



Illinois DECA Advisor & School Administration Commitment and Expectations

August 1, 2026

Dear DECA Advisor:

Welcome to Illinois DECA. DECA prepares emerging leaders and entrepreneurs in Marketing, Finance, Entrepreneurship, Hospitality and Management. This goal can only be reached with the support of all Illinois DECA Advisors and from the administrators at your school.

OVERALL EXPECTATIONS FOR ADVISORS

General Information & Attendance

- **Attend Regional Advisor Meetings** as scheduled. Each school must have **at least one advisor in attendance** (*enhanced attendance structure beginning 2026*). Illinois DECA is strongest when we work together, and these meetings are an important opportunity to share information, discuss updates, collaborate with fellow advisors, and help shape the direction of the organization.
 - *At least one advisor from each chapter must attend each monthly regional meeting.*
 - *We understand that occasional conflicts may arise, which is why chapters are allowed up to two missed meetings.*
 - *For chapters with multiple advisors, it is expected that coverage will be arranged so someone can attend.*
 - *After a third missed meeting, the chapter will not be eligible to attend IL CDC.*
- **Check the ildeca.org website and the [DECA Doc](#)** regularly:
Visit the **Calendar** for upcoming events and deadlines and refer to the **Handbook** for general information and guidelines.
- Upload the [State Summary Report](#) and mail the **Charter Fee** and **IFME dues** for each advisor by September 30th to the Northbrook address. (*new date and process 2025*)
- **Complete initial online membership registration** and payment to National DECA. by November 15th/November 30th. Payment must be made to register for regional competitions.
- Upload the Chapter Roster as a PDF to the Roster Upload Form by **November 30, 2026**.
Important: Chapters that do not submit state membership information, charter documents, and IFME payments by the deadline will incur a **\$100 penalty** and will be **unable to participate in any IL DECA activities** until proper documentation is submitted.
- **Attire:** Advisors and chaperones are expected to wear professional business attire during all conference business sessions and competitive events, including when serving as event directors.

Illinois Career Development Conference (IL DECA CDC)

- Attending Advisors and Chaperones will be **required to assist with events** or / assist in other duties as assigned (i.e. walking halls, chaperoning social events, security, possibly judging events). Advisors who decline to assist when asked or do not fulfill their assigned duties may jeopardize their chapter attending IL CDC the following year.
- As has been the standard for over 45 years, all attendees **must stay at the designated conference hotel**. This policy is in place to ensure safety and to meet our contractual obligations with the hotel.
- **Nightly check-ins:** After checking all student rooms each night during IL CDC, advisors must report to the Security Advisor.
- **Departure procedure:** Before leaving the hotel on Saturday following the Grand Awards Ceremony, Advisors must submit their Hotel Room Check card to the hotel front desk.

International Career Development Conference (ICDC)

- Advisors attending ICDC will be **required to assist with events** and Chaperones may be required to assist with events as assigned by DECA Inc.

- **Attending Opening & Closing Sessions** at ICDC is part of the experience. Plan to attend the opening and closing sessions. Designated seating provided by ICDC.
- **Departure procedure:** Turn in the Hotel Room Check card at the Hotel Front Desk prior to leaving at the end of the conference.

Failure to meet any of the Illinois DECA Advisor Expectations may result in your chapter's exclusion from future DECA events including the Competitive Events.

Please take time to review the Advisor Expectations and ensure they are shared with your school administration. It is important that your school principal (or designated administrator) reads and understands these expectations, and signs below to acknowledge the level of commitment required from your school's DECA advisor(s). If you have any questions or need additional clarification, please contact Karen.

Respectfully,

Karen Bear, Executive Director

Kendra Lee, Deputy Executive Director

Note - signatures on following page



ADVISOR AND ADMINISTRATION ACKNOWLEDGEMENT

I/We have read the **Illinois DECA Advisor & Administration Commitment and Expectations** and understand failure to meet all expectations may result in my/our chapter's exclusion from Illinois DECA Events.

This signed agreement is valid for the current school year for all Illinois DECA activities.

School DECA Chapter _____

Chapter Advisor	_____ (Print Name)	_____ (Signature)	_____ (Date)
Chapter Advisor	_____ (Print Name)	_____ (Signature)	_____ (Date)
Chapter Advisor	_____ (Print Name)	_____ (Signature)	_____ (Date)
Chapter Advisor	_____ (Print Name)	_____ (Signature)	_____ (Date)
Chapter Advisor	_____ (Print Name)	_____ (Signature)	_____ (Date)
School Principal	_____ (Print Name)	_____ (Signature)	_____ (Date)

In case of emergency, the following local administrators should be contacted:

(1st Contact)	(2nd Contact)
Name / Title _____	Name / Title _____
School Phone _____	School Phone _____
Cell Phone _____	Cell Phone _____

TO SUBMIT:

- Scan as a PDF document – NOT A JPG PHOTO - we only need the page with signatures
- Upload to **Advisor and School Commitment Letter Google Form** by September 30, 2026