



TEXAS DECA CHAPTER TOOLKIT

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CHAPTER OFFICER ELECTIONS

[Election Platform Suggestions](#)
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ELECTION PLATFORM SUGGESTIONS

ELECTION BUDDY

PRICING:

School Package: Annual, 30 Elections - \$69, up to 350 students per election (elections can be used anywhere within your school for up to 1 year)

Per Election Prices:

Free – up to 20 voters
\$19 – up to 350 voters
\$89 – up to 1,000 voters

FEATURES: Click [Here](#) to See all Features

- **Voting Methods:** Multiple options. Rank, vote for a single candidate.
- **Voting Platforms:** mobile/desktop
- **Ballots:** Customizable. Randomize candidate/question order, editing descriptions, highlighting amendments/striking out words.
- **Files:** can add documents or website links
- **Announcements:** Personalized election announcements for each voters
- **Voting Reminders:** schedule emails/text message reminders to voters who haven't voted at the scheduled time.
- **Voter List Integration:** use gmail, mailchimp, excel and other CRM applications to pull voter information
- **Voter List Management:** receive notifications from bounced emails. View which voters have/haven't voted.
- **Candidate Profiles:** You can include candidate photos, link to videos, candidate bios, visions, promises and contact info
- **Voting Subgroups:** Limit questions to a portion of your voters. Ex. only Freshmen vote for their class rep, but everyone votes for the school president
- **Write-ins/comments:** Yes, allows write-ins and/or comments
- **Anonymity:** Voting is completely anonymous. Voting choices cannot be linked to the voter, results can be hidden until the election ends

ELECTION RUNNER

PRICING:

School Package: Annual, unlimited elections - \$398/year

Per Election Prices:

Free – up to 20 voters
\$15 – up to 100 voters
\$29 – up to 300 voters

FEATURES: Click [Here](#) to See all Features

- **Voting Methods:** Multiple options. Rank, vote for a single candidate.
- **Voting Platforms:** mobile/desktop
- **Secure Voting:** Each voter has a unique "Voter ID" and "Voter Key" and can only vote once
- **Voter List Integration:** upload spreadsheets or CSV files to add voters
- **Candidate Profiles:** You can include candidate photos and/or short bios
- **Write-ins/comments:** Yes, allows write-ins and/or comments

SURVEY MONKEY

PRICING:

Free – Up to 40 voters, 10 questions per survey, unlimited surveys

\$32/month – 5,000 voters/month, unlimited questions, unlimited surveys

FEATURES:

- **Voting Methods:** Multiple options. Rank, vote for a single candidate
- **Write-ins/comments:** Yes, allows write-ins and/or comments
- **Voting Platforms:** mobile/desktop
- **Files:** can add documents or website links
- **Sending Ballots:** Send by email (track who has/hasn't responded and send follow up to those who haven't), Share a link (can't track who has/hasn't voted)
- **Candidate Profiles:** You can add as individual text and image sections
- **Anonymity:** The election creator will be able to see who voted for what

SECURED VOTING

PRICING:

Silver Plan: Free up to 25 Voters, 10¢ for every voter after 25

Gold Plan: Free up to 10 Voters, 15¢ for every voter after 10

Platinum Plan: Free up to 5 Voters, 50¢ for every voter after 5

FEATURES:

- **Voting Methods:** Can set up to only be able to select one or to be able to select multiple, but cant rank your selections
- **Voter List Integration:** upload spreadsheets or CSV files to add voters
- **Unique Voting Links:** unique links will be sent to all the voters via email/phone to vote. The link can only be used once to vote. Can also send one time passwords by email to students to use for the vote
- **Candidate Profiles:** You can include candidate photos (images have a 500kb max size)
- **Files:** Can add one PDF/TXT file to the ballot..not easily visible on final voters ballot
- **Voting Reminders:** Can see who has/hasn't voted. Can send out one voting reminder to list of voters. Can resend voting link to individual members
- **Anonymity:** Voting is completely anonymous. Voting choices cannot be linked to the voter

GOOGLE FORMS

PRICING:

Free

FEATURES:

- **Voting Methods:** Rank or Vote for Single Candidates
- **Voter List Integration:** Have to send the link to each person or type in everyone who will votes email address
- **Candidate Profiles:** You can add photo/text blocks to the form to create candidate profiles
- **Voting Reminders:** No automated reminder system
- **Anonymity:** You can make voting completely anonymous, but there is no way to limit each person to only voting once when this is done

NOTES:

Google Forms will take a little work to make it a secure voting platform. Here are some sources to help with doing that

- How to create ranked choices in Google Forms
 - <https://xfanatical.com/blog/how-to-create-ranked-choices-in-google-forms/>
 - Create a form so that people can't vote more than once
 - <https://blog.ramith.fyi/static/how-to-make-a-voting-system-using-google-sheets-google-forms/>
-

OPA VOTE

PRICING:

Per Election Prices:

Free – up to 25 voters, 10 candidates

\$10 – up to 125 voters, 20 candidates

\$20 – up to 250 voters, 40 candidates

\$40 – up to 500 voters, 80 candidates

FEATURES: Click [Here](#) to See all Features

- **Voting Methods:** Multiple options. Rank, vote for a single candidate.
- **Files:** Files and images cannot be added. Only text.
- **Voting Reminders:** can resend voting info to specific voters
- **Voter List Management:** receive notifications from bounced emails. View which voters have/haven't voted.
- **Candidate Profiles:** Files and images cannot be added. Only text.
- **Anonymity:** Voting is completely anonymous. Voting choices cannot be linked to the voter, results can be hidden until the election ends

INTERVIEW PLATFORM SUGGESTIONS

- [Zoom](#)
 - [Microsoft Teams](#)
 - [Google Meet](#)
 - [Webex](#)
 - [Jitsi](#)
 - [Jami](#)
 - [Lifesize](#)
 - [Skype](#)
 - [Talky](#)
 - [Whereby](#)
 - [GoToMeetings](#)
 - [Bizzabo](#)
 - [AllInTheLoop](#)
 - [Brella](#)
 - [Accelevents](#)
 - [vFairs](#)
 - [Adobe Connect](#)
 - [MegaMeetings](#)
 - [Click Webinar](#)
 - [ezTalks Meetings](#)
 - [Cisco Meetings](#)
 - [Edmodo](#)
 - [Moodle](#)
 - [Brightspace](#)
 - [WizIQ](#)
 - [Udemy](#)
 - [Schoology](#)
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INTERVIEW RESOURCES

SAMPLE INTERVIEW SCHEDULE – Click [here](#) to download

SAMPLE INTERVIEW QUESTIONS

- What is your leadership style?
- Why do you want this officer position?
- What have you learned from DECA?
- If you had to define yourself in one word, what word would you choose?
- Name a leadership experience you have had and how that has allowed you to grow as a leader.
- Define leadership. How do you fit into that definition?
- What are your goals for this year?
- How do you prioritize your responsibilities and duties?
- What does DECA mean to you?
- How do you deal with conflict?

