Prospective State Officer,

We appreciate your interest in becoming a State Officer for DECA, Texas Association. Serving as a state officer for DECA, Texas Association is an honor and requires a strong commitment to Texas DECA members. Only the most dedicated and prepared students will assume the leadership roles for developing and carrying forward a challenging program of leadership for Texas.

It takes a special individual to serve as an officer. State officer candidates must be organized, motivated, professional, and eager to work as a team. Candidates must have initiative and high moral and ethical standards. Candidates must also be ready to make DECA a top priority and be willing to present a positive image on behalf of our organization.

Above all, we are looking for student leaders eager to give back. Students that see this as an opportunity to support their fellow members, not as something to just add to a resume.

This packet is designed to provide you with resources and tools to guide you through the application process and includes information related to:

State Officer Qualifications 2

Officer Roles and Responsibilities 3

Guide to Campaign and Elections 5

Application 12

Agreements & Authorizations 15

Application Checklist 27

Again, we appreciate your interest and we look forward to seeing you in Dallas!

Regards,

Josh Shankle
Executive Director | DECA, Texas Association

**Officer Qualifications**

1. Each chapter may only enter two (2) candidates in the state election each year
2. Each candidate must be either a) currently in their Junior year of high school or b) a sophomore at the completion of their term as a District Officer
3. Students applying to become a State Officer may not also apply to be a District Officer for the same academic year unless they are at the completion of their term as a District Officer
4. An officer candidate is required to attend the DECA, Texas Association State Career Development Conference (February 21-23, 2019 | Dallas, TX)
5. The officer candidate must be a paid member in good standing of an accredited high school chapter of DECA, Texas Association
6. The candidate must submit a completed Officer Candidate Application no later than the date set for submission: 10 days prior to your respective District CDC.

**Applications must be mailed to:**Texas DECA, P.O. Box 164908, Fort Worth, TX 76161

1. The candidate must score at least 70% on the state officer eligibility exam. The exam will cover information found throughout DECADirect.org, DECA.org or the [www.texasdeca.org](http://www.texasdeca.org) website, including but not limited to the Texas DECA Bylaws, Robert’s Rules of Order, and Texas DECA Facts.
2. The candidate must have a minimum cumulative grade point average of 2.8 based on a 4.0 system. An official transcript must be sent with the officer candidate application.
	* “A” = 4.0, “B” = 3.0, “C” = 2.0, “D” = 1.0, “F” = 0.0
3. All candidates must complete a formal interview with the Interview Committee at the DECA, Texas Association State CDC. Interviews will be scheduled for Friday, February 22nd, 2019.
4. All candidates must complete a virtual/video interview with an Advisory Committee. Interviews will be scheduled for the weekend of February 1-2.
5. The candidate must maintain their Texas DECA membership in good standing throughout their term of office

 **State Officer Roles & Responsibilities**

Officers are elected as either President or Vice President. Following the conclusion of the State Conference, the Executive Director, Officer Coordinator, and State Officers will discuss and assign roles for the five (5) Vice President Positions. Newly Elected Officers will assume their official duties after successful completion of this training. Vice President positions could include:

* Vice President of Chapter Resources: Create and distribute resources to be used at the local chapter level as well as continue the success of the Texas DECA Live! correspondent program. This position will focus on providing chapters with tools in the Chapter Management, Competitive Events, Leadership Development, and Membership Development categories.
* Vice President of Leadership Development: Work with Texas DECA’s District Officers to ensure effective communication and collaboration throughout the state. This position will focus on equipping District and Chapter leaders with information and resources throughout the academic year.
* Vice President of Media: Develop and implement a consistent media strategy for Texas DECA through social media and video outlets. This position will create a monthly media outline to share DECA’s messaging and brand to our local chapters.
* Vice President of Statewide Campaigns: Design initiatives intended on supporting statewide goals and efforts in membership development and community service. This position will also focus on connecting all eleven districts of Texas DECA through these campaigns.
* Vice President of Team Operations: Organize and maintain accurate records of all team tasks and activities to confirm all goals and responsibilities are being met. This position will provide assistance and information to the entire State Officer Team to keep us on track throughout the year.

Travel Requirements

State Officers are required to attend several conferences throughout their term in office. While representing Texas DECA at these events, DECA, Texas Association will cover the officer’s lodging, meals, transportation and registration expenses. In addition to the 2019 State Career Development Conference (Feb 20-23, 2019), the 2019-2020 State Officers may attend the following conferences:
**International Career Development Conference\*\*** | April 26-May 1, 2019 | Orlando, Florida

* New State Officers will take part in the Empower Leadership Series training, serve as Voting Delegates for DECA, Texas Association, and assist the Executive Director, Officer Coordinator and DECA, Texas Association Board of Directors as needed.

