



District 4

CAREER DEVELOPMENT CONFERENCE
REGISTRATION INFORMATION

January 8, 2026

**The Lone Star Convention Center Expo Center
9055 Airport Rd, Conroe Texas 77303**

2026 District 4 Career Development Conference Information

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| Conference Date: | Thursday January 8, 2026 |
| Conference Location: | The Lonestar Convention Expo Center 9055 Airport Rd, Conroe 77303 |
| Conference Registration Fee: <u>How to Register</u> | Students – \$50 Advisors – \$50 Chaperone/Guest – \$50 Student to Adult Ratio 15:1 |
| Registration Deadline: | Thursday, November 20, 2025 by 5:00PM |
| Registration Link: | https://www.decaregistration.com/tx-d04 |
| Remit Registration Payments to: | District 4 DECA 6642 N. Riverside Dr. #610 Fort Worth, TX 76137 |
| Registration Payment Deadline: | Wednesday, January 7, 2026 Payments made after this deadline may incur a late fee in the amount of 5% of the amount due, with a minimum of \$25. www.texasdeca.org/txdecaresources/latepaymentpolicy |
| Written Entry Submission: <u>Written Entry Instructions</u> | December 1– December 11, 2025 ALL written entries are due by 5:00 PM on December 11 https://judgepro.decaregistration.com/org/jptx-d4/conf/decatxd4 |
| Testing Window: <u>Testing Information</u> | December 8 – December 11, 2025 Testing is open from 7:00 am – 7:00 pm CST. |

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REGISTRATION

1. Registration is due Friday, November 20, 2025
2. All registration will be completed online
3. How to complete online registration:
 - a. Go to <https://www.decaregistration.com/tx-d04>
 - b. Log-in with the same information that you use for the membership site
 - c. Click 'add student'. All paid students will appear on your screen. Select the students who are going to compete.
 - d. After you've selected all students who are going to compete, a list will appear on your screen. For each student, you'll select the 'Edit & Select Events' button. Find the event they're signed up to compete in and select the check mark to the left of that event. (*If it's a Team Decision Making or Written event, you'll number the team next to the check mark. Be sure that team members have the same number!*) Click 'save' at the bottom and move on to the next student.
 - e. BULK REGISTRATION UPLOAD: if you'd like to upload your registration using a spreadsheet, select the 'Import Registration', and select your spreadsheet. The bulk upload feature is for students only, advisors/chaperones/proctors can be easily added on the main registration page using the instructions in the next step. A bulk registration spreadsheet template can be found at www.texasdeca.org/districtcdc. *Required information for this spreadsheet is: FirstName, LastName, Participant Type (S for student will go here), T-Shirt Size (use codes S, M, L, XL, XXL, XXXL), MemberNum (this is the student's membership ID number found on the membership site), NumYears (this is the number of years a student has been in DECA, will be a numeric value 1-4, including this year, can be found on the membership site), Event (this is the event acronym, ex=ASM, acronyms can be found [here](#))*
 - f. To add chaperones, additional advisors, and proctors, select the 'add non-student' button and input their information then select save. If your testing proctor is also a chaperone, you'll need to add them to the registration twice. Once as a proctor and once as a chaperone.
4. When you're finished, select the 'finish registration' button.
5. After you've submitted your registration, you will receive an invoice via email. PLEASE, have a copy of the invoice included with your payment (*this is very important as many school districts have multiple chapters/schools*).
6. You will be emailed a receipt once payment has been received and processed.

NO changes or refunds will be made after registration closes on November 20, 2025.

Checks are the only accepted form of payment. POs are not accepted as a form of payment.

Remit all District CDC Payments to:

**Texas District 4 DECA
6642 N. Riverside Dr. #610
Fort Worth, TX 76137**

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REGISTRATION ADD ON ITEMS

T-SHIRTS

District CDC t-shirts are included in your registration. T-shirt sizes must be provided for each student during the registration process. Please be sure you are selecting the correct t-shirt size and not putting in an estimated size. Whatever size is provided on the registration site is the size that you will receive for that person.

