must pay the appropriate conference registration fee.** No one may attend the State CDC without paying the registration fee.
4. **All chapters must bring the required number of chapter chaperones** (*see page 12*).
5. **On-Time Registration.** Full payment of all state registration fees must be received prior to the start of the State CDC or the chapter will be disqualified. Payments received after February 16, 2026

without prior arrangements made with the State Office will incur a 10% late fee.

- a. In cases where this is not possible, a purchase order signed by a school administrator will be accepted. No adjustments for changes are to be made to the original purchase order submitted.
 - b. No invoice for purchase orders will be mailed. The registration form with fees calculation provides necessary documentation of the amount due.
6. **Late Registration.** The registration fee will increase when the one week “late registration” period begins. No one may register after the Late/Changes deadline.
- a. When registering students late, please ensure that the required number of chaperones have also been registered.
7. **Substitution Registration.** If a student drops and is replaced by another student, no additional registration fee will be due if the change is submitted by the On-Time Registration deadline (January 31, 2026).
- a. If a student drops and is replaced by another student after the On-Time Registration deadline, a \$15 change/late registration fee will be due (in addition to any applicable conference registration fees) if the change is submitted by the Late Registration/Changes deadline (February 6, 2026).
 - b. **NO** additions will be allowed past the Late/Changes deadline (drops and substitutions will be considered on a case-by-case basis).
8. **Cancellations/Refunds.** If a student drops and no student replacement is available, a partial refund of registration fees paid may be made if the cancellation is received by the late/changes deadline. Substitutions may be made on a case-by-case basis up to the start of the State CDC given that the competitive event does not change.
9. **Hotel/Lodging.** Chapters are not required to stay at a property that has rooms blocked for Kansas DECA. Chapters must arrange lodging individually.

CONFERENCE PARTICIPATION POLICIES – STUDENTS

1. **KANSAS DELEGATE RULES/MEDICAL AUTHORIZATION FORM**

Each student delegate attending the State Career Development Conference must have completed the [Kansas Delegate 2026 Release and Code of Conduct Forms](#) signed by the parent/guardian of any student under the age of 18 to be kept on file with their chapter advisor.

It is the chapter advisor’s responsibility to bring all completed forms to the conference. Chapters who do not bring the forms must present the forms to the State Office prior to the start of role-play competition on day two (typically Monday) of the conference or their students will be ineligible to continue competing. At registration, the chapter advisor will sign a form stating that they have brought the forms with them.

2. **PROFESSIONAL IMAGE**

Delegates must wear professional business attire as defined by the National DECA Dress Code and the conference name badge to all designated conference activities, including but not limited to: (a) General Sessions, (b) Election Sessions, (c) Event role-plays and presentations to judges, and (d) Awards Sessions. (See “Conference Dress Code Policy”, Page 14.)

Any exceptions will be announced by the Kansas DECA State Advisor.

3. **PROFESSIONAL CONDUCT**

All delegates are expected to always act as professionals. This includes, but is not limited to:

- Respecting the rights of all hotel guests and conference delegates

- Observing “curfew” as published in the conference program
- Complying with the reasonable requests of adult delegates
- Reporting for events as scheduled
- Following the Kansas Delegate Code of Conduct at all times

Delegates who do not conduct themselves professionally are subject to removal from all conference activities.

4. TRANSPORTATION

Chapters are responsible for providing necessary transportation for students. Students are strongly discouraged to drive personal vehicles at any time during the State Conference. Kansas DECA assumes no responsibility for those who do so in violation of this policy.

5. DISQUALIFICATION – COMPETITIVE EVENT INFRACTION

Students may be disqualified for not following all of the guidelines, rules, policies related to their competitive event. If a student is disqualified (for a reason related to the competitive event policies), the students’ performance will still be evaluated by a judge and scored accordingly. The score will not be counted toward ranking and ICDC eligibility. An attempt will be made to contact the local chapter advisor to explain the infraction which led to disqualification. The local chapter advisor may request a hearing to appeal the disqualification. The State Advisor will assemble a Review Committee which will review the decision, the justification, and hear the appeal. The Review Committee will render a final decision prior to the Grand Awards session. If the advisor cannot be located, no appeal will be allowed.

