



**CALIFORNIA ASSOCIATION OF DECA**

[www.cadeca.org](http://www.cadeca.org)

Preparing Future Leaders in Marketing, Management, and Entrepreneurship

# **STATE OFFICER CANDIDATE PACKET**

## **2009-2010**

# **California Association of DECA**

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**California DECA State Office**

P.O. Box 1449 | Ridgecrest, CA 93556

Main Line: 1-888-605-DECA (3322) | Fax: (760) 301-0049

California DECA Chapter Advisors,

The California DECA State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative, and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a state officer there are important responsibilities that officers take on and we need your help to ensure that students who plan to run for state office are aware of these responsibilities and, if elected, both you and they will ensure that those responsibilities are fulfilled.

As an advisor with a candidate and (if elected) a state officer the expectation is that you will:

- Assist your candidate with completing all required aspects of the State Officer candidate application and folio and review their campaign speech and campaign materials.
- Assist your candidate to schedule their pre-screening appointment (With a member of the Board of Directors) and follow through with the appointment.
- Make a personal commitment to cooperate with the State Advisor, State Officer Coordinator and District Director to ensure that your state officer fulfills all of their state officer responsibilities.
- Attend various meetings and functions with your state officer.
- Serve as an ongoing mentor to your state officer.
- Arrange additional time to work with your state officer.
- Review with your state officer the state officer team Program of Work and Accountability Chart to ensure that they are on track and up to date on all assignments.
- Assist with travel arrangements, even traveling with your officer when necessary.
- Edit and review materials and communication before officers submit and distribute them.
- Provide your officer with workspace supplies, telephone access, Email access and any necessary financial support.
- Assist with the ongoing training of all officers.

By signing the forms included in this packet you are making a commitment to your candidate/state officer and California DECA. Training and directing our state officers is a team effort and it is essential that the officer's advisor is a part of that team.

Thank-you for encouraging your student to step forward and seek a state officer position with California DECA.

Sincerely,

Brycen Woodley - State Advisor

## IS RUNNING FOR CALIFORNIA DECA STATE OFFICE RIGHT FOR ME?

We are excited that you are considering running for a California DECA State Office. The opportunities provided to state officers are tremendous and many of our state officer alumni count their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer come many important responsibilities. Be sure that you carefully consider your decision to run for state office and what it requires.

The average state officer will spend five to ten hours a work working on their state officer assignments and responsibilities. Prior to state officer meetings, conferences and DECA events the amount of time required tends to spike as officers finalize preparations and polish up assignments. It is important to realize that although academics remain the number one priority, you will not be able to fall behind in your responsibilities as a DECA officer. You will be required to participate in the team decision making process, perform your assigned tasks, and attend all required conferences and events.

It is important to understand that if you are elected you will be required to attend conferences, officer meetings and DECA events throughout the year. You will not be allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency). We have frequently had officers who had to miss out on big games, dances, trips, etc. because they conflicted with their state officer responsibilities. The expectation is that your state officer responsibilities and commitments will take priority after your academics.

Please carefully review the documents and information in this packet to be sure that you fully understand what will be expected/required of you as a state officer if you are elected.

If you are willing to make this kind of commitment and are the type of person that has the drive to succeed and the encouragement and dedication to get the job done, a DECA office is definitely for you! If you are unsure, you may want to speak with your advisor to see if running for a state officer is right for you. If you decide to run for office, be assured that holding state office will be one of the most memorable experiences of your life and one of the most effective career preparation experiences you could ever have while in High School.

## To be an eligible candidate the following steps MUST be completed

1. Complete the following forms including necessary signatures (all of these forms are included in this packet):
  - a. State Officer Candidate Notification
  - b. State Officer Candidate Information Sheet
  - c. State Officer Candidate Q & A
  - d. State Officer Candidate Agreement
  - e. Student Conduct Form
  - f. Student Travel Form
  - g. School Administration Statement of Support
  - h. State Officer Emergency Medical Treatment and Authorization Form
2. Submit the State Officer Candidate Portfolio (See item number 3 under "Nomination" below for complete details on what is required for the portfolio)
3. Complete a candidate screening interview with a member of the Board of Directors
4. Review this packet in its entirety and comply with the stated guidelines and requirements.
5. Advisors must sign and submit the State Officer Candidate Notification.
6. Advisor must mail all forms to California DECA.