LUNCH

Lunch is provided as part of your registration for each student, advisor, and chaperone who have been registered and paid for. Each attendee will be given a ticket for food to use at one of the Food Trucks.

If a proctor is also serving as a chaperone, you will need to add them to your registration twice – once as a proctor and once as a chaperone.

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TESTING

Advisors are required to [**submit their testing schedule**](#) along with registration.

A **seating chart** must be created for each testing room, for each day and test. The seating chart must be provided to the **proctor**, who will verify and sign off that students were seated as indicated. These seating charts must be submitted via the designated Wufoo Form.

Testing Window: December 8–11, 2025 **Testing Hours:** 7:00 AM – 7:00 PM CT

Proctor-to-Student Ratio: 1:30

All testing will be conducted online prior to the District CDC. Chapters may select their preferred testing times and dates during the window. However, all students within a chapter assigned to the **same exam** (e.g., Marketing Cluster) must test at the same time, even if they are competing in different event categories.

Each chapter must designate a **testing proctor** who is a current employee of the school district. Chapter advisors and co-advisors may not serve as proctors. Proctors must be added through the registration site by selecting the “Add Non-Student” button and entering the proctor’s **email address**. All testing instructions will be sent directly to the proctor. Please do not enter your own email as the proctor.

Reminder: Students registered for a testing event who do not complete their test within the window will not be eligible to compete at the District CDC.

WRITTEN SUBMISSION

Written entries must be submitted electronically prior to the District CDC for penalty pointing and judge’s review. **The written submission site will be open December 1-11, 2025. This site will close at 5 pm on December 11, 2025.**

Written entries will not be accepted on site. If a project is not submitted via the online submission site, the student/team will not receive a presentation time at the District CDC and will not be able to compete.

All projects must be submitted by December 11 at 5 pm CST via the online submission site:
<https://judgepro.decaregistration.com/org/jptx-d4/conf/decatxd4>

Prepared entries for the following events (*EIP, IMCE, IMCP, IMCS, ESB*), are designed to be a resource, and not 100% read by the judge. The judge is tasked with reading and evaluating only the executive summary prior to the student/team presenting. For these events, the whole paper will be printed and provided to the judge to use as a reference on-site. Papers will be printed in black and white.

Prepared entries for events with a 20-page paper (*BOR, BMOR, FOR, HTOR, SEOR, PMBS, PMCD, PMCA, PMCG, PMFL, PMSP, EBG, EFB, EIB, IPB*) will be evaluated online by a separate judge prior to the in-person presentation. The rubrics for the paper and the presentation stand alone, as should their scores. For these events, the cover sheet, table of contents, and executive summary will be printed and provided as a reference for the in-person judge who is evaluating the presentation. Papers will be printed in black and white. A color copy may be provided by students as a part of their presentation; however, it cannot be left behind in anything of ‘monetary value’ such as a DECA folio, binder, or presentation portfolio.

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WRITTEN PROJECT SUBMISSION GUIDELINES

Please use the following instructions when submitting your written projects, which are due **December 11, 2025 at 5 pm CST**. (Don't wait until the last minute – submit early!)

TIPS – Have your students give you (*via email, on a jump drive, in a share folder, etc.*) a PDF version of their paper that is no larger than 11.9 MB (**and without a statement of assurance**).

PDF format is the only acceptable format to submit projects. If they give it to you as a word doc – click ‘file’, ‘save as’, and select ‘PDF’ as the format you would like to save it in.

