



Registration Checklist

Use this checklist to ensure you have completed all registration requirements.
Forms and links can be accessed on <http://teachdeca.org/wa-deca-scdc>.

October 5: Form B

___ **FORM B** Statement of Assurance (required from each advisor once per year via DocuSign)

January 9: 30-page written events submitted online

- ___ **30-Page written events** must be submitted online by 5:00 p.m.
- ___ Business Operations Research Events (BOR; BMOR; FOR; HTOR; SEOR)
 - ___ Chapter Team Events (CSP; CMP; EPP; FLPP; LEP; PRP)
 - ___ Business Growth Plan (EBG)
 - ___ Franchising Business Plan (EFB)
 - ___ Independent Business Plan (EIB)
 - ___ International Business Plan (IBP)

January 22: Registration opens at 5:00 a.m.

January 23: Other written events postmarked and mailed or hand delivered to WA DECA

- ___ **5- and 11- page written events** must be postmarked/mailed by January 23
- ___ Advertising Campaign (ADC)
 - ___ Innovation Plan (EIP)
 - ___ Start-Up Business Plan (ESB)
 - ___ Fashion Merchandising Promotion Plan (FMP)
 - ___ Sports and Entertainment Promotion Plan (SEPP)

* **Please note: This applies only to 5- and 11- page written projects that qualified at Area competition**

January 30: Online registration completed/finalized/closed by 5:00 p.m.

- ___ Attendee registration for advisors, chaperones, and students (all changes final)
- ___ Housing for advisors, chaperones, and students (all changes final)
- ___ Proctors for online testing included in SCDC registration (for contact information purposes only—\$0 fee)
- ___ Advisor clicked on "**Finished Registering**" in the registration system and received invoices

January 30: POs, hotel credit card authorizations, and forms due to (received by) WA DECA

- ___ **FORM C** Agreement to Supervise Students from Other Schools (if applicable)
- ___ **FORM D** Permission to Use Private Transportation (if applicable)
- ___ **REGISTRATION AND HOUSING POs** Housing PO or credit card authorization is required in order to hold hotel rooms
- ___ **HOTEL CREDIT CARD AUTHORIZATION FORM** If paying hotel with a credit card (**required for Hyatt**)

Forms and purchase orders can be emailed to nancy@wadecca.org (preferred), faxed to 206.492.2558, or mailed to WA DECA at 200 W Mercer St, Suite 207, Seattle, WA 98119

March 1: Registration payment due to (received by) WA DECA

- ___ **Conference registration payment** (check or credit card) for advisors, chaperones, and students
 - Checks or credit card information can be brought to conference registration on March 1 if a mailed check will not reach the WA DECA office by February 26 (**our office will be closed February 27–March 2**)
 - WA DECA accepts credit card payments—call our office at 206.285.1195
 - Mail checks to: Washington DECA, 200 W Mercer St, Suite 207, Seattle, WA 98119

* **Please note: A purchase order does not constitute "payment"—only the guarantee of payment by the stated deadline.**

March 1: Advisors bring Form A to conference to have in their possession

- ___ **FORM A** Student Member Permission and Release Form for each student must be in the advisor's possession at the conference (you do not need to turn them in to WA DECA—Form B covers this)