## STATE OFFICER CANDIDATE APPLICATION DEADLINE

**February 12, 2010** All forms must be received at California DECA by 5:00 p.m.

## ELECTED OFFICES

State President

Vice President-Northern California\*

Vice President-Southern California\*\*

Vice President of Chapter Development

Vice President of Public Relations

Vice President of Civic Consciousness

\*Must be from a chapter in Northern California

\*\*Must be from a chapter in Southern California

## ELIGIBILITY

1. A candidate must be an active member in good standing of California DECA and DECA Inc. by the published deadline date. A candidate must be a member of a state approved DECA chapter and be an active member of that chapter.
2. A candidate should have held or be holding a DECA chapter office, but it is not required.
3. A candidate must have earned a GPA of 2.50 (4.00 scale) or better for the term preceding their running for office and must maintain a GPA of 2.50 or greater throughout their term of office if elected.
4. A candidate may be a freshman, sophomore, or junior. Seniors are not eligible to run for State Office.
5. The term of office will be from the close of the State Conference where the officer is elected to the close of the following State Conference when the newly elected officer team begins their term. The term for officers appointed after the State Conference will be from their date of appointment and will last until the close of the following State Conference along with the rest of the officers.
6. To be eligible to run for a state office each candidate must complete and submit prior to the deadline the application (which consists of all of the forms in this packet), be in attendance at the State Career Development Conference, attend the candidate briefing session, take the Officer Candidate Exam and score a 90 or better, deliver a campaign speech, and follow all election guidelines. The chapter advisor is the only person authorized to initiate state officer candidate proceedings. There are four phases leading to the election of a California DECA State Officer of the High School Division: (I) Nomination, (II) Examination and Interview, (III) Campaigning and (IV) Election.

## NOMINATION

1. It is the chapter advisor's responsibility to have the nomination forms completed by the candidate and returned to California DECA by the deadline stated in this application. The forms in this packet constitute the nomination forms required. Each chapter may run up to two candidates for state office, but may not run more than one candidate for any given office.
2. The forms which must be completed and submitted on or before the deadline are:
  - a. State Officer Candidate Notification
  - b. State Officer Candidate Information Sheet
  - c. State Officer Candidate Q & A
  - d. State Officer Candidate Agreement
  - e. Student Conduct Form
  - f. Student Travel Form
  - g. School Administration Statement of Support
  - h. State Officer Emergency Medical Treatment and Authorization Form

3. Each officer candidate is required to submit a State Officer Candidate Portfolio which factors into the overall compilation of election results (see “Election” session below for more details). The portfolio will be given to the interviewing panel to look at after the interview and then returned to you to display at your booth. Voting delegates will be encouraged to ask to see your portfolio.
  - a. At minimum the State Officer Candidate Portfolio must include the following:
    - i. Resume including qualifications for office.
    - ii. Three (3) letters of recommendations, one each from the parties listed below:  
(Plan early because this may take some time)
      1. Chapter advisor, school official, business/professional person
  - b. In addition to the required elements each candidate has the opportunity to use the portfolio to showcase their personal accomplishments and qualifications for office. Candidates are encouraged to use their creativity in putting together the portfolio. Here are some tips and pointers:
    - i. Candidates have many skills, talents, work samples, and recognition and are encouraged to add anything to the portfolio that reflects their skills, talents, accomplishments, work samples etc. The portfolio is not limited to DECA experiences.
    - ii. For example:
      1. Vice President of Public Relations position might have samples of press releases, article that you might have worked for your school newspaper, samples from a yearbook class, sample newsletter, etc.
      2. Vice President of Chapter Development you could show what you’ve done in your chapter for membership recruitment, chapter planning, chapter meetings, etc.
      3. Vice President of Civic Consciousness might show charity work that they have worked on in the past whether it was with DECA or any other organization.
      4. Vice President of Districts or President could show leadership positions that they have held or times that they have exhibited leadership with DECA ,community, church, etc.
    - iii. A typical portfolio will be presented in a three ring binder with page protectors. However this is not a requirement. The portfolio can be bound/compiled in whatever way the candidate feels best presents their information. Some things past portfolios have included (in addition to the required elements list above) are: articles from newspapers, pictures from events, DECA experiences, certificates, thank you notes from people, chapter activities, conference participation certificates, lists of honors/awards/accomplishments, etc.

