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Subject: MO COLLEGIATE STATE CDC Registration DUE WEDNESDAY!
Date: Monday, January 29, 2018 10:22:24 AM
Importance: High

Good Monday Morning!

State CDC Registration is due by COB on Wednesday!

1) Register today…only 3 days left! Don't forget to register your membership first then go to our online registration at: https://www.decaregistration.com/mo-collegiate/ and complete your conference registration. Instructions are on our website should you need assistance: https://docs.wixstatic.com/ugd/34f2fa_3df6236f3b17459db7867ec2c37a3cc4.pdf **YOU MUST HIT THE SUBMIT button for your registration to be complete and for you to receive an invoice!** The invoice will go to the person who is the lead advisor in the membership system.

2) The attending advisor will need to complete and upload during the registration process a Statement of Assurance which can be found at this link: https://docs.wixstatic.com/ugd/34f2fa_e01a1efc1ba74eca981f4d749b03fcf4.pdf

3) Don't forget to compile your team of up to **10 players for your Quiz Bowl**. This information is required during the online registration process if your chapter wishes to participate.

4) The planning for the MDA DECATHON Pool & Pizza Party is almost complete. Your school has the opportunity to help MDA AND WIN SOME $$$ to help with ICDC expenses. Be on the lookout for more announcements from the committee coming soon. If you wish to register your 4 player relay team, go to this link: https://mofbla.wufoo.com/forms/mda-decathon-and-pool-party-registration/ **We also ask each member to register themselves or be registered to attend so we can get a count for pizza.**

5) **State Officer Applications** are due on January 31st. We need strong leaders! Encourage your members to submit their information. (Pssstttt…This looks great on a resume.)

<u>Advisor of the Year</u> applications are also due on this date!

6) Advisors: Please confirm that you have sent me the **correct contact information for your Chapter President and State Representative** to the State Officer Team. They will help with the awards ceremony to represent your chapter.

7) Written events will be due on February 12 and will be submitted to me in an email. On site, the project will need to follow guidelines and be in an official binder for penalty pointing. These should be turned in at HQ upon arrival on the 22nd.

8) HOUSING: If your room ends up being a TRIPLE instead of a quad, **<u>you will be re-invoiced for the correct amount.</u>** Every effort will be made to fill rooms which are indicated as QUAD rooms but are short people. Chapters will be combined in order to fill up each QUAD room to capacity.

Let me know if you have questions or issue as you register!

Thank you,

Tammy Stains

Missouri DECA Collegiate State Advisor
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