

MD DECA ADVISOR RESPONSIBILITIES

The purpose of this list is to provide Maryland DECA advisors a guideline to their roles and responsibilities for advising their clubs. Below you will find a list of items that every advisor must agree to in order to sponsor a MD DECA club.

1. The advisor is the point of contact for DECA and the school. Which means they will need to fill out and complete required paperwork and DECA paperwork. Each school/county has its own set of required paperwork. Please consult your individual school for this paperwork. (There is more for MCPS, but it is very easy to find). A list below will help get you started for field trips.
2. The advisor should plan on attending the Regional, State and International Competition (should anyone at your school qualify). This is an absolute must, but payment for travel is covered by members of your club. Regionals are at RMHS next year and States (SCDC) are in Baltimore for one day. ICDC is in Orlando for 4-5 days in April. All expenses are the responsibility of each individual club. If the advisor cannot attend, a staff member from your school must be in their place. You may have a parent volunteer or another staff member as an additional chaperone.
3. For meetings during the year, advisors should provide the space, but the club is entirely student led, except when an adult is needed as outlined above.
4. Advisors are also responsible for depositing funds/setting up OSP as per guidelines, or organizing collecting and depositing funds per your school's guidelines.

Dates of Note

Please keep these dates in mind including registration deadlines when filling out school paperwork for field trips. It is much easier to cancel, then submit too late and not have a confirmation from your county office.

Please refer to [Maryland DECA's website](#) for the most up to date information and links for registration to these events.

Event Title	Registration Begins	Registration Ends
Membership Drive for 22-23 School Year	August 31st, 2022	Early Deadline: 11/30/22 Late Deadline: 1/31/23
Power Trip (in Washington DC) November 11-13* Members MUST be paid registered members to attend by closing date	September 2022	Early October 2022



For 2022-2023

Region 1 Regionals Competition at RMHS (Event Date 12/17/22)	November 30, 2022	December 13, 2022
SCDC (Delta Marriott Hunt Valley 2/24/23)	January 13, 2023	February 17, 2023
ICDC (Orlando 4/22-4/26)	March 1, 2023	March 17, 2023
All attendees for the above events MUST have paid their registration and be a registered member with National DECA BEFORE the closing date.		

Paperwork Guidelines

Each county has its own paperwork to submit in order to have field trips approved. Please speak with your school’s Business Manager/Finance Manager to arrange to have your paperwork submitted and approved items completed before registration for events close.

Maryland DECA is not responsible for school’s approval. It is up to each advisor to submit proper paperwork for your school. Below is a list of locations on each district’s website to obtain necessary guidelines/paperwork to submit for field trip approval. This may not be a complete list of forms needed, please check with your individual school’s for a complete list. Private/Charter schools may have their own set of paperwork, which you should contact your school’s representative to fill out and submit.

District	Paperwork Website for Field Trips
MCPS	Field Trip Forms MCPS
Anne Arundel	Chaperone Background Check Field Trip Guidelines Parent Permission Letter
Fredrick	Field trip regulations and forms pdf
Baltimore County	Parent Permission Form Board Information Transportation Services Form
Baltimore City	Parent Permission Form Field Trip Request Form
Howard	Complete Field Trip Packet Emergency Form
Prince George	Trip Transportation Field Trip Request Form Field Trip Checklist



MARYLAND

DECA

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