## **EXAMINATION AND INTERVIEW**

1. To be eligible to run for state office a candidate must take the State Officer Candidate Exam (a.k.a. the DECA Knowledge Test) and pass with a score of 90 by curfew on the first day of the

State CDC at which they are campaigning. A candidate may take the exam as many times as necessary.

2. Test questions will be pulled from the DECA Knowledge Test study guide that will be distributed to chapters and posted to the State Website.
3. All potential candidates must schedule a screening interview with a Board of Directors member before February 12. This screening interview may be done in person or by phone, depending on the student's location. Only those candidates that have passed the DECA pre-screening interview will be allowed to continue with the campaign process.

## **CAMPAIGNING**

1. "Guide to the Candidates" booklets will be available to Voting Delegates at the State Career Development Conference. A candidate's qualifications should include: experience, scholastic aptitude, responses to published questions, speaking ability, ability to "think on feet," appearance, personality, and commitment.
2. Each candidate must attend the State Officer Candidate Briefing Session at the State Career Development Conference. Important information relative to candidacy will be reviewed. If a candidate is not in attendance, they may be disqualified.
3. Each candidate must give a prepared campaign speech at the State Career Development Conference and all candidates will be introduced at the Opening Session on Friday.
4. All candidates are allotted (2) minutes for their campaign speech which will be presented at the State Career Development Conference. All speeches and/or demonstrations in support of the candidate must be included in the time allotment.
5. Campaign materials must be in good taste. Facility policies do not allow the posting of campaign materials on facility walls.
6. Candidates are not allowed to begin campaigning of any kind prior to the published start time for campaigning at the State Career Development Conference. This includes campaigning via email, Facebook, Twitter, WebPages, YouTube, chapter mailings, chapter visits, phone calls, etc.
7. Campaign booths may be set up between 8:00 AM and 10:00AM on Friday. Campaigning officially begins at 10:00AM on Friday. Onsite campaigning by candidates may continue until the ballots have been turned in during the Election Session.
8. Throughout their campaign, candidates are encouraged to use handout materials and other visual displays and presentations. Posted/stationary campaign signs, posters, banners and any other display materials must be confined to the space provided in the campaign booth. Campaign materials may be carried throughout the conference hotel and during sessions by campaign staff members, but may not be posted, attached or otherwise placed anywhere in the

conference hotel if not in the immediate possession of a campaign staff member.

9. There will be NO campaigning after curfew. All officer candidates and campaign workers must be in their rooms by curfew.
10. The size and location of campaign booths will be communicated to candidates after the application deadline. At minimum each candidate will receive ½ of a six foot banquet table to display their materials. If there are fewer candidates they may receive a full table. The size is dependent upon the number of candidates who submit applications.
11. No food or beverages may be handed out, sold, or otherwise distributed as part of campaigning. Playing music is not allowed in the campaign booths because of the disruption to competitive events and other hotel/facility functions. Electrical outlets/connections will not be provided or available. If a candidate has a PowerPoint presentation or other presentation/display/visual element that requires electricity it must be able to run on battery power.
12. Candidates and their campaign teams are responsible for making sure that no campaign materials are left in any rooms or as litter. Failure to adequately pick-up materials may jeopardize candidacy. Each candidate should assign someone from their chapter to make a sweep of the conference facility to ensure that campaign materials are all collected.

## **ELECTION**

1. The official California DECA Election Procedure consists of three parts: election by voting delegates, panel interview, and portfolio. The total of all three parts will be calculated to determine who has been elected to each available office and each elected person will be announced at the closing session. A minimum of 70% must be achieved in order for the person to be officially elected.
  - a. Election by voting delegates represents 60 % of the election procedure.
    - i. The State President, Vice-President of Civic Consciousness, Vice-President of Public Relations And The Vice-President of Chapter Development will be elected by a majority of all voting delegates and the district vice-presidents shall be elected by a majority vote of the voting delegates in each respective region of this division.
    - ii. Voting will be done by secret ballot. Abstentions will not be counted in the total votes cast.
    - iii. Voting delegates will be seated by district.
  - b. Panel interview represents 30 % based on the election procedures.
    - i. The panel will consist of, but is not restricted to, industry representatives, Department of Education representatives, advisors, state officers, state staff, and/or alumni
    - ii. Each member of the panel will assign points based on the questions asked. The scores will be averaged together to obtain a final score for each candidate.
  - c. Portfolio represents 10% of the election procedure.

