



REVISED - Statement of Compliance and Advisor Rules and Responsibilities

Due October 2, 2026

School: _____ Advisor: _____

I, _____, understand the Advisor Rules and Responsibilities and have a properly completed and signed Virginia DECA Comprehensive Consent Form on file for each member/delegate who will attend any DECA activities. Member/delegate is defined as state officers, students, DECA advisors, chaperones, and any other persons attending the activity.

By signing, I also indicate that I will have the Virginia DECA Comprehensive Consent forms in my possession for the duration of the activity, including travel to and from the activity. I understand the following:

1. Virginia DECA will not collect Virginia DECA Comprehensive Consent forms or ICDC Attendance Permission Form.
2. **The Virginia DECA Comprehensive Consent form, when properly and totally completed, provides the best protection for my member's/delegates' medical needs and my liability during the DECA activity.**
3. Advisors are NOT employees of Virginia DECA. All employment decisions for DECA Advisors are at the discretion of the school and/or district. If a DECA Advisor is terminated by the school or district or placed on a leave of absence, the district must notify Virginia DECA in a timely manner. An Advisor who is placed on leave or terminated, cannot conduct duties as a DECA Advisor and are prohibited from participation at any activity until written confirmation of approval is received from the school/district.

Advisor Rules and Responsibilities

Please obtain signatures from all individuals listed on page 2, as an acknowledgment of your responsibilities. Advisors who have not submitted a completed form prior to the date conference registration opens, the chapter will be blocked from registering until the form has been submitted. This form is required one time per year. If there are any questions about this form and its required signatures, please contact the Virginia DECA State Advisor at stateadvisor@vadeca.org.

In addition to completing and submitting this document, you are responsible to ensure that you, your students, and your appointed chaperone(s) understand and complete the Virginia DECA Comprehensive Consent Form and adhere to the Virginia DECA Code of Conduct.

To that end, the following responsibilities apply:

- 1) The DECA advisor will have a signed Virginia DECA Comprehensive Consent form on file and in their possession for each member/delegate, including chaperones. Members/Delegates will abide by the conduct policies established by Virginia DECA and the members/delegates school and district.
- 2) The DECA advisor will ensure all invoices are paid by the deadline.
- 3) Prior to conferences, the DECA advisor will review the Virginia DECA Dress Code and Conduct Code with all members/delegates, will enforce the Dress and Conduct Code onsite at DECA conferences, and will personally adhere to the Dress and Conduct Code.
- 4) The DECA advisor will ensure that any available hotel service, such as a mini-bar or snacks for purchase, is not available to their members/delegates.
- 5) The DECA advisor will ensure their members/delegates have the ability to contact them immediately, at any hour, during the event.
- 6) The DECA advisor will follow established district guidelines and/or conduct a reasonable search of the

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students' room(s) to ensure there is no alcohol, drugs, or prohibited substances (including vaping devices) present.