CHAPTER OFFICER TRAINING



ELEVATE

Elevate your leadership in DECA by becoming the ultimate DECA chapter leader! Discover your personal leadership style and how you can use that to take your chapter to the next level. Now's your time to elevate your DECA status from member to chapter leader.

Click [here](#) for Elevate training resources.

SAMPLE CHAPTER OFFICER TRAINING SLIDESHOW

Click [here](#) to download a sample slideshow for your officer training.

DECA STYLES QUIZ

www.decastyles.org

Take the DECA styles quiz to determine your leadership style. After taking the quiz, answer the questions below and share/discuss with your officer team!

- What is your major DECA leadership style?
- What are two areas of growth for your style?
- How do others see your style?
- What does your style see themselves as?
- What is one challenge for teams with the same leadership style?

PLAN YOUR YEAR USING THE DECA DIAMOND

Materials Needed: Paper and Markers/Pens

INSTRUCTIONS: Draw out a DECA diamond on a piece of paper (or print one on a separate paper for each participant), Write your answers to the following question on the corresponding point of the DECA diamond.

- TOP: What is the ultimate goal your officer team wants to achieve this year? (How will you quantify this goal?)
- RIGHT: What is one topic your team needs to focus on this year to take it to the #NextLevel?
- BOTTOM: The bottom line: Write a one sentence mission statement for your team this year
- LEFT: What is one thing that is holding your chapter back from reaching its full potential?

After everyone has answered all of the questions, compare the answers of the team.

BLIND LEADING THE BLIND ACTIVITY

Materials Needed: Blindfold

INSTRUCTIONS: Split into 3 sections: 1 blindfolded person, 1 spokesperson, the team

The blindfolded person cannot see, and has a specific task to accomplish and everybody else must help them accomplish this task.

The spokesperson is the only one who can talk and give the blindfolded person instructions to complete their task. But, the spokesperson must face away from the blindfolded person and can not watch what they are doing.

The Team can not speak, but they can use hand gestures and motions to show the spokesperson how to guide the blindfolded person. Work together as a team to help the blindfolded accomplish the task.

CHAPTER RECRUITMENT RESOURCES

2020-2021 MEMBERSHIP VIDEO

<https://vimeo.com/445631315>

LET'S TALK ABOUT DECA VIDEO

<https://vimeo.com/174752401>

MEMBERSHIP RECRUITMENT TOOLKIT

<https://www.deca.org/high-school-programs/membership-high-school/recruitment-toolkit-hs/>

What can you find in this toolkit?

- Membership Videos
- Social Media Graphics
- Sample Social Posts
- Letterhead Template
- PowerPoint Template
- Membership Poster
- Virtual Backgrounds
- Lots More!

SAMPLE MEMBERSHIP FORM

This form includes all fields that are required by DECA to upload a file for membership. You can export the submissions of your form to a spreadsheet. This form is just a sample from another chapter, you will have to create your own form to use.

https://docs.google.com/forms/d/e/1FAIpQLSdYGGJIOX5MEXPxhPQBF_0TGNDrZfU4auiD2DY1ImuufqS70kg/vi/wform?usp=sf_link

EDITABLE RECRUITMENT FLYERS

In the folder linked below, you can find Join DECA Flyers, Chapter Meeting Flyers and Canva Templates for Social Media Posts.

<https://drive.google.com/drive/folders/153WMi3g74rVJf6lQkarAyD6VMhDNipXM?usp=sharing>

ENGAGEMENT ACTIVITIES

[Virtual Activities](#)

[Socially Distanced Activities](#)

VIRTUAL ACTIVITIES

SOCIAL CHAT CHANNEL

Establishing a channel purely for social chatting is another way to keep in touch with the rest of the team. Here, you can talk about the perks and problems that come with living and working in the same space, share non-work-related stories that can brighten up someone's day, or offer encouragement to teammates who are still reeling from the recent changes at work.

[Slack](#) is a great platform for this.

LEARNING CIRCLES

The distance shouldn't stop your teammates from learning new things together. You can set a weekly or monthly learning circle where you can tackle techniques and strategies that can make work easier. You can take a webinar together or even ask someone in your team to discuss their area of expertise. This will help your team members grow together even if you're apart.

Like it or not, working from home will always be an option for your team members moving forward. The recent adjustments we have to deal with in the workplace have shown us that, yes, people can maintain the same level of productivity without spending a day in the office.

With a little bit of adjustment and initiative, you can also improve team dynamics even if you rarely see each other in person.

TWO TRUTHS AND A LIE

The night before a video conference, all remote team members should write down two true facts and one lie about themselves. These should be personal anecdotes, not work-related. After a team member reads all three, people chime in and guess which fact is actually a fib.

Why it works: Video conferencing is the next best thing to face-to-face communication, and discerning someone's facial cues and body language helps to [build trust and connections between team members](#). Everyone also gets to learn two new facts about each coworker. Getting to know people's personal lives helps build camaraderie and team cohesion, and fun icebreaker games are an easy way to form that bond.

VIRTUAL SCAVENGER HUNT

Under the umbrella of "scavenger hunt," your team has a lot of options. Here are two popular possibilities:

PERSONNEL SCAVENGER HUNT

Everyone gets together on a conference call and finds the team member who fits each scavenger clue description (youngest worker, worker with the most siblings, worker with the most pets, and so on). This is ideal for new teams that want to collaborate, have fun, and learn more about each other.

OUTDOOR SCAVENGER HUNT

Outdoor scavenger hunts send virtual team members to accomplish fun, interesting, silly, challenging tasks (convince a stranger to do a yoga pose with you, kiss a lobster, etc.). Make small virtual teams that can divvy up the tasks, and tell team members to stay connected throughout the hunt by phone, text, or mobile-based communication apps, such as Voxer.

Either create your hunt from scratch or use a scavenger hunt platform, such as [GooseChase](#). If you go with an app, you can often submit photographic proof of your task completion directly into the program for points, and the leaderboard aspect creates some good-natured competition. Encourage team members to share experiences, videos, and photos on social media.

Why it works: It's not always easy to laugh and joke when interacting with somebody about a work project, but get together for a game, and people let their fun sides show! When people are on friendly terms, work disputes go down, and productivity goes up.

“CAN YOU HEAR ME NOW?”

“Can You Hear Me Now?” is one of the best online team building games. You play this game in a virtual conference room, and nominate one person to be the speaker and the rest are artists. The speaker uses a [random image generator](#) to source a suitable image, and the goal is to describe that image in such a way that the artists can draw it successfully.