- i. Portfolio must be turned in as part of the application.
- ii. Portfolio will be reviewed upon completion of the panel interview.
- iii. Points will be awarded based on presentation and content

2. Additional Election Guidelines:

- a. The State Officer election will take place during the election session.
- b. Chapter advisors or persons acting in a chapter advisor capacity will not be allowed to participate during the election. Unless disqualified, the previous year's officer or unelected candidate may opt to apply again the following year.
- c. A qualified candidate who is not elected to their office will have their application submitted to the newly elected officer team for consideration in filling any vacant positions.
- d. If no candidate is elected for a specific office, that office may be appointed by the newly elected State Officer Team at its first opportunity and under the advisement of the State Staff and State Officer Coordinator.
- e. Newly elected state officers will be announced and installed at the conclusion of the Awards Session at the State Career Development Conference.

## STATE OFFICER JOB DESCRIPTIONS

### ALL OFFICERS

1. Attend all State Officer meetings from start to finish.
2. Plan the Program of Work as a team for the members of California DECA, and work to achieve the goals and objectives set in the Program of Work.
3. Attend all state officer meetings: see list of required activities in the State Officer Agreement in this packet.
4. Contribute to the publication of the newsletter.
5. Communicate with the President, Officer Coordinator, State Advisor, and other appropriate parties on a regular basis.
6. Submit a 5<sup>th</sup> of the Month report each month.
7. Assist with the DECA Annual Report.
8. Keep a notebook of all activities during term in office.
9. Work to spread visibility and reach of California DECA among the business community and state and federal government.
10. Work to recruit new chapters and new members.
11. Support chapter advisors in their efforts to implement the DECA program.
12. Be an active and involved participant in their local chapter.
13. Make visits to local chapters to discuss DECA and encourage further participation in state and national DECA programs.
14. Be accountable for the completion and follow through of Accountability Chart Assignments throughout term of office.

### STATE PRESIDENT:

1. To be the official designee for the state association in response to specific invitations.
2. To initiate a membership program to increase membership.
3. To develop and carry out additional duties and responsibilities as designated in the state officer program of work.
4. To provide the communication link between the officer team and other state DECA leadership and California DECA Chapters.
5. As directed by the Officer Coordinator and State Advisor; to work with state officer team to be sure that team assignments are completed on time.
6. To send reminders and check in with fellow officers on a regular basis regarding assignments/responsibilities.
7. To lead the State Officer Team in setting and meeting all goals set in the Program of Work.
8. To prepare a year-end report of all your activities during your term in office.
9. To represent the team and California DECA at meetings and conferences (e.g. ICDC, WRLC, CTSO Summit, etc.).
10. To combine the individual officer 5th of the month reports into a team 10th of the month report to be submitted to the Board of Directors, State Advisor, State Officer Coordinator, and

State Officer Team.

11. To prepare reports and presentations for the DECA meetings as assigned by the State Officer Coordinator and State Advisor.
12. To work to ensure that the officer team works closely together and promotes camaraderie and team unity.
13. To initiate and maintain communications with the national officers.
14. To initiate and maintain communications with the state presidents of all CA Career Technical Student Organizations.

**STATE VICE-PRESIDENTS (District Presidents):**

1. To serve as the President of your district.
2. To develop with the District Directors, the Fall Leadership Development and Winter District Career Development Conferences.
3. To provide leadership in the development and management of Presidents Council in your District.
4. To initiate and maintain contact with every chapter within your district.
5. To initiate and maintain communications with all state officers.
6. To assist with all district level activities as requested.
7. To assist with all state association activities as requested.
8. To develop and carry out additional duties and responsibilities as designated in the state officer program of work.
9. To communicate with the state association on district and local chapter activities.
10. To act as a liaison between the state association and chapters in your district.
11. To aid local chapters in developing their Program of Work.
12. To actively recruit marketing students, DECA members, and new chapters.
13. To solicit state officer candidates for all positions from chapters in your district
14. To promote DECA to business and industry in your district

**VICE PRESIDENT OF CHAPTER DEVELOPMENT:**

1. Chapter outreach and support with a focus on membership recruitment, new chapter recruitment, and support of existing chapters
2. Oversee the chapter visit and outreach efforts of all members of the officer team and promote best practice and idea sharing among chapters.
3. Work closely with the State President to lead the Presidents Council and provide the council with valuable resources and information that can be taken back to the chapters.
4. Promote the use of the Website, Facebook Page, and Twitter Account as sources of communication with members and encouraging members to become fans of California DECA's on Facebook and to follow California DECA on Twitter.
5. To develop and carry out additional duties and responsibilities as designated in the state officer program of work.

