



State Officer Executive Committee Candidate Manual

Delaware Association

Deadline: January 4, 2016

DECA STATE OFFICER CANDIDATE

GENERAL INFORMATION

You are invited to submit your application as a candidate for a Delaware DECA State Office. As a State Officer, you will be responsible for developing the Plan of Work for Delaware DECA and providing a leadership role in all conferences and activities throughout the next year. This will require a minimum of one to two after school meetings per month during the school year which will be held in Dover. In addition, State Officers are required to participate in the following activities during the remainder of the year:

REQUIRED ACTIVITIES

January 25, 2016– DECA State Officer Candidate Information Session

State Officer Candidates are required to participate in an Information Session with the current DECA State Officer Executive Committee, representatives from the DECA Advisory Board, the State Advisors and other State Officer Candidates in which specific duties and responsibilities will be reviewed. Officer Candidates will also be required to make a 2-3 minute presentation highlighting their qualifications and motivation in running for state office. This session will take place at the Delaware Department of Education John Collette Education Resource Center in Dover, DE (date and time to be announced).

February 2, 2016 – Delaware DECA Career Development Conference

All State Officer Candidates are required to attend this conference. Candidates will present their campaign speeches and elections will be held during the conference. Election results will be announced and symbols of office will be transferred from the current State Officer Committee to the newly elected Delaware DECA State Officer Executive Committee.

April 11, 2016 – Transition Meeting for State Officer Executive Committee

This meeting will provide an opportunity for the new State Officer Committee to discuss Delaware DECA business with the outgoing State Officer Executive Committee. Information will be provided regarding the National DECA Career Development Conference, CTSO Legislative Appreciation Day, and the Summer State Officer Training Sessions.

May 18, 2016 – CTSO Legislative Appreciation Day

State Officers from all Delaware Career and Technical Student Organizations will present a brief report to members of the Delaware General Assembly on activities that have been supported by state allocations.

June 13-17 (5 days total) - Summer State Officer Training

These mandatory training days will focus on developing leadership skills in the State Officer Executive Committee. Presentations will be made on leadership style. Team building activities facilitate the development of a cohesive and productive State Officer Team. By the end of these training days, the State Officers will have developed the Delaware DECA Plan of Work and will have made all major decisions to finalize plans for the State Fall Leadership Conference. (NOTE: These training days are provided by the State Advisor, through the Department of Education, at no cost to the Student State Officers.)

ADDITIONAL SUGGESTED ACTIVITIES:

April 23-26, 2016– International DECA Career Development Conference

Although attendance is NOT required, State Officers are encouraged to participate in the National DECA Career Development Conference. As a newly elected State Officer, you will be responsible for providing leadership to the Delaware delegation at the National DECA Career Development Conference. State Officers will also act as Delaware delegates to the DECA National Assembly.

ADVISOR AND STUDENTS SHOULD RETAIN COPY

DATES OF ADDITIONAL MEETINGS, COINFERENCES AND OTHER RESPONSIBILITIES WILL BE DISCUSSED DURING SUMMER TRAINING. A CALENDAR WILL BE FINALIZED BY EARLY SEPTEMBER FOR THE SCHOOL YEAR.

I have read the above statements. I understand that as a State Officer I am required to attend all scheduled meetings, in-state conferences, and events. **I also understand that if I miss more than a combination of any two scheduled meetings, in-state conferences, or events I will be in violation of the Delaware DECA Bylaws and subject to removal from State Office.**

Officer Candidate Signature

Date

Chapter Advisor's Signature (Witness)

Date

NOTE: A copy should be kept in the Chapter Advisor's file and a copy should be given to the Officer Candidate after the signatures are affixed.

Return to:

Christine Rich, Executive Associate
Delaware DECA
DE Department of Education
The Townsend Building
401 Federal Street, Suite 2
Dover, DE 19901



Officer Candidate Campaigning Information and Guidelines at Career Development Conference

