

**Innovate 2020**  
**Advisor Rules and Responsibilities**  
**Due October 28, 2020**

School

Advisor

I, , understand the Advisor Rules and Responsibilities and have a properly completed and signed DECA Delegate Permission, Release, and Code of Conduct form, on file for each Delegate who will attend Innovate 2020 activities. Delegate is defined as state officers, students, DECA advisors, chaperones, and any other persons attending the activity. I understand the following:

1. The DECA Delegate Permission, Release, and Code of Conduct form when properly completed, provides the best protection for Delegate's liability during the DECA activity.
2. Advisors are NOT employees of DECA. All employment decisions for DECA Advisors are at the discretion of the school and/or district.

**Advisor Rules and Responsibilities**

Please contact Lori Hairston at [lori@wadeca.org](mailto:lori@wadeca.org), if you have questions about this form. Advisors must review this document with all chaperone(s) to ensure they are aware of Washington DECA rules and responsibilities. **Advisors should collect signed forms from Delegates but not send to Washington DECA unless requested:**

- 1) The DECA advisor will have a signed DECA Delegate Permission, Release, and Code of Conduct form, on file and in their possession for each Delegate, including chaperones. Delegates will abide by the conduct policies established by Washington DECA and the Delegates' school and district.
- 2) Prior to conferences, the DECA advisor will review the Conduct Code with all Delegates, will enforce the Conduct Code during the conference, and will personally adhere to the Conduct Code.
- 3) The DECA advisor will verbally remind all delegates of their commitment to the policies stated in the Code of Conduct and further referenced in the Delegate Permission, Release, and Code of Conduct form.
- 4) A school district employee/advisor must be available for contact via phone and email during the entire conference. Parents cannot serve as the main contact unless employed by the district.
- 5) The DECA advisor will be available to work with Washington DECA staff in the event of an issue, disturbance, or any other interaction with one of the school's Delegates.
- 6) The DECA advisor will immediately report violations of the DECA Code of Conduct to the Washington DECA Executive Director, Lori Hairston; [lori@wadeca.org](mailto:lori@wadeca.org).
- 7) In addition to these Advisor Rules and Responsibilities, the advisor must comply with district and school policies when attending DECA activities.
- 8) The DECA Advisor is responsible for the behavior and activities of all delegates from the chapter. The school/district assumes responsibility for damage, accidental or otherwise, caused by delegates of their school/district during the entirety of the activity. All claims for damages done by the delegates of the school/district are the direct responsibility of the school/district.

**I understand and agree to comply with the Advisor Rules and Responsibilities, in addition to the DECA Code of Conduct, as indicated by my signature appearing below.**

Date

\_\_\_\_\_  
Advisor Signature