**VICE PRESIDENT OF PUBLIC RELATIONS:**

1. Generate press releases for all CA DECA events and activities and promote CA DECA to the community.
2. Contact media outlets and work to secure their coverage of CA DECA conferences, programs, and activities.
3. To develop a press kit for media representatives at all CA DECA sponsored activities.
4. To distribute news about the state association to the media.
5. To promote DECA week to all chapters and with selected media.
6. To edit and publish CA DECA Future Horizons.
7. To submit articles for publication in Dimensions.
8. To lead the state officer team in utilizing the California DECA Facebook page and Twitter account to promote and publicize DECA programs, events, conferences, and activities including posting updates and photos.
9. Keep a photo journal of the officer team and State Association activities.
10. To assist with all state association activities as requested.
11. To develop and carry out additional duties and responsibilities as designated in the state officer program of work.

**VICE PRESIDENT OF CIVIC CONSCIOUSNESS**

1. To represent the state association at all civic consciousness activities as invited.
2. To promote the implementation of civic consciousness activities at all levels.
3. To provide leadership to a statewide civic consciousness project chosen by the State Officer Team.
4. To gather information and report on local civic consciousness efforts by DECA chapters.
5. To develop and carry out additional duties and responsibilities as designated in the state officer program of work.

**OTHER POSITIONS MAY BE APPOINTED BY THE BOARD OF DIRECTORS AS NEEDED**

# STATE OFFICER CANDIDATE FORMS

The forms on the following pages must be submitted for a candidate's application to be complete. Any missing forms could result in the disqualification of the candidate. Please ensure that all requested information is provided and that each form is complete and contains all requested signatures.

Forms Deadline: February 12, 2010

Mail Forms To: California DECA  
P.O. Box 1449  
Ridgecrest, CA 93556

## Required Forms:

1. State Officer Candidate Notification
2. State Officer Candidate Information Sheet
3. State Officer Candidate Q & A
4. State Officer Candidate Agreement
5. Student Conduct Form
6. Student Travel Form
7. School Administration Statement of Support
8. State Officer Emergency Medical Treatment and Authorization Form

## STATE OFFICER CANDIDATE NOTIFICATION

Chapter: \_\_\_\_\_

Please list the names of each candidate from your chapter after the office that they seek.<sup>1</sup> Only ONE copy of this form should be submitted for each chapter and should include the names of all students from that chapter running for office.

### Candidates:

President: \_\_\_\_\_

Vice President-Northern California: \_\_\_\_\_

Vice President-Southern California: \_\_\_\_\_

Vice President of Chapter Development: \_\_\_\_\_

Vice President of Public Relations: \_\_\_\_\_

Vice President of Civic Consciousness: \_\_\_\_\_

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date

<sup>1</sup> Each chapter may run up to two candidates for state office, but may not run more than one candidate for any given office.

## STATE OFFICER CANDIDATE INFORMATION SHEET

**PLEASE PRINT IN ALL CAPS TO ENSURE ALL DATA CAN BE EASILY READ**

Full Student Legal Name (First, Middle, Last Name):		Year in School:
Date of Birth (Necessary for booking flights during the year per TSA Regulations)		Years as DECA Member (inc. current):
Parent/Guardian's (First and Last Name):		Parent/Guardian's Cell #:
Parent/Guardian's (First and Last Name):		Parent/Guardian's Cell #:
Home Address:		
Parent/Guardian's Email Address:		Home Phone #:
Student's Email Address:		Student Cell #:
Advisor Name:	School Name:	
School Address:		
School Phone:	School Fax:	

Which Office do you Seek: \_\_\_\_\_

**Please Note:** If not elected to the office listed above, would you like your application materials submitted to the newly elected officer team for consideration in filling any vacant positions?

If so,

Sign here: \_\_\_\_\_



## STATE OFFICER CANDIDATE AGREEMENT

### Purpose:

Becoming a California DECA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement. State officer candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the State Management Team they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on California DECA or the State Officer Team.