- 7) **The DECA advisor will review with all members/delegates, safety and hotel instructions provided by Virginia DECA the hotel and security.**
- 8) The DECA advisor will verbally remind all member/delegates of their commitment to the policies stated in the Virginia DECA Comprehensive Consent form, a copy of which must be signed by each member/delegate, the student's parent or appointed guardian, and the advisor. *Upon violation of any of the Code of Conduct, the State Association Advisor, in consultation with the Advisor will determine the consequence to the violating member/delegate(s), to include being sent home immediately losing eligibility to attend any other state, regional, or international conference or event if the situation warrants.*
- 9) **A school district employee must be in attendance the entire Virginia DECA activity, parents cannot serve as the main contact unless employed by the district. This form must be signed by all parties and submitted prior to a school district employee serving as the chapter contact. The appointed district employee is responsible for fulfilling all stated duties of a DECA Advisor.**
- 10) The spouse of a DECA Advisor cannot attend an overnight Virginia DECA activity unless they are listed as a chaperone and approved by the school district.
- 11) Parents cannot attend an overnight Virginia DECA activity or stay in the hotel block unless they are listed as a chaperone and approved by the school district.
- 12) Under no circumstances can a student share a room with an advisor or chaperone unless the advisor/chaperone are approved by the district and are the parent of the student. No other delegates can stay in the same room as an advisor/chaperone and their son/daughter unless approved by the school division.
- 13) The DECA advisor will ensure their appointed chaperone(s) are present for the entire Virginia DECA event.
- 14) The DECA advisor and/or their appointed chaperone(s) will conduct room checks for each student/delegate room at or near the event curfew. The advisor must ensure that all students/delegates are accounted for and are reminded they must remain in their appointed hotel room. In the event of an emergency, students/delegates are to contact the advisor or their appointed chaperone.
- 15) The DECA advisor will be available to work with event security, hotel security, or Virginia DECA staff in the event of an issue or disturbance requiring entry into a hotel room containing their members/delegates or any other interaction with one of their members/delegates.
- 16) **The DECA advisor will immediately report any violations of the Virginia DECA Code of Conduct to the State Association Advisor.**
- 17) **The DECA advisor will immediately report any medical concerns/events to the State Association Advisor.**
- 18) At no time are the advisor or the event chaperone(s) allowed to consume alcohol while attending a DECA event.
- 19) Advisors will arrive on time to their assigned conference support shift and work assigned shift in its entirety.
- 20) In addition to these advisor rules and responsibilities, the advisor must comply with their district and school policies when attending DECA events.
- 21) The DECA Advisor is responsible for the behavior and activities of all students/delegates from the chapter. The school district/school/chapter/student assumes responsibility for property damage, accidental or otherwise, caused by a member of their school/district delegation 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.
- 22) **Overnight Supervision Policy:** To ensure student safety, all overnight events are subject to full 24-hour supervision. Advisors are expected to maintain complete supervision responsibilities and refrain from alcohol consumption throughout the entirety of the trip.

Advisors must share this document with all their chaperone(s) to ensure they are familiar with Virginia DECA procedures.

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

Date

Advisor Signature

Date

Principal or School Division Designee Signature

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Virginia DECA Advisor & Proctor Testing Integrity Agreement

Before administering or proctoring the Virginia DECA Competitive Events Exams, please read the following statement carefully. By signing this agreement, you acknowledge that you understand, agree to, and will enforce these rules to maintain testing security, fairness, and academic integrity.

Advisor & Proctor Honor Code & Testing Integrity Policy

As a chapter advisor and educator representing Virginia DECA, I understand that integrity, ethics, and character are core values of leadership and the business community. I recognize my responsibility in safeguarding exam security and providing an equitable competitive environment for all students.

By proctoring or overseeing this exam, I pledge and agree to the following:

- **Supervision & Independent Work:** I will ensure that all students complete their exams entirely on their own in a proctored environment without receiving assistance from peers, advisors, or external sources.
- **Enforcement of Authorized Resources:** I will actively monitor the testing environment to ensure students do not access unauthorized resources, including textbooks, study guides, notes, unauthorized calculators, smartwatches, search engines, artificial intelligence tools, or translation software.
- **Exam Security & Non-Disclosure:** I will not capture, screenshot, copy, print, record, or retain any exam questions or materials. I will not discuss or disclose exam contents with students, other advisors, or third parties before, during, or after the testing window.
- **Single Window Policy Monitoring:** I will ensure students maintain only the active testing window on their devices and do not navigate to other browser tabs, software, or external applications during the exam.
- **Reporting Irregularities:** I will immediately report any suspected academic dishonesty, security breaches, or technical anomalies to Virginia DECA state leadership.

Consequences of Violation

I understand that any failure to adhere to proctoring standards or compromise of exam materials severely impacts the integrity and fairness of the competition. Violations may result in the disqualification of affected students, invalidation of chapter testing results, and review by school administration and Virginia DECA leadership.

Acknowledgment & Signature

[] I have read, understand, and agree to uphold the Virginia DECA Advisor & Proctor Testing Integrity

Agreement and enforce all testing regulations.

Advisor/Proctor First and Last Name : _____

Advisor/Proctor Signature : _____

DECA Chapter / High School: _____ Date: _____

Principal or School Division Designee Signature _____

Date: _____

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