The one guideline is the speaker must only use geometric shapes. For example, you could say “draw a large circle and then three equidistant triangles” but not “write the letter E.” By limiting instructions, the speaker needs to exercise extremely accurate communication skills, and the artists need to listen and interpret. This game is a proxy for effective online communication, and is also just really fun.

VIRTUAL DANCE PARTY

One of the quickest and easiest virtual team building activities is the Virtual Dance Party. You can either host your virtual dance as a standalone event or add it as a quick one-minute session during a meeting.

Important: You don't need to bust fancy moves, just turn on a song and move to the beat! Dancing can help cure awkward silences, keep energy high, and inject fun and team building into your team calls.

Some of our favorite songs for a quick dance break are:

- Taylor Swift – Shake it Off
- Rihanna – Work
- Kenny Loggins – Footloose
- Whitney Houston – I Wanna Dance with Somebody
- The Beatles – Twist and Shout

Here is a [virtual dance party playlist](#) on Spotify.

NEVER HAVE I EVER: RATED E EDITION

This is a fun, easy way to get to know one another. Go around in a circle allowing everyone to say something they have never done. You start with either 5 or 10 points (it depends on how long you want the game to be), and every time someone says something you have done, you lose a point.

EXAMPLE ANSWERS: Never have I ever...

- Adopted a pet
- Worked in a Restaurant
- Made Pizza from Scratch
- Seen a Double Rainbow
- Eaten Broccoli
- Competed in a Math Competition

BIG BOOK OF VIRTUAL TEAMBUILDING GAMES: QUICK, EFFECTIVE ACTIVITIES TO BUILD COMMUNICATION, TRUST AND COLLABORATION FROM ANYWHERE!

by Mary Scannell, Michael Abrams, Mike Mulvihill
series Big Book Series

Synopsis

[Expand/Collapse Synopsis](#)

Get remote team members to interact as if they're in the same room!

Whether you're videoconferencing with team members across the world or e-mailing a colleague sitting ten feet away, the truth is evident: technology has permanently altered the way we communicate. The virtual workplace can facilitate quicker decision making and reduced overhead. But the lack of face-to-face interaction can also impede trust, innovation, and creativity among team members.

The Big Book of Virtual Team-Building Games is packed with games and activities for developing productive virtual teams across all digital platforms, including e-mail, mobile devices, web-based conferencing tools, and social media sites such as Facebook, Twitter, and Skype.

TABLE TOPICS

Table topics are a set of cards, which you can find for sale online, on sites such as Amazon. Each card has a question on it to start a conversation and every pack of cards contains just over one hundred questions.

They are a great way to start a conversation for participants to get to know each other or to start a discussion on a specific topic. You can choose questions pertinent to the topic of your workshop

INSTRUCTIONS

You can type some of the questions from the card on a chat board and ask participants to write down their thoughts.

Alternatively, you could separate the participants into breakout rooms and assign each group one or two questions so that each person in the group can answer.

Some examples of questions include:

- Is there such a thing as perfect?
- Where would you most like to go and why?
- Who's the funniest person you know?
- Would you rather live for a week in the past or the future?
- What is the meaning of 'peace' to you?
- Who do you trust and why?
- How would you describe your future in three words?
- If you can go back in time to your 15-year-old self, what advice would you give your 15-year-old self?
- What is your definition of being wealthy and why?
- What can you do today that you were not capable of a year ago?

Online Tools You Could Use

- Breakout rooms (which are available in many web conferencing platforms, such as [Zoom](#)).
- Online whiteboards and chats.

'THREE WORDS' ICE BREAKER

This is a good warm-up activity and it can also be useful to discuss the importance of adapting to changing situations and thinking on one's feet.

INSTRUCTIONS

1. Ask participants to agree on a random topic. It can be anything from food to dogs, to rugby.
2. Explain that each person should contribute with three words to the story (and three words only at a time) and they will take turns to contribute.
3. Encourage the participants to say the first three words that come to their mind. It does not matter if they make sense or not.
4. Try to move from one person to the other quickly.

Online Tools You Could Use

- Online whiteboard, chat board, other collaboration tools such as [Padlet](#) or [Lino](#).
-

'SAME AND DIFFERENT' TEAM BUILDING GAME

The aim is to learn information about other people. Hence, this activity can be either a great icebreaker or a way for people within an established team to know each other better and communicate.

INSTRUCTIONS

1. Split your participants into groups of 3 or more and allocate them to breakout rooms.
2. Ask each group to write down as a list on an online whiteboard or virtual sticky note all the interesting things that they all have in common (ask them to avoid obvious things, such as all being men or women) and something unique to each participant. They will have 5 minutes for this task.
3. At the end of the 5 minutes, ask each group to share their list to the rest of the class via an online whiteboard.

Online tools you can use

- Breakout rooms
 - Online whiteboard, chat board, other collaboration tools such as Padlet or Lino.
-

'INTRODUCING EACH OTHER' – ICE BREAKER

This is a good activity to get participants to get to know each other, so that they find themselves in a familiar environment.

Participants can do this activity either before the session, in their own time, or during the session.

INSTRUCTIONS

1. Pair up participants in twos.
2. Give them a list of questions to ask each other.
3. Ask each pair to interview each other, either via email or in breakout rooms.
4. When all the participants convene together in the same virtual room, each participant will introduce the participant they interviewed.

Online tools you can use

- Breakout rooms
- Email
- Chats

'DESCRIBE YOURSELF IN A TWEET' ACTIVITY

This activity is different from the traditional introduce yourself type activities; in that it has an additional challenge. That is, participants have to manage to communicate as effectively as they can, using a very limited number of characters.

There is a limitation to this activity though, as participants will need to have a Twitter account and not worry about their tweet being seen by everyone as tweets are public (direct messages used to be limited to 140 characters but, in 2015, the limit was extended to 10,000 characters).

INSTRUCTIONS

1. Ask participants to describe themselves in a tweet.
2. You could do this activity before the training session and then take screenshots of the Tweets to show during the online class.

Online tools you can use

- Twitter social media account for you and the participants.

SOCIALLY DISTANCED ACTIVITIES

DIGITAL ESCAPE ROOM

Digital escape rooms bring the excitement of hunting for clues and the joy of solving puzzles right to your student's devices. Here are over 30 digital escape rooms to try plus resources for creating them yourself!

<https://ditchthattextbook.com/30-digital-escape-rooms-plus-tips-and-tools-for-creating-your-own/>

DIY CRAFTING PARTIES

Crafts are a great way to express creativity and boost team morale. Host a DIY Crafting party where students can make Tye-Dye T-Shirts, paintings, t-shirt or tie blankets, vision boards, origami, or literally anything! It's all about spending time together and allowing personalities to shine.