SECTION II

CHAPTER ADVISOR RESPONSIBILITIES

REGISTRATION

The chapter advisor shall be responsible for completing, proofreading, and submitting all student, advisor, and chaperone registrations by the designated deadline.

PRE-CONFERENCE CHAPTER ORIENTATION MEETING

The chapter advisor shall provide to student delegates, chapter chaperone(s), and parents a thorough review, explanation, and discussion of the Kansas Delegate Code of Conduct & Medical Authorization for Treatment form as well as the policies, procedures, and information contained in the State CDC Handbook. Such orientation must take place prior to arrival at the conference.

The orientation meeting shall also include a discussion of each student's intentions with regard to attending the International CDC should they be qualified. Further, for students entered in two events, each student shall commit in writing to which event they will compete in should they be qualified in more than one event.

REQUIRED ON-SITE ADVISOR ORIENTATION MEETINGS

Chapter advisors registered for the State CDC will attend the sessions as listed in the Conference Program. Attendance by one chapter advisor per chapter, at a minimum, is mandatory.

STUDENT SUPERVISION

The chapter advisor and/or chapter chaperone(s) shall meet with and assist students as needed throughout the State CDC. In addition, the chapter advisor and/or chapter chaperone(s) shall monitor the conduct of student delegates throughout the conference.

The chapter advisor or chapter chaperone(s) will not:

- schedule chapter meetings after published curfew;
- allow students to disregard curfew;
- plan chapter meetings or other activities during scheduled conference activities.

HOTEL POLICIES

- It is suggested for chapter advisors and/or chaperone(s) check all conditions of hotel rooms prior to occupancy and prior to checking out.
- All student delegates are to be in assigned sleeping rooms at curfew.

The chapter advisor or chapter chaperone(s) shall be responsible for checking all student sleeping rooms at curfew and monitoring the hallways after curfew. Students who violate curfew will be subject to disqualification from their events.

- The chapter advisor shall be responsible for discussing appropriate safety precautions with all student delegates.
- The chapter advisor is responsible for coordinating with chaperones to ensure that students conduct themselves appropriately in the conference hotel.

COMPETITIVE EVENT ADMINISTRATION

The chapter advisor shall direct or assist with competitive events as assigned. Except in cases of sudden illness or incapacity, all advisors are expected to be at their assigned event until all participants have competed. No advisor shall leave his/her assignment until someone is available to cover the event.

Advisor assignments will not be determined until Conference Registration has been received.

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE MEETING (ICDC)

All chapter advisors who have winners that place in an event at SCDC must attend the ICDC meeting that will begin approximately 30 minutes following the conclusion of the Grand Awards Session and will last approximately 90 minutes.

Advisors shall be prepared to answer “yes” or “no” for each student qualified, as to whether or not the student will compete in that event at ICDC. A “maybe” will be recorded as a no, and the process will continue.

If a chapter advisor does not attend, any student from that chapter who is eligible to attend the International CDC or becomes eligible through the process of “moving up” will be recorded as an automatic “no”.

CONFERENCE ADMINISTRATION POLICIES

CHAPTER CHAPERONES POLICY

Supervision of students at the State CDC is a legal responsibility. Because all chapter advisors have assigned conference administration responsibilities, it is necessary to provide adequate supervision through the use of chaperones.

It is strongly recommended that all chapters regardless of the number of students brought to the conference provide a minimum of one chaperone who will be available to students when the chapter advisor is busy with assigned conference duties. Students may not interrupt the chapter advisor during the advisor’s scheduled responsibilities. Likewise, chapter advisors may not leave their assigned responsibility to check on their students.

The responsibility of chapter chaperones is to be available to assist and supervise student delegates when the chapter advisor cannot. The chapter advisor is responsible for knowing the whereabouts of all his/her student delegates at all times.

Therefore, chaperones may not serve as judges who are busy throughout the major portion of the conference and are unavailable to students.

The chart below indicates the number of chaperones required based on the number of students registered for competition. The chapter chaperone is entitled to participate in all conference activities. The chapter chaperone is to be dressed in professionally appropriate attire when attending all conference activities. The chapter chaperone is responsible for observing the same delegate conduct rules as all conference participants.