### If elected, the candidate agrees to:

1. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training's, district, regional, state and International conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Officer Coordinator, or the State Advisor, I fail to fulfill my responsibilities and obligations of office, and/or I violate the CA-DECA Conduct Code, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to DECA the amount expended for my participation during my term in office."
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office.
4. Participate in **ALL** activities scheduled by the State Advisor or State Officer Coordinator of the California Association of DECA including, but not limited to:

March TBA	New Officer Training – TBA
April 24-27	International Career Development Conference – Louisville, KY
April TBA	California CTSO Summit – Sacramento, CA
July TBA	Western Region Officer Training Camp – TBA
July TBA	Washington DC Officer Training – TBA
October TBA	Leadership Development Conference ( <i>in your own district</i> )
November TBA	Western Region Leadership Conference – TBA
January TBA	District Career Development Conference ( <i>in your own district</i> )
February TBA	State Conference Planning Meeting – Santa Clara, CA
March 3-6, 2011	State Career Development Conference – Santa Clara, CA
TBA	<i>*Chapter visits and district meeting will also be scheduled.</i>

**The Parent(s) and Candidate Agree To:**

1. Authorize the release of scores received for the Officer Candidate Exam and Officer Candidate Interview to the members and advisors of DECA.
2. Authorize California DECA to use the picture, name, likeness (including video and audio recordings) of the candidate in CA DECA publications, during conferences or on the CA DECA Website.
3. Pay for certain costs associated with being a State Officer.

**The Parent(s) and Employer(s) Agree To:**

1. Permit the candidate to participate in all scheduled California DECA activities, State Officer meetings, chapter visits, and other official officer duties.
2. If the student is elected, permit, and in the case of parents, authorize the student to visit California schools and participate in California DECA chapter activities for the purpose of conducting official DECA state officer business.
3. Encourage the candidate to take full benefit of the leadership development experience.
4. Attend any scheduled California DECA activities when they so desire.

**The Advisor(s) and All School Officials Listed Below Agree To:**

1. Recommend for state office only those candidates who are qualified. (See information provided.)
2. Host meetings of the state officers upon request of the Executive Director.
3. Ensure the candidate's attendance at all California DECA activities.
4. Permit the candidate to visit California schools and participate in DECA chapter activities for the purpose of conducting official DECA state officer business.
5. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
6. Read the Candidate Agreement and Participant Code of Conduct and discuss it with the student.

\_\_\_\_\_  
Candidate Signature<sup>2</sup>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Coach(es) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer(s) Signature

\_\_\_\_\_  
Date

<sup>2</sup> If you change schools, jobs and/or sports at anytime during your state officer year and signatures above are not complete and current; this document must be signed again and resent to California DECA.

*The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conference and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.*

*"I agree to follow the State DECA Officer Code of Conduct while I am representing the California Association of DECA as a member of the State Officer Team. I will resign my office if I fail to follow this code"*

I will not possess or consume any alcoholic beverages, tobacco products, or illegal substances of any kind.

I will follow the established curfew. Curfew means I am quiet and in my own room with only those assigned to be there.

I will apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, maintaining enthusiasm and involvement, and conflict resolution through open communications.

I will wear appropriate dress at all official functions. Denim and jean-like apparel are appropriate at certain dances, but not during any other official sessions or meeting.

I will not be engaged in any inappropriate or illicit behavior. I will immediately remove myself from all situations that could compromise my professional image.

I will refrain from dating fellow state DECA officers while I am in office. I will refrain from dating anyone while at a California DECA activity.

I will not deface public property. I will be responsible for any damages caused to rooms or facilities.

I will keep the state DECA staff informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in their charge.

I will be prompt and prepared at all times. I will carry out my duties and responsibilities to the best of my abilities. I will always conduct myself in a professional manner as a representative of DECA.

I will attend all official conference activities, unless I receive proper approval from state staff to be absent. If I am unable to participate in all required State Officer meetings, I will resign my office. Special permission must be received from the state advisor or state officer coordinator to be excused from required meetings.

I will keep my local district and chapter advisor informed of all official correspondence. I will forward a copy of all official correspondence written by me to the state office.

I will follow my local school policies where they are more restrictive than the state policies and guidelines.

I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.