HOST A "DRIVE-IN" MOVIE

Get students together for a "Drive-In" movie at your school. All you need is a projector, either a large sheet or wall of a building, and some speakers. Have students bring lawn chairs set them up 6-feet apart. While they may not be the reclining seats of a theater, the memories will be lasting.

SNO-CONE SOCIALS/SNOWBALL FIGHT

Enjoy the last few weeks before winter with sno-cones and/or a snow ball fight! Check with your local snowcone shops and ask if they can make Snowballs for your chapter. Hint: have some for eating, and a separate batch for throwing! Bahama Bucks "Sno 2 Throw": <https://www.bahamabucks.com/menu/menu-sno2go.html>

VIDEO GAME TOURNAMENT

E-Sports and Video Game Tournaments have flourished in recent years. You can run one as a fundraiser or a laid-back social activity. You can build a bracket of interested students and go head-to-head in a game like Mario Kart, Super Smash Brothers, Fortnite or more.

Bracket/Tournament Websites: <https://challonge.com/>, <https://battlefy.com/organize>, https://www.tournament.com/en_US/

PRIVATE VIEWING AT MOVIES

Many theaters have shifted to offering only private screenings for groups of 10-20 in your own theater. This could be a fun setting to have a chapter meeting before and enjoy the movie together after. It's always fun to laugh and make memories with friends.

Cinemark: <https://www.cinemark.com/private-watch-party>

SCAVENGER HUNT

Competition is such a big part of DECA's Comprehensive Learning Program, so consider adding a level of competition to your socials with a scavenger hunt! Choose places either around school or your community and set-up clues to guide students to the next location. Add elements like Selfies and souvenirs for the students to have built-in mementos of the adventure.

MAKE A TIME CAPSULE

While 2020 may not be something that we want to remember, it's something we aren't likely to forget. Use this as a chance to build a time capsule of how 2020 has impacted them personally and have them identify a positive quality they have identified about themselves through quarantine. Include items that symbolize 2020 (a toilet paper roll, hand sanitizer bottle, etc) and these personal stories to share with your future students in the coming years. We can all learn from "these unprecedented times", let's learn to appreciate the changes in ourselves, too.

GROUP WORKOUT CLASS OUTDOORS

Are you or some of your students a "fitness junky"? How about a coach or athletic trainer from your school? Get together in your school's gym or parking lot for a fun, different, tiring, sweaty workout! Remind attendees of appropriate attire and any items like mats or weights that they may need to bring. The chapter that works out together, wins together!

GAME NIGHT

An oldy but a goody, game nights are fun for all invited, except the sore losers, maybe. Encourage attendees to bring their favorite games and spread out play a few at a time. Try to play games that are quick and allow students to play multiple games during the game night. The fewer pieces the better, as you'll have less to clean. Supply hand sanitizer for the players and wipes for the game pieces to turn good, clean fun into good-er, cleaner fun!

FUNDRAISERS & SPONSORSHIPS

[Fundraisers](#)

[Virtual Fundraisers](#)

[Chapter Sponsorships](#)

FUNDRAISERS

The fundraising ideas included are listed in three categories:

- Events
- Sales
- Community Activities

EVENTS

BALLOON POP

Fill a room with balloons, hide prizes inside a select few, and sell needles to event-goers for a chance to “pop for prizes.”

FASHION SHOW

Got a catwalk? Got models? Got some haute couture? You actually don't need any of the above to pull off a fundraising fashion show. All you need is floor space, benefit t-shirts and a few staff members willing to put themselves out there and be goofy. You'll be selling your organization's merchandise in no time.

CARNIVAL

A carnival is always a fun way to raise funds. And you can invest whatever level of overhead feels appropriate. Skip the antique carousels and make up your own games with homemade booths and costumes for a lower cost and more personalized event experience.

PAMPER-YOURSELF FESTIVAL

Curate a selection of stalls offering things like luxury beauty treatments, chair massage, makeovers, wellness items, and clothing from local boutiques.

CRAFT FAIR

Get a bunch of artisans on board and charge tickets at the door. This idea is perfect for the holidays, when people are keen to buy unique, original gifts for their loved ones. You can charge for the booths or charge admission (or both) to raise funds.

NEIGHBORHOOD STREET PARTY

This is a great way to make money for DECA, a charity or a recent calamity. Have neighbors donate food, drinks and lawn chairs.

COMMUNITY GARAGE SALE

Most people have tons of stuff they are secretly dying to get rid of. Have them donate it to your sale with proceeds going to DECA. May get local company to donate a POD to store item during donation period and pick up after sale is over.

CAR WASH

This classic works great to build teamwork and spirit. Run it like a true business with floor mats (print a thank you on 11x14 copy paper and place on drive side).

DOG WASH

Invite the public to come get their pooch polished up.

SINGLES CHARITY NIGHT

Bring dating hopefuls together to honor a cause with activities that tie directly back to your cause: making dog toys for a local animal shelter or cooking meals for the homeless, for instance. Add an admittance fee as the fundraiser for DECA

A "NIGHT IN"

Host a relaxed, laid-back gathering (dress code: PJs and sweats) and ask guests to donate what they typically spend on a big night out.

UGLY SWEATER PARTY

We all have that one horrible sweater a well-intentioned family member knitted us. It's time to put it to good use.

MORNING DANCE PARTY

An alcohol-free dance party with fancy mocktails made from energizing fresh-squeezed juice.

SKY LANTERN SENDOFF

Host an evening celebration where partygoers make a wish on a paper lantern, light a flame inside, and send it off in the sky.

CLOTHING SWAP

Everyone brings a bag of clothes they don't wear anymore. Set everything up on retail racks and let participants "shop" the swap for one new piece of apparel. Admission bag gets attendees a swap item and ability to shop for additional items priced yard sale style.

GOLF TOURNAMENT

If there is a particularly ritzy golf course nearby, ask them to donate some less popular hours to DECA.

ROSHAMBO TOURNAMENT

You do not need any special equipment to play rock-paper-scissors, just your hands and some black-and-white-clad referees. Set up the rules and get the crowd riled to bet on their favorite contenders.

5K RACE

Fundraising runs are a timeless way to raise money for DECA. Make yours stand out with a costume requirement or unusual location.

Make it virtual:

- <https://neonone.com/blog/virtual-5k-fundraiser/>
 - <https://www.racedirectorshq.com/how-to-organize-a-virtual-race/>
 - <https://www.mobilecause.com/blog-7-tips-for-organizing-a-virtual-run-walk/>
 - <https://runsignup.com/Race/GoVirtual/Page/planning>
-

BUDDY RUN

The buddy being your dog. Like a canine-friendly 5k. Great for fundraisers benefiting animals!

