



**State Officer Executive Committee**  
Candidate Manual & Required Forms

Delaware Association  
2026 – 2027



## **DECA State Officer Candidate General Agreement**

You are invited to apply for a position as a Delaware DECA State Officer. In this leadership role, you will help shape the direction of Delaware DECA by developing the annual Plan of Work and providing guidance and support at conferences and events throughout the year. State Officers are expected to attend one to two after-school meetings per month during the school year and actively participate in all scheduled leadership activities. In addition, officers are required to take part in the following events and responsibilities during the remainder of the year.

### **Required Activities**

#### **DECA State Officer Candidate Interview – January 13th, 2026**

If nominated or selected, candidates will be notified and required to participate in an interview conducted by the current State Officer Team, along with representatives from the Delaware DECA Advisory Board and State Advisors. Each interview will last approximately 10 to 15 minutes and will provide an opportunity for candidates to share their qualifications, leadership experiences, and vision for Delaware DECA. During this session, the specific duties, expectations, and responsibilities of State Officers will be discussed in greater detail to ensure candidates have a clear understanding of the role. The interview process will take place at the Delaware Department of Education’s John Collette Education Resource Center in Dover, Delaware.

#### **Delaware DECA Career Development Conference – January 27th-28th, 2026**

All State Officer candidates are required to attend and compete at the Career Development Conference for eligibility. Candidates will have the opportunity to share their campaign speeches during the opening ceremony on the 27th to members of DE DECA. In addition, candidates will campaign throughout the day on the 28th with any materials they choose to bring (more information will be given during the candidate interviews).

#### **Transition Meeting – March (Date TBD)**

This meeting will serve as an important transition between the outgoing State Officer Executive Committee and the newly elected State Officer Committee. It will provide an opportunity for the new team to discuss Delaware DECA business, gain insight from the outgoing officers, and begin planning for the year ahead. During the meeting, key information will be shared regarding the National DECA Career Development Conference, CTSO Legislative Appreciation Day, and the upcoming Summer State Officer Training Sessions.

#### **CTSO Legislative Appreciation Day – Date TBD**

State Officers representing all Delaware Career and Technical Student Organizations will deliver a concise presentation to members of the Delaware General Assembly, highlighting recent initiatives, accomplishments, and events made possible through state funding and support. This report will showcase the impact of state allocations on student leadership development and the advancement of career and technical education across Delaware.



### **Summer State Officer Leadership Training – June (Date TBD)**

These mandatory training sessions are designed to strengthen leadership skills within the State Officer Executive Committee and prepare the team for the year ahead. The program will include presentations on leadership styles, collaborative exercises, and team-building activities aimed at fostering communication, trust, and cohesion among officers. By the conclusion of the training, the State Officer Team will have developed the official Delaware DECA Plan of Work and finalized all major decisions for the upcoming State Fall Leadership Conference.

*(Note: These training sessions are provided by the State Advisor, through the Department of Education, at no cost to the Student State Officers.)*

### **Not Required but Highly Recommended**

#### **International DECA Career Development Conference – April 25th-28th, 2026**

Although attendance is not mandatory, State Officers are strongly encouraged to participate in the National DECA Career Development Conference. As newly elected leaders, State Officers will represent Delaware by providing guidance and support to the state delegation throughout the conference. In addition, they will serve as official Delaware delegates to the DECA National Assembly, contributing to discussions and decisions that shape the organization at the national level.

It is important to note that there will be additional meeting dates, conferences which will be added on throughout the year. All duties and responsibilities will be discussed during the Summer Training sessions. A finalized calendar outlining all State Officer commitments for the school year will be completed and shared by early September.



## **Checklist of Required Documents**

- Signed DECA State Officer Candidate Manual Received and Consent Form – **Due January 9th, 2026** ([CLICK HERE](#))
- Signed Certification of Nomination for State Officer 2026-2027 – **Due December 5th, 2025** ([CLICK HERE](#)) – Due December 5th
- Completed Medical Form – Parent Permission – **Due January 9th, 2026** ([CLICK HERE](#))
- DECA Code of Conduct – **Due January 9th, 2026** ([CLICK HERE](#))
- State Officer Application – **Due December 5th, 2025** ([CLICK HERE](#))
- State Officer Questionnaire – **Due January 9th, 2025** ([CLICK HERE](#))
- Digital Flyer – **Due by January 20th, 2026** (*Email to [Kpratt@delawaredeca.org](mailto:Kpratt@delawaredeca.org)*)

Candidates will develop (1) single-sided, digital campaign flyer outlining the candidate's qualifications and reasons for running for state officer. This should be submitted as an 8 ½" by 11" PDF.