- A. All campaign materials used at the Career Development Conference may be set up in the designated area up to one (1) hour prior to the start of conference registration. An itemized list of campaign expenditures must be submitted to the Assistant State Advisor for State Officers prior to setup. Campaigning is held at the specified time as designated by the Executive Council. Campaigning is not permitted at any other time before or during the conference.
- B. The order of speech presentations for each office will be randomly assigned in the following order: Reporter, Treasurer, Secretary, Vice-President, and President.
- C. Rules regarding campaigning materials are as follows:
 - 1. No campaign materials can be attached to the walls; therefore, schools must supply their own easels or stands (not to be counted as part of campaign expense) for large campaign materials. Posters and Displays should be self-supporting and ***“no larger than” a Poster Display Board (36 x 48)***.
 - 2. Name cards, name tags, place cards, and favors displays are permitted; however, small items should be limited to a minimum since the delegates and candidates will clean halls, etc., after campaigning ends.
 - 3. Candidates should note that **BALLOONS are not permitted** at the DECA Career Development Conference and cannot be part of a campaign display.
 - 4. The individual campaign budget for each statewide candidate shall not exceed \$35.00. Any complimentary materials given to candidates must be priced at the current market value. This \$35.00 is to include any complimentary materials given to the candidate. The expense sheet must be signed by the candidate, campaign manager, and local advisor and submitted prior to the election session at the State Career Development Conference.
 - 5. Each candidate is responsible for seeing that all campaign materials are removed from the hotel lobby, meeting rooms, elevators, election area, etc. before the Awards Dinner on Thursday night.

SAMPLE EXPENSE REPORT

I. M. Able

Candidate for Treasurer

Campaign Expense Report

Handbills (800)

Photographs	\$	10.00
Paper		5.00
Stencils		5.00

Posters (3)

Cardboard	\$	1.50
Construction Paper		.50

Give-Away (400)

Candy	\$	7.50
Cards		3.00
Ink, Glue		<u>2.00</u>

TOTAL	\$	34.50
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CANDIDATE _____

CAMPAIGN MANAGER _____

ADVISOR _____

CURRENT DATE _____

Delaware DECA
IN WHAT ACTIVITIES ARE THE OFFICERS INVOLVED?

First and foremost, State Officers are active and involved members of their local chapters. As such, they have earned the right to provide leadership at the state level. Extensive time and effort is spent to assure that this occurs. State Officers assume a leadership role in planning and implementing the major activities of the DECA Association. Each meeting or activity contributes to accomplishing the goals of the Association. Students who accept a State Office also accept the responsibilities inherent therein. **State Officers are expected, therefore, to attend all scheduled meetings and functions. If an officer misses two (2) activities, they are subject to removal from office as determined by the Executive Committee and the Advisory Board.**

State Officers are provided with a calendar of events that identifies dates of monthly meetings and four joint meetings that are held with the Advisory Board. The following is a brief and tentative estimation of the additional time that will be required of your child to participate in the major State, Regional, and National DECA activities.

**April-
May**

Legislative Appreciation Day – one day

- Prepare a short program to members of the Delaware General Assembly.

**June-
August**

Summer Officer Training – five days

- Gain knowledge about DECA, the responsibilities of DECA officers, and career & technical education. Complete Plan of Work for the year. Begin planning Fall Conference. State Officer Summer Training is mandatory.

**September-
March**

Minimum of one to two evening meetings each month

- Additional meetings will be held to prepare for fall and Spring State Conferences.

October

DECA Leadership Summit

- Additional meetings will be held to prepare for Officer Presentations

November

DECA Fall Leadership Conference – two days

- Provide leadership and direction to members in attendance.

November

DECA North Atlantic Regional Conference – three days (optional)

- Provide leadership for the Delaware Delegation in Regional activities.

**January-
February**

Winter Planning – four meetings

- Provide direct input into the screening and slating of officer candidates for the next school year.
- Finalize all planning for the DECA Career Development Conference.

February

DECA Career Development Conference/Grand Awards Banquet

- Provide direct, on-site leadership for all activities at the conference except the Competitive Event Program.

April-May

National Leadership Conference – five days (optional)

- Provide leadership for the Delaware Delegation.

SAMPLES OF OFFICER RESPONSIBILITIES

Officers in DECA have two types of responsibilities, overall responsibilities and those that are unique to their position.

Overall Responsibilities:

- Attend all scheduled training sessions, state meetings, and planning sessions, rehearsals for State Conference, and State Fall and Spring Conferences.
- Conduct and oversee general session's at all statewide conferences and meetings.
- Maintain minutes and a back-up file system of all activities of the State Executive Committee to pass on to successors.
- Promote DECA by making presentations and speeches.
- Provide input into all activities of the State Executive Committee and/or the State Association.
- Represent DECA at numerous activities throughout the school year.
- Lend expertise to statewide activities and projects.

President:

- Sets an agenda in conjunction with the State Advisor prior to all meetings.
- Presides over all meetings of the State Executive Committee and the State Association.
- Conducts meetings following correct parliamentary procedure and guides discussion of issues.
- Assigns individual officers to serve on committees.
- Represents the students at meetings of the Delaware DECA Advisory Board.

Vice President:

- Attends all scheduled meetings and activities.
- Presides in the absence of the president.
- Serves on all committees appointed by the president.

Secretary:

- Attends all scheduled meetings and activities.
- Keeps complete and accurate minutes of all state meetings.
- Chairs the membership committee and calls meeting to order in the absence of the president and vice president.