Have students submit projects to you or rename projects in the format below to help you identify the correct project when uploading: projectacronym_LastName-LastName-LastName, Chapter (ex. *PMCD_Shankle-Willis-Barry_TexasDECA*)

1. Login to the Judge Pro site: <https://judgepro.decaregistration.com/org/jptx-d4/conf/decatxdX4>
2. Use your membership/registration site login credentials. Once you have entered your Username and Password, you will click the blue ‘login’ button.
3. Now that you are logged in, you can submit and view projects by clicking on the blue ‘Projects’ button at the top left of the page.
4. This page will display all the individuals/teams in your chapter registered for an event with a written entry.
5. To the right of each team, you’ll see a button labeled ‘Upload File’. Click this button to view the upload screen.
6. Select the ‘Click Here to Upload a New File’ button and select the correct PDF file (*this is where the file name suggested above will be helpful*) Once you upload the file, the message ‘You have reached your maximum of 1 File(s)’ will appear in red. This just means that you have hit the limit for this entry. Click the ‘Back’ button and return to your list of projects.
7. Repeat steps 5 & 6 as needed
8. If an entry is no longer participating, you can check the box in the ‘No Show’ column to indicate that intent. The entry will not receive a scheduled presentation time for District CDC.
 - a. If a project is not submitted by the deadline, Texas DECA Staff will mark the entry as a no show and the entry will not receive a schedule for District CDC.
9. When you’re done uploading and/or indicating No Shows, you will click the red ‘Approve All Projects’ button. *Note: this only applies to projects with the file uploaded. This means that you can do this in waves/multiple times.*
10. After you click the ‘Approve All Projects’ button, an electronic Statement of Assurances will appear. Review the statements and check the box if you agree. Click ‘Confirm’.
11. Projects will turn green once complete. If all projects are green, or marked as a No Show, you are complete.

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JUDGES

Volunteer judges are crucial for a successful conference. We need your help recruiting judges! Volunteers can visit <https://txdeca.wufoo.com/forms/s1h2jeuh1whdvqg/> to register. To learn more about what it means to serve as a volunteer judge, they can visit texasdeca.org/judges.

Each chapter is responsible for a minimum of 1 judge for every 15 competitors. **Have volunteers select District 4 and use your name or your school's name in the 'Who Recruited You' field to receive credit.**

DISTRICT OFFICER CANDIDATES

Applications to run for District Officer are due Friday, November 20, 2025. The application packet can be found at www.texasdeca.org/officer-resources. All documents and information must be submitted to bit.ly/txdecadoc by Friday, November 20, 2025.

Please review the officer qualifications and travel requirements on page 2 of the of the application packet linked above.

The process to becoming a District Officer involves the following aspects and steps:

1. Successful completion and submission of the officer application packet
2. Passing an online officer exam with a score of 70% or higher (*officer candidates will test during the District CDC testing window*)
3. Participate in an interview with the Nominating Committee made up of District Officers and an adult involved with that district
4. Campaign at the District Career Development Conference (*candidates are limited to one campaign booth, electricity is not guaranteed, campaigning may only be done from designated campaign area*)
5. Deliver a 2-minute maximum speech on stage at the annual Election and Business Session held at the District CDC.

Candidates are required to be dressed in the official DECA Blazer. Campaign managers or assistants must be in professional dress (blazer required).

Review the [application packet](#) for all rules/regulations.

SCHOLARSHIPS

Texas DECA scholarship applications are due Friday, December 5, 2025. Students must fill out the application at bit.ly/txscholar.

Applications will be screened at the district level and the finalists will be notified in writing prior to the State CDC. The Texas DECA Scholarship Committee will interview finalists via a virtual meeting prior to the State Conference. Scholarship recipients will be announced at the State CDC.

For more information, visit www.texasdeca.org/scholarships.

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GENERAL CONFERENCE INFORMATION

DRESS CODE - The dress code for all conference sessions and activities established by the DECA, Texas Association Board of Directors is as follows:

4.07 Females must wear dress slacks with dress shoes. An official DECA blazer or blazer must be worn with both. Males must be in a suit, official DECA blazer or sport coat with dress slacks, collared dress shirt, necktie, dress shoes, and dress socks.