Adult/Student Ratio				
Student Delegates	Chapter Advisor	Plus	Required Chaperones	Total (minimum) # of Adults Required
1-10	1	+	0	1
11-20	1	+	1	2
21-30	1	+	2	3
31-40	1	+	3	4
41-50	1	+	4	5
51-60	1	+	5	6
61-70	1	+	6	7
71-80	1	+	7	8
81-90	1	+	8	9
91-100	1	+	9	10
One chaperone is required for every additional 10 students registered.				

DRESS CODE POLICY

From the opening session until the end of the closing session, students, advisors, and chaperones shall demonstrate professionalism by adhering to the following dress code. It is the chapter advisor's responsibility to review the dress code with all chapter delegates and to monitor attire at all functions to ensure compliance with the rules established for proper dress at official DECA SCDC activities. Professional business dress should be worn to all events where a judge or outside observer (hotel staff, business representatives, news media, etc.) may be in attendance. This will include testing.

Appearance will be checked at each session or activity, and those delegates inappropriately dressed will be asked to change clothes. No additional time will be given to students who must change clothes before being allowed into any testing session.

At International CDC, competitive event participants must wear the official -DECA blazer during interaction with judges. The official DECA blazer is not required during briefing and testing at SCDC; however, professional dress is required.

Appropriate DECA Dress (as presented in the 2026 [DECA Guide](#), page 43):

- Dress slacks, dress skirt, or business dress (skirts & dresses must be at or below the knee)
- Collared dress shirt and appropriate neckwear or dress blouse
- Dress shoes
- Necktie/scarf/ascot (optional)

MINIMUM COMPETENCY POLICY (REVISED 2001-02)

The following policy for Kansas DECA was implemented with the 2002 State Career Development Conference.

DEFINITION ... MINIMUM COMPETENCY shall be defined as the score that must be attained in order to be recognized for achievement in competitive events at the Kansas DECA State Career Development Conference and to qualify for competition at the International Career Development Conference.

FORMULA ... The top two (2) scores of each event will be added together and the sum divided by two (2) to determine the average score. The average score will be multiplied by 70% to determine the minimum score possible. To be eligible for ICDC, scores must be 50% of the total points possible for that event.

EXCEPTION ... If an event has only one (1) or two (2) contestants, the minimum score shall be 50% of the total points possible for that event.

APPLICATION/MODIFICATION ... The SCDC Staff reserves the right to make adjustments if it appears this policy is not serving the needs of the members of Kansas DECA. The SCDC Staff will not make adjustments to this policy on an individual basis. Any change will be implemented at the next year's SCDC. Minimum Competency applies to every student.

H.D. SHOTWELL CHAPTER SERVICE AWARD

➤ PURPOSE

To encourage members and chapters to become actively involved in leadership training and community service activities.

To provide recognition to those Kansas DECA chapters who have organized, conducted, and participated in leadership training activities as well as community service projects.

➤ ELIGIBILITY

This is not a competitive event. All Kansas DECA chapters who fulfill the above purposes are eligible for recognition.

➤ FORMAT OF ENTRY

The chapter will prepare a report with a description of leadership training activities conducted at the local level and community service projects sponsored by the chapter (*or those sponsored by another organization or school with which they have assisted and/or participated*) during the membership year. The membership year begins at the conclusion of the previous year's State Career Development Conference and includes all activities completed by the current year's State CDC postmark deadline for registration of entries.

The description must be typewritten and may include newspaper clippings and/or pictures which support the written description. The final report and any included attachments should be submitted digitally to the State Advisor email – ksdeca@ksu.edu. **Entries should be submitted by February 16, 2026.**

Sample Entry:

MDA Fifty members of the chapter participated in a 12-hour "Bowl-A-Thon". Members gathered pledges @ 10 cents per pin and raised a total of \$2,000 which was donated to MDA.

Halloween Members decorated "Ghostly Treat Bags", filled them with goodies, and dressed up for a "Spook Parade" for the children at St. Mary's Hospital.

➤ JUDGING CRITERIA

Entries will be verified at the State CDC based on the above-stated purposes. Entries that do not follow the proper format of entry will not be recognized.

➤ REGISTRATION OF ENTRY

Check the "Yes" box on State CDC Registration and return by the **February 16, 2026**. All reports MUST be submitted during the on-site conference registration period. Failure to do so will disqualify the entry for recognition.