Treasurer:

- Attends all scheduled meetings and activities.
- Reviews the record of all deposits and withdrawals of the State Association with the State Advisor.
- Presents current and accurate financial reports to the State Executive and Advisory Committees.

Reporter:

- Attends all scheduled meetings and activities.
- Obtains material from each officer and each chapter regarding activities and events.
- Gather information and compose Delaware DECA newsletters and web site.



ADVISOR AND STUDENT SHOULD RETAIN COPY

APPLICATION FOR DELAWARE DECA STATE OFFICE: PART ONE

Applicant _____ Grade _____

Home Address _____

(City, State, ZIP) Home Phone _____

E-Mail Address _____

Parent's Name _____
(Mother) (Father)

School _____

Office you are Seeking _____ President _____ Vice President
_____ Secretary _____ Treasurer
_____ Reporter

.....
Please have the appropriate persons read and sign their respective sections below. Any section not signed will invalidate the application
.....

PARENT

My child has advised me of his/her interest in running for State DECA office, and while I understand it is not to interfere with school work, a number of hours will be required. I also understand that my child will be required to attend meetings after school hours which will require travel to Dover and to take a leadership role in two overnight State Conferences. I support my child's commitment to the responsibilities of office. I approve this application.

Parent's/Guardian's Signature

Date

ADVISOR

This is to certify that the above named student is making satisfactory progress in Marketing Courses. This student has demonstrated leadership potential and/or skills that will enhance the productivity of the Delaware DECA State Officer Executive Committee. Serving as a DECA State Officer will contribute to achieving both educational and career goals and presents no threat to my academic expectations for this student.

DECA Chapter Advisor's Signature

Date

PRINCIPAL

I give my approval for _____ to be a candidate for DECA State
(Name of the Candidate)

Officer and pledge my support. If he/she is elected to this position, I will make it possible for him/her and his/her advisor to be away from school to attend designated State Executive Council Meetings, the DECA State Officer Summit, the Fall Leadership Conference, and the Annual State Conference.

Principal's Signature/or Designee

Date

Title

APPLICATION FOR DELAWARE DECA STATE OFFICE: PART TWO

Name: _____

Office you are seeking: _____

How many years have you been involved in DECA? _____

Please list your DECA chapter and State activities. _____

Why did you choose to run for the specific DECA State Office that you selected? Explain your qualifications for the State Office that you have selected.

Please write a paragraph, explaining why **YOU** are the best candidate for this State Office.

Please be sure that you have completed **ALL SECTIONS** of the application. Completed applications must be received by the DECA State Advisor in the DOE Office on or before the application deadline for students to be considered candidates for State Office. No late applications will be accepted.

Return to: Christine Rich, Executive Associate
Delaware DECA
DE Department of Education
The Townsend Building
401 Federal Street, Suite 2
Dover, DE 19901



Parent or Guardian Permission

This is to certify that _____ has my permission to attend and participate in all Delaware DECA activities (meetings, conferences, workshops, etc...) during 2016-2017. I understand the Delaware delegation will be traveling by **bus/student, family car/plane**. My child has been made aware that they are to obey the rules of the Delaware delegation and of the supervisors assigned to them.

I also do hereby on behalf of him/her absolve and release the school officials, the DECA chapter advisors and the assigned state/provincial 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.

Signature of Parent or Guardian Date

MEDICAL DATA

Please Print - Parents are asked to list any allergies or possible illness for which medicine or treatment may be needed during the conference period.

Allergies: _____

Type of Medicine carried: _____

Currently being treated for: _____

Name and address of family physician: _____

Physician's phone: _____

Name and address of person to contact in case of illness: _____

Contact person's phone: _____

Blue Cross/Blue Shield No.: _____

Other Insurance Company Name: _____

Policy #: _____

** Chapter Advisor(s) should always carry a copy of their student(s) Medical and Permission forms when traveling.*

Delaware Career and Technical Student Organizations are resource and support organizations that do not select, control or supervise local chapter or individual member activities except as expressly provided for in the student organizations constitution, bylaws or policies.



PARENT CONSENT FORM

I, _____ (Parent/Guardian's Name) _____ (Relationship)

of _____ (Name of DECA Participant) _____ (Age)

Complete Home Address: (including Zip) _____

(Area code and Home telephone No.) _____

(Area code and Work telephone No.) _____

hereby authorize in advance the advisor/DECA representative 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.