Accommodations for religious or cultural reasons will be taken under consideration on a conference-by-conference basis. Advisors must submit an accommodation request on or before the published advanced notice deadline for the conference. Advisors who receive a student accommodation approval will be given detailed compliance guidelines they must adhere to. Visit www.texasdeca.org/txdecaresources/dresscode to find the dress code accommodations form.

COMPETITOR IDENTIFICATION – All participants must have a picture ID with them during competition. Military, Texas Driver's Licenses and/or Permits, and school-issued IDs will be accepted.

NO TOBACCO PRODUCTS, DRUGS, ALCOHOL, or WEAPONS are allowed. Any violation of these rules and any other conference rule will be grounds for disqualification and removal from the conference.

Conference attendees will receive conference name badges. Name badges are to be worn for the entirety of the conference for security purposes.

Permission forms should be collected and brought to the conference by chapter advisors in case of an emergency.

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***** **This will change once registration closes*******

TENTATIVE AGENDA

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|---------------------------|---|
| 7:30 AM- 8:00 AM | Chapters Arrive / Registration <i>Bus Parking: will be available Registration: In Exhibit Hall 1</i> |
| 8:15 AM – 8:30 AM | Opening Session |
| 9:00 AM – 1:00 PM | Competition |
| 11:00 AM – 1:00 PM | Lunch <i>Food Trucks will be on site for lunch.</i> |
| 1:00 PM– 2:00 PM | Business & Election Session <i>During this session officers will give speeches and students will vote on 2025-2026 District 4 Officer Team</i> |
| 2:30 PM- 3:30 PM | Award Ceremony |

The schedule is tentative and may change prior to the conference.

DELEGATE CONDUCT PRACTICES AND PROCEDURES

The Board of Directors for DECA, Texas Association requires each delegate attending the Texas DECA District Career Development Conference to read and complete the Attendance Permission Form and return it on the date of Conference Registration as partial completion of attendance requirements.

- The term “delegate” shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
- The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products, e-cigarettes, and vaping devices by delegates is prohibited at all DECA functions.
- Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and chartered association advisors.
- Delegates should be prompt and prepared, and financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
- **Delegates must arrive and depart the DECA activity in a school vehicle or school-sponsored vehicle. Any alterations to this must be documented and supported by your campus administrator.**
- Delegates will spend nights at their assigned hotel and in their assigned room. Delegates will be quiet at curfew. **Delegates are not permitted to be in another person’s hotel room at any time.**
- No guests (individuals that are not registered with the conference) are allowed at any point during the conference.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- Chapter advisors will be responsible for delegates’ conduct.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Delegates must always adhere to the dress code. Tasteful casual wear will be accepted during specific social functions as designated in the conference program.

ATTENDANCE PERMISSION FORM

District 4 CDC | The Lonestar Convention Expo Center | January 8, 2026

ATTENDANCE

This is to certify that _____ has my permission to attend the above named DECA activity. I also do hereby on behalf of him/her absolve and release the school officials, the DECA chapter advisors and the assigned chartered association DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

PHOTO RELEASE

I hereby grant permission to Texas DECA to use photographs and/or video taken in publications, news releases, online, and in any other communications related to the mission of Texas DECA.

EMERGENCY

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs. Some nearby facilities include:

Walk-In Clinics

Next Level Urgent Care - Conroe
1246 N FM 1488
Willis, Texas 77304
281-783-8162

Drug Store

Walgreens
3901 E Davis St
Conroe, Texas
936-760-6600

Hospital

Conroe Regional
504 Medical Center
Conroe, Texas 77304
936-539-1111

We have read and agree to abide by the delegate conduct practices and procedures and dress code. We also agree that the school officials, the DECA chapter advisors, the chartered association DECA staff, or the Conference Conduct Committee members have the right to send the student home from the activity at our expense, provided that he/she has violated the delegate conduct practices and procedures and/or his/her conduct has become a detriment.

Student Signature

Parent/Guardian Signature

Phone

Chapter Advisor Signature

School Official Signature

Insurance Company

Policy Number