HOME RUN DERBY

Take a cue from Major League Baseball and hold a home-run-hitting contest. Charge for entry or take bets on the winner. Maybe partner with your school's baseball team and split the work and profit.

KICKBALL TOURNAMENT

For most of us, this was the first sport we ever learned in school. Everyone knows the rules. Charge for teams to enter. Charge admission. Set up concessions.

TENNIS TOURNAMENT

Host round-robin tennis matches with doubles teams and sell refreshments to participants and viewers.

SLAM DUNK COMPETITION

Recruit some local basketball players to act as judges on made-up categories like "form" and "panache."

CLIMBING CHALLENGE

Rent a climbing wall or team up with a local climbing gym to hold a race to the top.

TRIVIA NIGHT

Host a trivia night at a local restaurant and have participants pay to play. For extra credit, the restaurant can donate a portion of proceeds of drinks and food sold.

POLAR BEAR PLUNGE

Participants gather sponsors for their dive into icy cold water. You provide the warm blankets and hot chocolate.

BOWL-A-THON

Bowling is a crowd-pleaser, and this one is a great rain-or-shine activity. You can set up informational and merch booths in the bowling alley, too.

DUNK TANK

Rent a dunk tank and charge participants for a chance to dunk willing local celebrities.

GAME NIGHT

Rent arcade machines or old Atari or Nintendo games for a throwback game night!

ACTIVITY MARATHON

Dream up an activity volunteers can try to do for 24 straight hours, and stream it live or get the local news to cover it. EX: Dance marathons.

SKATING EVENT

Host a roller skating or ice-skating event and charge an admission fee.

WORKOUT CLASS FUNDRAISER

Ask a hot local workout spot to host and help promote your fundraiser. Charge an extra fee for entrance to this special one-time class with everyone's favorite instructor.

CAKE WALK

Like musical chairs, except the winner gets cake, not a chair. Ask a local bakery to contribute the beautiful (and delicious) prizes.

BATTLE OF THE BANDS

Invite some local guitar heroes and give your donors a chance to support DECA and enjoy the performance.

KARAOKE CONTEST

Recruit a local celebrity or two to judge participants willing to put themselves out there, *The Voice*-style.

FAMILY FRIENDLY MUD RUN

Create a down-and-dirty obstacle course and invite the kids to dive in.

TALENT SHOW

A great way to get youth involved with your mission, especially if your cause is one that benefits youth in the first place.

FILM SCREENING

Is there a documentary related to your cause? Host a night at the movies replete with popcorn and candy.

AUCTION A DATE

This works great if the date in question is someone well known or beloved in the community. Think outside the box on this one. Your Principal — dressed up for the date as the winner's choice character from history?

SILENT AUCTION

You don't have to auction off gift baskets. Get creative with the auction items. Think about experiences instead of things. Perhaps you have a donor willing to grant access to his vacation home for the weekend or passes to a local attraction.

PHOTO EXHIBITION

Have participants contribute photographs they have taken that relate to DECA, school or community. Have an art opening where eventgoers buy a ticket to attend, then auction off the photos.

CHILI COOK-OFF

Charge by the steamy, spicy bowl and ask a few local businesses to donate the drinks

FOOD TRUCK RODEO

You simply need a parking lot, a permit, and a handful of local food trucks willing to attend. Charge for entrance, and the food trucks can still charge their normal prices inside.

BAKE SALE

This is an oldie but still a goodie. Stand out with a theme that is on point with your fundraising focus.

POPSICLE STAND

Another summertime fave. You can freeze anything liquid in a popsicle mold. Be creative with your flavors

ALL-INCLUSIVE PANCAKE BREAKFAST

Make sure you offer options for everyone the gluten free, the vegan, the sugar-free, *and* the foodie who will eat anything.

PIE-THROWING CONTEST

Invite people to come take out their aggressions and indulge their sweet tooth.

STAIR CLIMBING CONTEST

Find a venue with a lot of stairs, like a stadium with 360-degree bleachers. Have participants recruit sponsors.

WORLD RECORD ATTEMPT PARTY

Give guests a list of “highly attainable world records” they can attempt to break at your event.

BABY PHOTO CONTEST

Charge a small entry fee for participants to upload their baby photos, and then have the crowd vote on categories like “cutest,” “chubbiest,” and “most improved.” Could also do a guess who it is with local business leaders or administrators.

PUMPKIN CARVING CONTEST

Invite people to pay a small fee to come carve a pumpkin and enter it into the competition. You could give them a limited time to challenge their skills or take entries all day to encourage as many people as possible to take part. Set a selection of categories or awards for people to win, from Best Pumpkin Carved by a Child, to Scariest Pumpkin, or Most Original Design.

CORNHOLE TOURNAMENT

Cornhole is the perfect game for the no frills, easy to organize tournament. Charge a small entrance fee to enter the tournament and charge small admission fee to watch. Consider having refreshments and maybe entertainment. This is a great event to combine with other events at the same time.

LEGO NIGHT

Charge a reasonable entrance fee and invite children of all ages to build their coolest creations in hopes of winning a prize. You could also sell baked goods or concessions at the event.

BREAKFAST WITH A CHARACTER

Host a breakfast with the Easter Bunny, Santa Claus, or other character. Attendees pay a fee and receive breakfast (pancakes are easy) and a photo with the character.

SLEEPOVER PARTY

Let parents have the night off! Rent a space (or use space in your school), play movies, and organize games to keep kids busy until they fall asleep. A local day care may be willing to loan you cots.

COWPIE BINGO

This is a favorite for county fairs and rural communities. Find an open grassy area and paint numbered squares on it. Get your local farmer to bring in one or two cows and some corral fencing. Sell the squares and whichever number lands a cowpie wins the 50/50 proceeds. Cows deliver 1-2 times per hour, so you can run this game all day if the cow is well fed.

DUCT TAPE THE ADMINISTRATOR

Charge students and staff a small fee for a strip of duct tape. Have your administrators take shifts during lunches or at an event to sit in a visible spot. Participants pay for their strip of tape and get to tape the administrator to the chair. You will be amazed at how many students want to tape an administrator down.

SALES

USED BOOK DRIVE

Ask people to drop off books they have already read to stock a new community book sale.

THEMED T-SHIRTS

You don't have to pay for a big print run up front. Instead, spread the word about the memorable merch via social media. T-shirts could also have a sponsor printed that covers most of your cost.

FUNDRAISING BRACELETS

Remember the LiveStrong silicone wristbands? You can craft more modern, classy bracelets working with a local designer, and sell them for the cause. Just make sure they have an iconic design that makes them immediately recognizable.