SECTION III

INTERNATIONAL CDC (ICDC)

1. ICDC ADVISOR MEETING

Immediately following the conclusion of the *State CDC (SCDC)*, advisors are required to attend an International CDC meeting. During this meeting the following items will be discussed/determined:

- Kansas ICDC Student Delegate Attendance
 - Top 3 students/groups in each Category I event qualify for ICDC
 - Top 2 teams in each Category II event qualify for ICDC
 - If a student or team relinquishes their spot for ICDC, the next student or team in line will become eligible – this determination process is conducted immediately following the State CDC Grand Awards Ceremony
 - As a reminder, minimum competency policies will be followed (pg. 13)
- Leadership Academy Selection Process (see below)
- ICDC Registration & Payment Deadlines
 - Registration of ICDC student delegates will be due by the Friday following the conclusion of State CDC. This is a very fast turn-around, so please make sure students & parents are aware of this deadline.

2. DECA EMERGING LEADER SERIES (*FORMERLY LEADERSHIP ACADEMIES*)

Kansas DECA is provided a limited number of Emerging Leaders Series spots for ICDC. Attending a leadership series is a privilege and only the most dedicated of students should be nominated.

Nominations for Emerging Leader Series activities will be accepted the day after SCDC has concluded and during the timeframe as announced at the ICDC Advisor Meeting.

- Selection criteria includes: consideration of previous leadership experience as well as those students who placed in the Top 10 at the State CDC. Selection of participants will be determined and announced by the Kansas DECA Board of Directors.

The following academies are offered at ICDC:

- **EMPOWER:** (*FORMERLY STATE OFFICER LEADERSHIP DEVELOPMENT ACADEMY*)
The purpose of this academy is to provide initial leadership development activities to newly elected state officers. (*All state officers elected at the State CDC may attend.*)
- **IGNITE:** (*FORMERLY LEADERSHIP DEVELOPMENT ACADEMY*)
The purpose of this academy is to provide advanced leadership development activities to students who have previous leadership experience or to those who may benefit from such activities. (*The allocation from National DECA determines the number of students who may participate. Historically, Kansas DECA has been allocated 11 spots to participate in the Ignite Academy.*)

- **ASPIRE:** *(FORMERLY SENIOR MANAGEMENT INSTITUTE)*
The purpose of this academy is to serve as a bridge to college and real- world careers. This academy helps students learn how to leverage their DECA experience as they prepare for college, interviews, and internships. *(The allocation from National DECA determines the number of students who may participate. Historically, Kansas DECA has been allocated 5 spots to participate in the Aspire Academy.)*
- **ELEVATE** *(FORMERLY CHAPTER MANAGEMENT ACADEMY)*
The purpose of this academy is to help DECA students become the ultimate DECA chapter leader. Students will discover their personal leadership style and how they can use that to take their chapter to the next level. *(The allocation from National DECA determines the number of students who may participate. Historically, Kansas DECA has been allocated 5 spots to participate in the Elevate Academy.)*
- **THRIVE**
The purpose of this academy is to provide students of exceptional chapters an opportunity to network with other high-flying chapters and continue to develop their toolbox of collaboration, communications, critical thinking, and creativity skills. *(Attendance at this academy is only eligible to chapters who have received allocations through the completion of national chapter campaigns.)*

3. VOTING DELEGATES

The purpose of serving as voting delegates is to provide experience in the democratic process of electing DECA's executive officer team. The allocation from National DECA determines the number of students who may participate. State Officers who have just completed their term will serve as Kansas Voting Delegates.

4. ADDITIONAL OPPORTUNITIES – INTERNATIONAL CDC

In addition to the competitive events offered at SCDC, students have the opportunity to qualify for ICDC in events such as the Stock Market Game or the Virtual Business Challenge. These events are conducted throughout the school year, and students compete online. Winners are announced by DECA, Inc. For a Kansas student to be eligible to attend ICDC if they win in one of these events, the student MUST attend SCDC and compete in at least one event.

Any violations of the Delegate Rules during SCDC, will result in the student being denied permission to attend ICDC.

