**Advisor DECA Travel Checklist**

Update itinerary for students 1 week before registration deadline

Cost breakdown and due dates

Temporary Itinerary

Print Parent Permission Form

Medical Release Form

Dress Code Requirements

Hand out forms 1 week prior to due date

Collect Full Payment Date

Request Transportation Request Form (minimum of 2 weeks prior to event)

Register Students on NDDECA.org by deadline date

Print invoices from nddeca.org and pay invoice

Professional Leave Form Completed with attached itinerary

Call and make reservations for restaurant if needed

Intention Forms: Parent forms and Medical Release forms must be returned

Have meeting 2 days prior to departure with Final itinerary

Discuss dress code

Hand out room assignments

Suggested daily meal allowance $30 per day per student

Email a list of all students attending to Lynn Jenson, Audrey Marshall, and Harlan Johnson at least 3 days prior to event.

Bring the following items:

Medical Release forms

Camera

PowerPoint Clicker