COUPON BOOK

Solicit local businesses to participate by offering awesome deals on their products and services. Sell the books.

CANDY GRAMS

During holidays or school events, students can pay to send a note and candy to another student.

SCHOOL/COMMUNITY/DECA CALENDARS

There's just something great about a paper calendar that has pictures from your school/community/chapter. These do well around the holidays. Maybe partner up with a local photographer to get some great photos to use.

RECIPE BOOKS

Ask your DECA families to submit favorite recipes and compile them into a book that you can sell all year at craft sales, in your SBE, and at other events.

COMMUNITY BASED ACTIVITIES

TREASURE HUNT

Use an app like [Actionbound](#) to set up a treasure hunt that combines an IRL (in real life) experience with augmented reality on a device.

THEATER

Consider partnering with a local theater company willing to provide the venue, equipment, props, and costumes. Or arrange to have profits from one of their normal performances go to DECA.

HAIRCUT PARTY

Find a local salon whose stylists are willing to donate their time for just one day to giving haircuts. Customers pay what they think their haircut is worth, and all the money goes to DECA.

TIP NIGHT

Ask a local restaurant or café to donate tips or a percentage of sales for the night to DECA.

COACHING SESSIONS

Ask the local coaches to sign up for weekly coaching sessions for various sports, then auction those off to the community.

CELEBRITY COOKING CLASS

Find a local chef willing to host a class in his kitchen (or rent one) and end the lesson with a lively and intimate group dinner.

MENTORSHIP AUCTION

Set up bidding for one-on-one chat sessions with thought leaders or participating celebrities. The conversations can happen remotely, thanks to the plethora of video chat tech.

SPONSOR A MEMBER

Donors give money, but they also get the chance to develop a relationship with the child they sponsor and see the positive impact of their generosity.

YOUTH AMBASSADOR BOARD

Appoint a board of young, well connected people who are supportive of DECA and can help set up a crowd funding campaign or spread the word on social media.

PERSONAL APPEAL LETTER

Have board members or other stakeholders hand-write letters to people who have donated in the past.

OPEN HOUSE

Arrange this event with a partner in the community. Invite the public to tour a local business or organization and see what happens behind the scenes.

PENNY WARS

Set up teams with buckets and challenge them to collect the most pennies. To sabotage the other teams, they can encourage people to add other denominations to their bucket, which will count against their score. Determine a prize for the winning team – maybe get something donated from a local business.

CAN BY THE REGISTER

The can is a classic. All you will need is an engaging image that conveys a succinct message to catch customer's eyes at the checkout counter. Partner with local businesses and run the campaign for DECA Month, VA DECA Day or for school event like Homecoming week.

SPONSORSHIP CAMPAIGN

Build a sponsorship package to get businesses and individuals interested in your events and supporting your chapter.

CROWDFUNDING PAGE

Multiple websites that allow supporters to donate online. Just set up your campaign and share the link on your website, social media, and email.

GIFT WRAPPING

Set up gift wrapping table in your building, at local shopping center or mall and ask for donation per package wrapped. Team members can donate extra wrapping paper and supplies to help reduce expenses.

RENT A YOUTH DAY

Use your members as volunteer workers for specific days during the year. Holidays, school breaks, and workdays are great times to have them. Parents and community members can "Rent A Youth" to do yard work, painting, cleaning, or other jobs needed. If you plan this in Nov./Dec. it works well to have them reach older people who might need help getting Christmas decorations down from attics, etc.

FLAMINGO A YARD

Grab 20-30 flamingos and plant them in someone's yard overnight. To have them removed, they will pay to send them to someone else's house. This can work with gnomes, school mascots, forks – just be creative! You will want consent to be sure your targets know this is a fundraiser and that they might get "flamingoed" and how to get them moved. Get your members to volunteer to do the removal and relocation each night.

VIRTUAL FUNDRAISERS

VIRTUAL WALK/RUN

- <https://neonone.com/blog/virtual-5k-fundraiser/>
 - <https://www.racedirectorshq.com/how-to-organize-a-virtual-race/>
 - <https://www.mobilecause.com/blog-7-tips-for-organizing-a-virtual-run-walk/>
 - <https://runsignup.com/Race/GoVirtual/Page/planning>
-

PEER-TO-PEER FUNDRAISING CAMPAIGN

- www.causevox.com
 - www.blackbaud.com
 - www.donorperfect.com
 - www.classy.com
 - www.funraise.com
-

KRISPY KREME – DIGITAL DOZENS

- https://www.krispykreme.com/fundraising/home?gclid=EAlalQobChMltpG31pu06wIVek2GCh14qgrtEAAyASAAEgKJR_D_BwE
-

ONLINE FUNDRAISING IDEA LISTS

- <https://www.wildapricot.com/blogs/newsblog/2020/04/21/online-fundraising>
 - <https://www.qgiv.com/blog/fundraising-ideas-schools-clubs/>
 - <https://www.schoolvolunteersshare.com/blog/2017/9/13/online-shopping-fundraisers>
 - <https://www.soapboxengage.com/blog/1863-virtual-fundraising-ideas>
 - <https://www.giveforms.com/blog/20-simple-but-effective-virtual-fundraising-ideas-for-nonprofits>
 - <https://getfullyfunded.com/virtual-fundraiser-and-online-events/>
 - <https://www.causevox.com/blog/virtual-fundraising-ideas/>
-

VIRTUAL SCHOOL STORE

- https://fundraising.schoolstore.com/?utm_source=google&utm_medium=cpc&utm_campaign=lead_generation_campaign&campaignid=1866630148&adgroupid=102201965445&gclid=EAlalQobChMlITpw5206wIVFGKGCh1PRAsuEAAYASAAEglim_D_BwE
-

CHRISTMAS TREE/WREATH SALES

- https://www.evergreenindustries.com/?gclid=EAlalQobChMlITpw5206wIVFGKGCh1PRAsuEBYYASAAEgllifD_BwE
-

GIFT CARD FUNDRAISING

- https://fundraising.shopwithscrip.com/get-started-with-scrip?utm_campaign=1453571717&utm_source=google&utm_medium=cpc&utm_content=455699611147&utm_term=school%20fundraising%20products&adgroupid=57332816115&gclid=EAlalQobChMlITpw5206wIVFGKGCh1PRAsuEAAYAyAAEgKW3vD_BwE
-

GIFT WRAP FUNDRAISER

- https://www.charlestonwrap.com/online-fundraising-for-schools/#target_jump

SPONSORSHIPS

The sponsorship package ideas that follow are focused on creating packages that can be tailored to your local community.

SAMPLE #1:

Focus is on supporting student membership and activities for students who may not be able to afford membership dues and activity fees. Click [here](#) to download the template.

