

SCDC New Teacher Checklist

Before Districts - you should have an idea of how many spots your school has earned to state based on the quota form linked below. Then add any 1st-3rd place finishes at Districts to your total.

Here is an example of [an email](#) I send to students prior to districts

Between Districts and State - You need to...

- Quickly decide who should attend the state conference in your quota spots.
- I use [this spreadsheet](#) to help me decide so it is based on performance and also participation in chapter activities. I encourage you to come up with a system that is transparent because students will want to know where they stand.
- Create a [state packet](#) - mine is attached here. Feel free to copy it and edit as needed.
 - Things to add to the packet - overnight field trip forms - medical forms from your district
 - Things you need to find out before determining a price for State - do you have to cover your own transportation? Do you have to cover your own subs?
- Hold a parent meeting - I highly recommend making this required. A [sample slideshow](#) for the meeting is here
- Host study sessions - I have one required on a weekend and then optional ones they can sign up for during advisory time. The week before state I host a breakfast for staff members in my room - students set up their written projects and professional selling projects like a trade show and the teachers walk around and present to them. This could also be done with business people coming in - like a presentation dress rehearsal.
- Require students to study/practice on their own - I use [this log](#) for them to record their studying.
- Host a fundraiser if needed - I'm lucky enough to have enough money in my DECA account that I can host the fundraiser in between state and ICDC and families can apply the money as needed. Details are in the last page of the state packet.

Important dates to know: There are more important dates in the state packet - but these are the REALLY important ones. But please refer to the state packet for more information.

January 15th - [Quota form](#) due on or before

January 10th - Online Registration Opens - You will be able to make changes to your registration via the online registration site until 1.24.25

- Early Bird (\$120): 1.10.25 to 1.17.25
- Registration (\$135): 1.18.25 to 1.24.25

Feb 1st - Written projects need to be turned in - there are 2 different parts to this - one for evaluation and one for plagiarism.

1. JudgePro Project Submissions: All projects must be submitted online by this date.

Contact: Christine Grochowski
cfg.deca@gmail.com
262.539.5012

2. TurnItIn Project Submissions: All projects must be submitted online by this date.

Contact: Amanda Fields
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262.825.8091