## **Officer Candidate Campaigning Information and Guidelines**

### **A. Campaign Setup and Procedures**

- All campaign materials for the Career Development Conference must be set up on Day 1 in the designated area
- An itemized list of campaign expenditures must be submitted to the Executive Associate for State Officers before setup.
- Campaigning may only take place during the officially designated time set by the Executive Council.
- Campaigning is strictly prohibited at any other time before or during the conference.

### **B. Candidate Speeches**

- The order of speech presentations for each office will be randomly assigned.
- They will be presented on day 1 of the conference during opening ceremony

### **C. Campaign Material Regulations**

1. Displays and Posters
  - Campaign materials may not be attached to walls or doors.
  - Schools must provide their own easels or display stands (these are not counted toward the campaign budget).
  - All displays must be self-supporting and no larger than a standard poster display board (36" x 48").
2. Small Items and Giveaways
  - Name cards, tags, place cards, and small favors are permitted.
  - Items should be kept to a minimum since all delegates and candidates are responsible for cleanup following the campaign period.
3. Prohibited Items
  - Balloons are not permitted at the DECA Career Development Conference and may not be included in any campaign display.
4. Campaign Budget
  - The maximum campaign budget for each statewide candidate is \$50.00.
  - Any complimentary materials or donations must be valued at current market price and included in the \$50 total.
  - An 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. Post-Campaign Clean-Up
  - Each candidate is responsible for ensuring that all campaign materials are completely removed from the facility—this includes the lobby, meeting rooms, elevators, and election areas—before the Awards Dinner on Thursday evening.



**Sample Campaign Expense Report**

**Candidate Name:** I. M. Able  
**Report Title:** Campaign Expense Report

<b>Campaign Materials</b>	
<b>Handbills</b>	<b>\$20.00</b>
Photographs	\$10.00
Stencils	\$5.00
Flyers	\$5.00
<b>Posters</b>	<b>\$4.50</b>
Cardboard	\$3.00
Construction Paper	\$1.50
<b>Give-Away</b>	<b>\$12.50</b>
Candy	\$7.50
Pins	\$5.00
<b><u>GRAND TOTAL</u></b>	<b><u>\$37.00</u></b>

Candidate Signature

Campaign Manager Signature(s)

Advisor Signature

Date



## Samples of Officer Duties

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 sessions 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.

### **State President**

- Sets meeting agendas in coordination with the State Advisor prior to all meetings.
- Presides over all meetings of the State Executive Committee and the State Association.
- Conducts meetings using proper parliamentary procedure and facilitates effective discussion.
- Assigns individual officers to serve on committees as needed.
- Represents Delaware DECA students at meetings of the Delaware DECA Advisory Board.
- Serves as the official student spokesperson and leader of Delaware DECA.

### **Vice President of Leadership**

- Attends all scheduled meetings, conferences, and activities.
- Presides in the absence of the President.
- Leads initiatives that promote leadership development among members.
- Assists in organizing workshops, training sessions, and leadership-focused events.
- Serves on all committees appointed by the President.

### **Vice President of Marketing**

- Attends all scheduled meetings, conferences, and activities.
- Chairs the Membership Committee and presides in the absence of the President and Vice President of Leadership.
- Collects materials from officers and chapters to create Delaware DECA newsletters and update the website and social media platforms.
- Promotes statewide membership growth and public awareness of Delaware DECA programs and achievements.
- Serves on all committees appointed by the President.



### **Vice President of Hospitality**

- Attends all scheduled meetings, conferences, and activities.
- Develops and maintains positive member and alumni relations.
- Enhances membership experiences through communication, recognition, and engagement initiatives.
- Promotes an inclusive and welcoming environment across all Delaware DECA events and programs.
- Serves on all committees appointed by the President.

### **Vice President of Finance**

- Attends all scheduled meetings, conferences, and activities.
- Reviews records of all deposits and withdrawals of the State Association in coordination with the State Advisor.
- Prepares and presents clear and accurate financial reports to the State Executive and Advisory Committees.
- Assists in the planning and execution of fundraising strategies and sponsorship opportunities.
- Serves on all committees appointed by the President.

### **Vice President of Career Development**

- Attends all scheduled meetings, conferences, and activities.
- Collaborates with the State Leadership Team to design and coordinate major aspects of the Delaware Career Development Conference.
- Records and maintains accurate minutes for all state meetings.
- Supports programs and initiatives that enhance competitive event participation and career readiness.
- Serves on all committees appointed by the President.