LEVELS OF PROFESSIONAL MEMBERSHIP	
Please check your preferred level of membership in one of the boxes below.	
<input type="checkbox"/> Professional Member Sponsorship \$15 Provides: - National and State Dues <i>Your membership helps Chapter Name Here and State Name Here DECA provide opportunities for students at District, State and International Competition. The more members we have the more students that can compete in each competitive event AND the more winning slots that can move to the next level of competition.</i>	<input type="checkbox"/> Gold Professional Member Sponsorship \$500 Provides: - Professional Member National and State Dues - Sponsor Chapter Dues - Sponsor One Student Member's National, State and Chapter Dues - Student Member OCHS Polo or T-shirt - Sponsor DECA Blazer for a student (Required for competition) - Sponsor Student Conference fee - Sponsor one-night lodging accommodation for student at Conference or Competition
<input type="checkbox"/> Plus 1 Professional Member Sponsorship \$50 Provides: - Professional Member National and State Dues - Sponsor Chapter Dues - Sponsor One Student Member's National, State and Chapter Dues	<input type="checkbox"/> Platinum Professional Member Sponsorship \$800 Provides: - National and State Dues - Chapter Dues - One Student Member's National, State and Chapter Dues - Student Member OCHS Polo or T-shirt - Sponsor DECA Blazer for a student (Required for competition) - Sponsor Student Conference fee - Sponsor one-night lodging accommodation for student at Conference or Competition - Sponsor Chapter Event
<input type="checkbox"/> Super Star Professional Member Sponsorship \$75 Provides: - Professional Member National and State Dues - Sponsor Chapter Dues - Sponsor One Student Member's National, State and Chapter Dues - Sponsor Student Member Polo or T-shirt	<input type="checkbox"/> Diamond Professional Member Sponsorship \$1000 or more Provides: - National and State Dues - Chapter Dues - One Student Member's National, State and Chapter Dues - Student Member OCHS Polo or T-shirt - Sponsor <i>one or more</i> DECA Blazer(s) for a student (Required for competition) - Sponsor <i>one or more</i> Student Conference fee(s) - Sponsor <i>one or more</i> Night(s) lodging accommodation(s) for student at Conference or Competition - Sponsor <i>one or more</i> Chapter Event(s)
<input type="checkbox"/> Bronze Professional Member Sponsorship \$150 Provides: - Professional Member National and State Dues - Sponsor Chapter Dues - Sponsor One Student Member's National, State and Chapter Dues - Sponsor Student Member Polo or T-shirt - Sponsor DECA Blazer for a student (Required for competition)	THANK YOU FOR SUPPORTING OUR STUDENTS!
<input type="checkbox"/> Silver Professional Member Sponsorship \$300 Provides: - Professional Member National and State Dues - Sponsor Chapter Dues - Sponsor One Student Member's National, State and Chapter Dues - Sponsor Student Member Polo or T-shirt - Sponsor DECA Blazer for a student (Required for competition) - Sponsor Student Conference fee	

SAMPLE #2:

Focus is on business sponsors with opportunity for advertising in sports program, on social media, and within school events. Student centered with students creating program and ad material. Click [here](#) to download the template.

SPONSORSHIP OPPORTUNITY FOR YOUR BUSINESS

Become a **YOUR Chapter/State Here** business partner and give students real-world experience in design and marketing.

GOLD PARTNER \$50

Become a professional member of the **your chapter/state here** DECA chapter and receive a framed certificate and DECA pin to showcase in your place of business.
 Business ad in the winter sports athletic program to be distributed at all home games/events
 Promotional advertising designed by students, once per month on the DECA social media pages, Instagram, Twitter, and Facebook
Market Potential- Reach over 200 students and families on social media

PLATINUM PARTNER \$100

Become a professional member of the **your chapter/state here** DECA and receive a framed certificate and DECA pin to showcase in your place of business.
 Business ad in the winter sports athletic program to be distributed at all home games/events
 Promotional advertising designed by students, twice per month on the DECA social media pages, Instagram, Twitter, and Facebook
 Promotional ad in the DECA Newsletter that will be distributed quarterly with report cards
Market Potential- Reach over 200 students and families on social media as well as individual families as the newsletter is attached to their report card. Great place to place a coupon.

DIAMOND PARTNER \$200

Become a professional member of the **your chapter/state here** DECA and receive a framed certificate and DECA pin to showcase in your place of business.
 Business ad in the winter sports athletic program to be distributed at all home games/events
 Promotional ad in the DECA Newsletter that will be distributed quarterly with report cards
 Promotional advertising designed by students, four times per month on the DECA social media pages, Instagram, Twitter, and Facebook
 Promotional ad shown on the closed-circuit television once per month, designed by students
Market Potential- In addition to the above, your ad will be shown on the closed circuit television- that runs all day every day in the commons area. Potential to reach over 1200 students, families and faculty. The closed-circuit network also runs in the commons during athletic events.

All designs will be sent to the business for approval before they are posted.

SAMPLE #3:

Focus is on providing students and advisors a letter from the chapter that can be used to solicit business sponsorships for the total DECA chapter. Provides for three levels of sponsorship recognition. Click [here](#) to download the template.

YOUR School High School
DECA Program
YOUR Address here YOUR Phone here

Advisors:
List Advisor and email here List advisor 2 and email here List advisor and email here

Officers:
President: Name here
Vice President: Name here Vice President: Name here Vice President: Name here Vice President: Name here

September __, 20__

Dear Potential Sponsor,

What is in a name? Here at **YOUR School** High School, the Marketing Program provides students with the opportunity to be a member of an internationally-recognized student organization – DECA. For the students, DECA means a great deal. It provides opportunities for students to develop leadership skills, participate in community service activities, attend meetings for both social and professional activities, challenge their marketing skills in DECA competitive events, and network with students and professionals within the marketing industry across the globe.

We are proud to have a world-renowned DECA chapter here at **YOUR school** High School and look forward to growing as a chapter for the 20__-20__ school year. But as is the case with any organization, we need your generosity. We require continuous support to build this DECA Chapter and help maintain its reputation for being one of the strongest chapters in the state of _____. Through your financial support, we will be able to pay for those activities that will enable each DECA member to grow and succeed (to include local, state, and national membership dues, competitive training materials, conference registration and training fees, and other necessary expenses to provide for our _____ member organization at chapter meetings, networking events, and community service opportunities).

To help provide support for the **YOUR school's** DECA chapter, we ask for your help by becoming a DECA Sponsor. We have four levels of sponsorship that you can contribute to:

Entry Level:	\$500
Supervisory Level:	\$1,000
Management Level:	\$1,500
Executive Level:	\$2,000+

When you donate, you have the option to have your family, organization, or business name or logo printed on our chapter shirt, as well as on all materials we produce throughout the year (meeting agendas, promotions, special events as run by the chapter, and more), a great way to promote your business and your support to more than 2,000 teenagers, the **School Name** faculty, staff, administration, and community. This donation will be tax-deductible, and you will receive an official letter for your reporting purposes. Further, you will be registered as a professional member of our organization with National DECA and will receive all of the same benefits that our chapter members receive.