SECTION IV

AWARDS AND RECOGNITION – Kansas SCDC

1. RECOGNITION AT GRAND AWARDS SESSIONS

The top ranked participants in each respective competitive event will be called to the stage at the same time. Once all participants have reported to the front of the Ballroom, participants will be escorted onto stage and the top 3 participants will be recognized with a trophy or plaque. All students called to the stage during competitive event recognition during Grand Awards will receive an award.

SECTION V

SCHEDULE OF EVENTS^{*†}

SUNDAY, MARCH 1, 2026

<i>start time</i>	<i>end time</i>	<i>event/program</i>	<i>building</i>
9:00 <u>a.m.</u>	10:30 <u>a.m.</u>	CONFERENCE REGISTRATION (CHAPTER ADVISORS ONLY)	BUSINESS BUILDING
10:30 <u>a.m.</u>	--	KANSAS DECA 2026 STATE CAREER DEVELOPMENT CONFERENCE OPENS	BUSINESS BUILDING
11:00 <u>a.m.</u>	12:30 <u>p.m.</u>	TESTING SESSION #1	BUSINESS BUILDING
12:00 <u>p.m.</u>	2:00 <u>p.m.</u>	CANDIDATE ROW	BUSINESS BUILDING
1:00 <u>p.m.</u>	2:30 <u>p.m.</u>	TESTING SESSION #2	BUSINESS BUILDING
2:30 <u>p.m.</u>	4:00 <u>p.m.</u>	STATE OFFICER CANDIDATE TESTING SESSION	BUSINESS BUILDING
3:00 <u>p.m.</u>	4:00 <u>p.m.</u>	ADVISOR MEETING @ COLLEGE OF BUSINESS BUILDING (BB-1092)	BUSINESS BUILDING
4:30 <u>p.m.</u>	5:30 <u>p.m.</u>	OPENING GENERAL SESSION – ALL DELEGATES MUST ATTEND	UNION
6:00 <u>p.m.</u>	7:00 <u>p.m.</u>	CANDIDATE NOMINATION SESSION AND RALLY	BUSINESS BUILDING
6:30 <u>p.m.</u>	9:30 <u>p.m.</u>	CATEGORY II EVENT PRESENTATIONS	BUSINESS BUILDING
11:30 <u>p.m.</u>		CURFEW (ALL DELEGATES IN THEIR RESPECTIVE ROOMS)	--

MONDAY, MARCH 2, 2026

7:00 <u>a.m.</u>	7:45 <u>a.m.</u>	COMPETITIVE EVENT SETUP (ALL ADVISORS MUST REPORT!)	UNION
7:30 <u>a.m.</u>	8:00 <u>a.m.</u>	JUDGES' REGISTRATION	UNION
8:00 <u>a.m.</u>	5:00 <u>p.m.</u>	COMPETITIVE EVENT COMPETITIONS	UNION
4:30 <u>p.m.</u>	5:45 <u>p.m.</u>	STATE OFFICER ELECTION SESSION	UNION
7:00 <u>p.m.</u>	9:30 <u>p.m.</u>	EVENING ACTIVITY – DECA AFTER DARK (‘DECA CASUAL’ ATTIRE IS ENCOURAGED) †	TBD
11:30 <u>p.m.</u>		CURFEW (ALL DELEGATES IN THEIR RESPECTIVE ROOMS)	--

TUESDAY, MARCH 3, 2026

9:30 <u>a.m.</u>	11:30 <u>a.m.</u>	CLOSING & AWARDS SESSION – ALL DELEGATES MUST ATTEND CLOSING SESSION WILL INCLUDE 2026/2027 STATE OFFICER ANNOUNCEMENT	UNION
11:30 <u>a.m.</u>	1:30 <u>p.m.</u>	ICDC MEETING & CHAPTER ADVISOR LUNCH	UNION
1:30 <u>p.m.</u>	3:00 <u>p.m.</u>	KANSAS DECA BOARD OF DIRECTORS MEETING	UNION
--	3:00 <u>p.m.</u>	KANSAS DECA 2026 STATE CAREER DEVELOPMENT CONFERENCE CONCLUDES	--

*ALL TIMES ARE SUBJECT TO CHANGE

†PROFESSIONAL DRESS IS REQUIRED FOR ALL CANDIDATES AT ALL EVENTS UNLESS OTHERWISE SPECIFIED