Parent/Guardian Signature

(Date)

(Notary's Signature)

Notary

Medical/hospitalization carrier policy number: _____

Other Medical Insurance: _____

Policy Number: _____

.....
We have read and agree to abide by the DECA Code of Conduct. We also agree that the school officials, the DECA chapter advisors, the state/provincial DECA staff, or the Conference Conduct Committee members have the right to send

_____ home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment.

Student Signature

Parent/Guardian Signature

Chapter Advisor Signature

School Official Signature

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**DECA
Delaware Association
State Officer Rules & Regulations
Contract**

I, _____, as elected to my office agree to the following Delaware DECA Association Rules of Conduct. I will follow these rules and will represent the Association in a positive manner at all times by observing the following guidelines. If I do not follow the rules, I may be removed from my office.

Section A. THE DECA CODE OF ETHICS

I will properly conduct myself at all times in order to be a credit to our organization, state, chapter, school, and community by:

1. Dressing neatly and appropriately for the occasion, as determined by the Board of Directors and the State Advisor.
2. Showing respect for the rights of others and being courteous at all times.
3. Being honest and not taking unfair advantage of others.
4. Respecting the property of others.
5. Refraining from loud, boisterous talk, swearing, and other conduct unbecoming to an officer, remembering that people see me as a state officer even when I am on my own time.
6. Demonstrating sportsmanship in the competitive events and meetings, and being modest in winning and generous in defeat.
7. Attending meetings promptly and respecting the opinion of others in discussion.
8. Taking pride in our organization, activities, supervised experiences programs, exhibits, and the occupation of business.
9. Sharing with others experiences and knowledge gained by attending national and state meetings.
10. Supporting and abiding by decisions made by the officer team, even if I do not agree with the decision.
11. Agreeing not to initiate or pursue personal relationships with officers from other states or chapter officers/members from within our State.
12. Agreeing not to initiate or pursue personal relationships with other members of my State Officer team (no dating other officers on my state officer team).

Section B. THE AIM AND PURPOSES

1. To develop competent and assertive business leadership.
2. To develop an awareness of the global importance of marketing and its contribution to our well-being.
3. To strengthen the confidence of marketing students in themselves and their work.
4. To promote the intelligent choice and establishment of a career in marketing.
5. To stimulate development and encourage achievement in individual marketing experience programs.
6. To improve the economics, environmental, recreational and human resources of the community.
7. To develop competencies in communications, human relations, and social abilities.
8. To develop character, train for useful citizenship, and foster patriotism.

9. To build cooperative attitudes among marketing students.
10. To encourage improvement in scholarship.

Section C. CONFERENCE RULES

The following rules apply to activities such as State & National Conferences, which are held. I agree to:

1. Keep the room assignment that I have been given. It will serve as an opportunity to maintain order within my home chapter.
2. Be in my room by lights out so that I can be alert and prepared for the next day's activities.
3. Be courteous, polite, and considerate of others.
4. Participate and be cooperative in all of the programs whether on the chapter, state, or national level and arrive at these functions at least 15 minutes early so that they may start on time.
5. Refrain from using tobacco products, drugs, or alcohols at all times and report any instances of use or possession by others to the State Advisor.
6. Report all illnesses, injuries, and problems to the appropriate state staff member so appropriate action can be taken immediately.
7. Respect the property of the facilities, which are being used.
8. Keep my room neat as possible to promote a positive image.
9. Demonstrate appropriate behavior with other DECA members and/or officers at DECA sponsored events as well as set a positive example for other DECA members.
10. Not allow members of the opposite sex to be in my hotel room unless accompanied by an advisor.

Section D. ATTENDANCE

1. If as an officer, I miss more than two meetings without a valid excuse, I understand that I am subject to removal from office as determined by the Board of Directors.
2. If I am more than 30 minutes late, it will be considered a missed meeting.
3. Valid excuses must be turned in to either the state advisor or assistant state advisor before or immediately after the scheduled meeting.
4. Special problems can be presented to the state advisor and assistant state advisor for consideration.
5. Attendance at all meetings and functions is mandatory, with arrival time being 15 minutes prior to the beginning of the meeting and/or function.
6. Attendance at all State conference activities is mandatory. I understand that if I leave a DECA State sponsored activity for any reason other than an emergency, my role as a state officer will be limited for the remainder of that conference.

Section E. TRANSPORTATION

Place an "X" on the line for the appropriate choice.

_____ My student has permission to transport other officers to DECA meetings/events.

_____ My student has permission to ride with other officers to DECA meetings/events.

_____ My student has permission to ride with the State staff at DECA meetings/events.

_____ My student does NOT have permission to transport other officers to DECA meetings/events.

_____ My student does NOT have permission to ride with other officers to DECA meetings/events.

_____ My student does NOT have permission to ride with State staff at DECA meetings/events.

Signature of Officer

Date

Signature of Parent/Guardian

Date