



***State Officer Executive Committee
Candidate Manual***

Delaware Association

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 2012-2013 year. In addition, State Officers are required to participate in the following activities during the remainder of the 2012-2013 school year.

REQUIRED ACTIVITIES

January 23, 2012 (Tuesday) – DECA State Officer Candidate Information Session

State Officer Candidates for the 2012-2013 school year are required to participate in an Information Session with the 2011-2012 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 Conference Room A from 4:00 pm – 8:00 pm.

February 9, 2012 (Thursday) – 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 2011-2012 to the 2012-2013 Delaware DECA State Officer Executive Committee.

April 12, 2012 (Monday) – Transition Meeting for State Officer Executive Committee

This meeting will provide an opportunity for the 2012-2013 Officers 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, 2012 – CTSO Legislative Appreciation Day (Date to be announced)

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 – August – (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 2012-2013 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, thru the Department of Education, at no cost to the Student State Officers.)

ADDITIONAL SUGGESTED ACTIVITIES:

April 28 – May 1, 2012 – International DECA Career Development Conference

Although attendance is NOT required, 2012-2013 State Officers are encouraged to participate in the National DECA Career Development Conference in Louisville, Kentucky. 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 2012 FOR THE 2012-2013 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 one scheduled meeting, in-state conference, or event 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:

Frank Ingram, State Advisor
Delaware DECA
Department of Education
35 Commerce Way
Dover, DE 19904
SLC: N510

Officer Candidate Campaigning Information and Guidelines at Career Development Conference

- A. All campaign materials used at Career Development Conference may be set up in the designated area up to 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 meetings, 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.

- | | |
|------------------------------|---|
| <u>April-
May</u> | Legislative Appreciation Day – one day <ul style="list-style-type: none">• Prepare a short program to members of the Delaware General Assembly. |
| <u>June-
August</u> | Summer Officer Training – five days <ul style="list-style-type: none">• 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. |
| <u>September-
March</u> | Minimum of <u>one to two evening meetings each month</u> <ul style="list-style-type: none">• Additional meetings will be held to prepare for Fall and Spring State Conferences. |
| <u>October</u> | DECA Leadership Summit <ul style="list-style-type: none">• Additional meetings will be held to prepare for Officer presentations |
| <u>November</u> | DECA Fall Leadership Conference – two days <ul style="list-style-type: none">• Provide leadership and direction to members in attendance. |
| <u>November</u> | DECA North Atlantic Regional Conference – three days (optional) <ul style="list-style-type: none">• Provide leadership for the Delaware Delegation in Regional activities. |
| <u>January-
February</u> | Winter Planning – four meetings <ul style="list-style-type: none">• 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. |
| <u>February</u> | DECA Career Development Conference/Grand Awards Banquet – two days <ul style="list-style-type: none">• Provide direct, on-site leadership for all activities at the conference except the Competitive Event Program. |
| <u>April-May</u> | National Leadership Conference – five days (optional) <ul style="list-style-type: none">• Provide leadership for the Delaware Delegation. |

SAMPLES OF OFFICER RESPONSIBILITIES

With an organization of over 250 students and teachers, membership on the State Executive Committee is not to be taken lightly. 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.

APPLICATION FOR DELAWARE DECA STATE OFFICE: PART ONE

Applicant _____ Grade 2012-2013 School Year _____

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



EMERGENCY MEDICAL TREATMENT
(PARENT CONSENT FORM)

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

of _____
(Name of Participant) (Age)

Complete Home Address: _____

(including Zip): _____

Home Phone: _____ Work Phone: _____ Pager/Cell Phone: _____

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.

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

Insurance Company: _____

Medical/hospitalization carrier policy number: _____

Other Medical Insurance: _____

Policy Number: _____

If you do not have any medical insurance, please sign here that you will be responsible for

medical bills: _____

Family Physician Name: _____ Phone Number: _____

Physician's Address: _____

Please list any known Allergies or write "NO ALLERGIES": _____

Please list any medications that you are taking or write "NO MEDICATIONS": _____

Please list any pre-existing medical conditions and/or physical limitations or write "NO": _____

(Parent/Guardian Signature)

(Date)

(Notary's Signature & Seal)

(Date)

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