If other situations arise that are not covered by the Code of Conduct for State DECA Officers, I will use my best judgment in the situation. Above all I will try to act in such a way that I will reflect positively on the California Association of DECA

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## Permission to Use Private Transportation

This form authorizes the below named student to travel to any State Officer meeting, DECA conference, or other officer assignment during their term of office and indicates the travel methods that are authorized for them to use for such travel. Additionally, this form authorizes the below named student to ride with representatives of the California DECA State Management Team during all State Officer meetings, DECA conferences, or other officer assignments in order to facilitate transportation between events, to meals, and for assignments.

Student Name: \_\_\_\_\_

Phone: \_\_\_\_\_

School Name: \_\_\_\_\_

Phone: \_\_\_\_\_

All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the completed district form pertaining to student travel for this event –or– complete the form below.

Initial each of the following that apply to the students travel to/from any State Officer meeting, DECA conference, or other assignment during their term of office:

\_\_\_\_ The above named student may drive herself/himself to all State Officer meetings, DECA conferences, or other officer assignments as part of her/his official responsibilities as an officer.

\_\_\_\_ The above named student will be transported to all State Officer meetings, DECA conferences, or other officer assignments as part of her/his official responsibilities as an officer by means of \_\_\_\_ parents and/or \_\_\_\_ public transportation (Check One or Both).

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the \_\_\_\_\_ School District student transportation policy.

\_\_\_\_\_  
School Administrator

\_\_\_\_\_  
Date

I agree to adhere to the above named school transportation policy and modes of transportation.

\_\_\_\_\_  
State Officer Signature

\_\_\_\_\_  
Date

I agree to allow my child to use the above named mode(s) of transportation and give permission for my child to attend all State Officer meetings, DECA conferences, or other officer assignments as part of her/his official responsibilities as an officer and to ride with representatives of the California DECA State Management Team during all State Officer meetings, DECA conferences, or other assignments in order to facilitate transportation between events, to meals, and for assignments.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

## School Administration Statement of Support California DECA State Officer Candidate Application

*Candidates need to secure the official endorsement of their DECA chapter advisor and school administrator as an officially supported state officer candidate.*

I understand that **DECA, An Association of Marketing Students**, is a national and state organization officially endorsed by the U.S. Department of Education and sponsored by the California Department of Education as a co-curricular and integral instructional tool of the classroom.

I understand that \_\_\_\_\_ (candidate name) has been officially endorsed by our school's DECA chapter, our DECA chapter advisor, and his/her parents/guardians to seek California DECA State Office.

I understand that if the above named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local DECA chapter and chapter advisor during the above named student's term of service as a California DECA State Officer.

Our school agrees to support the above named student's duties and responsibilities as a California DECA State Officer including approval of absences or providing chaperones for Department of Education or California DECA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in California DECA official functions.

I understand that serving as a California DECA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of California. Our school pledges to work in partnership with the California Department of Education and California DECA to ensure the success of the above named student's leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

\_\_\_\_\_  
Print Name of Administrator

\_\_\_\_\_  
Print Name of Advisor

\_\_\_\_\_  
Print Title of Administrator

\_\_\_\_\_  
Print Title of Advisor

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Signature of DECA Advisor

## State Officer Emergency Medical Treatment AND Authorization Form

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Parent/Guardian Daytime Phone Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_  
Name of High School: \_\_\_\_\_ School Phone: \_\_\_\_\_  
Name of Activity: **All DECA Sponsored Activities – March 2010 - June 2011**

This is to certify that the above named student has my permission to attend all California DECA sponsored activities for the 20010-2011 School Year. I also do hereby, on the behalf of the above named delegate absolve and release California DECA, the school officials, the DECA chapter advisors, conference staff, and California DECA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the DECA sponsored activity providing that this agreement shall not apply to any injury arising out of the sole negligence of the preceding parties.

I authorize the above named advisor or the California DECA staff to secure the services of a doctor or hospital for the above named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs. I also understand that the chapter advisor determines the criteria at the local site, for individual students and alumni to attend and participate at all DECA activities.

We have read and agree to abide by the supplied CA DECA Conduct Code. Should a conduct code violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/ or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

### Medical Information

Known allergies (drug or natural) \_\_\_\_\_

Is student on special medication? (if so, please list) \_\_\_\_\_

Does student have a history of:  heart condition,  asthma, and/or  epilepsy? \_\_\_\_\_

Does your student have any physical restrictions or other conditions that should be known?  
(if so, please list) \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_