If you are interested in making a contribution, please contact one of the DECA advisors using the information provided above. As a sponsor you have the opportunity to be a part of our outstanding DECA chapter at **School Name** and help to continue our tradition of excellence through character and professionalism.

Sincerely,

The School Name DECA Advisors
Advisor Name, Advisor Name, & Advisor Name

VIRTUAL MEETINGS

[Virtual Meeting Platforms](#)

[Virtual Teamwork and Collaboration Platforms](#)

[Best Practices](#)

VIRTUAL MEETING PLATFORMS

You can use these software tools for video conferencing and telecommuting.

- [Zoom](#) – Maybe the gold standard in video conferencing software, and our favorite for virtual team building because of the breakout rooms feature.
 - [Microsoft Teams](#) – Robust security settings.
 - [Google Meet](#) – Easy to access with just a URL.
 - [Webex](#) – Powerful platform with enterprise features.
 - [Jitsi](#) – Open source and secure.
 - [Jami](#) – Peer to peer technology and highly secure.
 - [Lifesize](#) – High quality video.
 - [Skype](#) – The original video conferencing platform, with the advantage of familiarity.
 - [Talky](#) – Very simple option.
 - [Whereby](#) – Works directly from your browser.
 - [GoToMeetings](#)
 - [Bizzabo](#)
 - [AllInTheLoop](#)
 - [Brella](#)
 - [Accelevents](#)
 - [vFairs](#)
 - [Adobe Connect](#)
 - [MegaMeetings](#)
 - [Click Webinar](#)
 - [ezTalks Meetings](#)
 - [Cisco Meetings](#)
 - [Edmodo](#)
 - [Moodle](#)
 - [Brightspace](#)
 - [WizIQ](#)
 - [Udemy](#)
 - [Schoology](#)
-

VIRTUAL TEAMWORK AND COLLABORATION PLATFORMS

The following tools will allow your team to work together while working remotely.

- [Slack](#) – Popular asynchronous messaging tool for teams.
- [Trello](#) – Boards organized into columns and cards. Perfect for project management.
- [Google Docs](#) – We rely heavily on Google Sheets for tracking team goals and progress.
- [Zoho Docs](#) – Alternative to Google Docs.
- [Ziteboard](#) – Virtual team whiteboard for real-time collaboration.

BEST PRACTICES

A FEW TIPS FOR RUNNING GREAT ICEBREAKERS:

- Start with “green level” easy icebreaker questions. Some of your team member will be nervous to share, and so you can start with simple questions like “dream vacation” or “cats vs dogs?”
- Before any person shares an answer, announce who the next few people to share will be. This process helps create order and is especially important for online meetings where you don’t have as many visual cues.
- Go first. You can be the first to share as an example to others. By starting, you give your team members a little longer to think about answers, and also model what a great answer can be.
- Keep it short. We recommend no more than 30 seconds per person.

EIGHT WAYS TO HOST A GREAT VIRTUAL EXPERIENCE

1. CONSIDERING LIGHTING AND CAMERA PLACEMENT

- a. Make sure your camera is eye-level
 - i. This helps with engagement & making eye-contact with your viewers
 - ii. Some camera angles can exaggerate your facial features and distort your appearance
- b. Lighten your face and darken the space behind you
 - i. You can use many different light sources such as lamps, cell-phone flashlights, desk lights, and ring lights
 - ii. When selecting a place to record, avoid locations with low light or too much backlighting (windows in the background are often a challenge for webcams)

2. THINK THROUGH YOUR APPEARANCE

- a. While no one is expected to be in a three-piece suit & heels, you still need to consider what you look like waist-up
 - i. Do an appearance check before your meeting so you can change things accordingly before your actual meeting starts
 - ii. Wear solid color shirts & blouses (patterns may be distracting on the camera)
 - iii. Remember you show up differently on camera than you would in person so this may mean more or less makeup, brighter colored clothing, etc.
 - iv. Dressing as if you are at an in-person meeting will prepare you mentally whereas if you wear loungewear, it will make you more relaxed resulting in being less professional

3. TEST YOUR TECHNOLOGY

- a. Do not wait until last minute to log on to your scheduled virtual meeting
 - i. You may need to download extra software so you need to be prepared incase that happens
- b. Make sure to have a phone number available or back-up plan incase it does not connect online as plan
 - i. Most virtual meeting sites have a conference phone number so attendees do not have to join via computer

4. PAY ATTENTION TO YOUR BODY LANGUAGE

- a. Keep your eyes level to your camera to avoid looking down
 - i. Tape a Post-It note or a photo of a loved one above your computer camera to draw your eyes upwards.
 - ii. Drag your own video thumbnail to the top center of the screen
- b. Keep hand gestures above the table
 - i. Our brain gives more weight to nonverbal communication, so keep hand gestures raised above the table and visible to build charisma

5. SPEAKING TIPS

- a. The pacing of voice reception is different than in person
 - i. Expect and allow for pauses between sentences
 - ii. It may take a while for the audio to be transmitted, or the audio starts before the image is transmitted
- b. Smile when you speak
- c. Be as natural, relaxed, warm, animated, and energetic as possible

6. INTERACT WITH YOUR AUDIENCE ANY CHANCE YOU CAN

- a. Attention rates of your audience will be much lower
 - i. Your audience will have a lot more distractions while they are at home than they would have if they are at the conference
- b. Add polling, visual aids, gamifications, and breakout sessions to your presentation
 - i. Addings things such as kahoots, goosechase, and small group discussions will keep your audience's attention throughout the entire presentation
- c. THE CHAT IS WHERE IT IS AT
 - i. Utilize your chat so attendees can ask questions and also talk to other attendees
 - ii. Have an assistant to read and address questions in the chat while you are presenting

7. GO SHORTER

- a. Make your virtual meetings shorter (ex. If you were going to speak for an hour, consider speaking for 30-45 minutes)

8. CONSIDER YOUR BACKGROUND

- a. Make sure you have a neat/professional background
 - i. A messy background can distract attendees from the content being presented
 - ii. Find DECA Zoom backgrounds here
<https://www.decadirect.org/2020/04/14/deca-virtual-backgrounds-for-your-next-zoom-video-call/>
 - iii. Find Texas DECA Zoom backgrounds here
<https://drive.google.com/drive/folders/1LbGnhDW4-vIRjshrHSUSpS3ite8xvM1o>