



PROFESSIONAL STANDARDS

JMG PROMOTES STUDENT SUCCESS BY... CODE OF CONDUCT

A GOOD REPUTATION enables you to take pride in your organization. Members of the Montana Career Association (MCA) have an opportunity at this conference to create an excellent reputation among community leaders as well as high standards of conduct for future members to uphold. Your conduct at any MCA function should be polite and professional to enhance the reputation of the association.

1. Your behavior at all times should be such that it reflects well on you, your school, the Montana Career Association, and Jobs for Montana's Graduates.
2. Member conduct is the responsibility of the members and the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times.
3. You are expected to attend all general sessions, workshops and other scheduled conference activities.
4. Members are to report any accidents, injuries or illnesses to their chapter advisor immediately.

APPROPRIATE DRESS CODE

BUSINESS CASUAL [FLC]

Dress slacks or khakis. Sweaters, dress shirts, and/or polo shirts with dress shoes. Ties are not needed. Skirts or dresses are not practical for this activity based conference as there will be times when students are sitting on the floor. Denim jeans, t-shirts, shorts or canvas shoes are not acceptable. No hats are allowed.

BUSINESS [CDC]

Business attire is an upgrade from business casual and is conservative in nature. No hats are allowed.

Men and Women: Business professional attire means a suit! The suit should be navy, dark gray, or black. Pinstripes are acceptable. The shirt should be clean and unwrinkled. Shoes should be in good shape and clean. Dress shoes only.

Men: Ties should be conservative and not flashy. Socks should cover the calf when seated and be a dark color to match your suit.

Women: Make sure skirts are at least knee length. Women should always wear hosiery and closed-toed shoes. Extremely high fashion heels should be avoided. Tight shirts or ones that reveal cleavage, skin on the back, and/or stomach, should also be avoided. Excessive, clunky, dangly or non-conservative jewelry should be avoided.

5. Members may not leave the conference facility unless the chapter advisor or the conference director gives written permission.
6. If a student is responsible for stealing or vandalism, the student and his/her guardians will be expected to pay the damages.
7. Students may not purchase, consume or be under the influence of alcohol or drugs while representing the Montana Career Association at the Leadership Development Conference or any other JMG/MCA sponsored activity.
8. Students should dress in a business casual manner (no jeans or hats).
9. Smoking is not allowed.
10. Students who disregard the rules will be subject to disciplinary action and may be sent home at their own expense.
11. Students violating or ignoring any of the conduct rules may subject their entire delegation to being unseated.

EXPLANATION

In the business world, employees are often asked to attend workshops, meetings or conferences and required to dress appropriately. This is an opportunity to dress appropriately.

Fall conference will be an activity-based conference; therefore, business casual dress is appropriate to allow you to participate in the activities while also still appropriate for the workplace. When attending workshops, hats should not be worn – as is the standard in most high schools and many work places.

Your teacher will discuss appropriate dress with your class. If you need help with getting appropriate clothing, please discuss this with your teacher. There are opportunities to borrow clothing or buy inexpensive clothing.

You and your teacher will be responsible for you being appropriately dressed at the conference, so make yourself, your teacher, and your MCA chapter proud by dressing in correct clothing.

PRINT NAME _____

SIGNATURE _____ DATE _____