**Emerging Leader Summit\*\*** | July 6-10, 2019 | San Diego, California

* Officers will continue the Empower Leadership Series, develop workshops, construct the annual Program of Leadership, and participate in networking and advocacy opportunities.

**Texas DECA’s Leadership Summit\*\*** | July 23-26, 2019 | New Braunfels, Texas

* Officers will finalize the Program of Leadership, assist in the development of new District Officers, perform various action items, and participate in team-building activities.

**Ultimate Power Trip\*\*** | November 14-18, 2019 | Washington, D.C.

* Officers will perform and participate in a variety of leadership development workshops, networking and advocacy opportunities. Officers will perform Program of Leadership action items.

**Texas DECA District CDC’s** | January 2020 | By Request

**\*\***Denotes Required Conferences. Candidates who will not be able to attend these conferences in their entirety should not apply.
Final approval of attendance at a conference is determined by the Executive Director. **Attendance is earned, not guaranteed.**

 **A Guide to Campaigning and Elections**

The process to becoming a Texas DECA State Officer involves the following aspects and steps:

1. Successful completion and submission of the Officer **Application** Packet.
2. Passing an online officer **exam** with a score of 70% or higher.
3. Participate in a **video/virtual** **interview** with current chapter advisors, as appointed by the Executive Director.
4. Participate in an **interview** with the current Texas DECA State Officers, the Officer Coordinator, and a member of the DECA, Texas Association Board of Directors.
5. Network in the **Officer Meet and Greet Session** at the annual State Career Development Conference.
6. Deliver a 2-minute maximum **speech** on stage at the annual Election and Business Session held at the Texas DECA State Career Development Conference.

Points will be accumulated throughout the application and election process and are used to determine the election of officers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Process** | **Input From** | **Timeline** | **Maximum Points**  |
| Application/Essay | Texas DECA Staff | Due Prior to DCDC | 100 |
| Test | Subjective | District CDC Test Window | 100 |
| Advisory Interview | Chapter Advisors | February 1-2 | 100 |
| Interview Committee | State Officers | State CDC | 100 |
| Popular Vote | Chapter Delegates | State CDC | (2018 Max: 1065) |

If there is a tie, the interview score will be used as a tiebreaker.

The individual receiving the highest number of points will be named President. The next five (5) highest point totals will be elected as Vice Presidents.

Additional information on testing, the interview, meet and greet session and campaigning, as well as the Election Session are detailed below.

For questions regarding the points system or campaign process please contact your District Director or the Executive Director.

**Tentative Outline of State Officer Candidate Schedule
State CDC 2019**

**Thursday, February 21, 2019**3:00 pm – 5:00 pm | Submit Expense Report to respective District Director at Registration

6:00 pm & 8:00 pm | Recognized on stage at Opening Sessions

**Friday, February 22, 2019**

9:00 am – 11:00 am | Interview with Interview Committee – schedule will be determined around your competitive event time and will be communicated to you following Opening Session

2:30 pm – 3:30 pm | Set-up for Meet and Greet Session – only candidate and two student assistants allowed in set-up area

3:30 pm – 4:30 pm | Meet and Greet Session

5:00 pm | Business and Election Session – 2-minute maximum speech

**Saturday, February 23, 2019**

9:00 am | 2019-2020 State Officer Team announced at Grand Awards Session
\*\*Officer Candidates should wear white button-down shirt and charcoal slacks or skirt below the knees for photos on stage

1:00 pm | Newly Elected Officer Photos and Training

2:00 pm – 5:00 pm | Newly Elected Officer Onboarding/DECA 101 Camp

6:00 pm – 8:00 pm | Student Leadership Recognition Dinner – Family and Advisor invited

**Sunday, February 24, 2019**

8:00 am | Team Breakfast

9:00 am – 11:30 am | Newly Elected Officer Onboarding

11:30 am | Departure

Testing Procedures

An on-line test will be administered to officer candidates prior to their respective District CDC. The test will evaluate the candidate’s knowledge of DECA, marketing, economics, and parliamentary procedure. The test will be all multiple-choice questions. Candidates will have up to 60 minutes to complete the test. The candidate must score at least 70% on the test to continue with his/her candidacy. **Any information located on DECA.org, DECADirect.org, and Texasdeca.org may be tested.**

Interview Committee

The Interview Committee will consist of a minimum of 5 active members of Texas DECA. The Interview Committee will:

* Interview each candidate fairly and objectively to determine eligibility to seek office
* Evaluate a candidate for office using interview scores as criteria
* Approve and post Candidates eligible for office
* Assist in the election

Interview schedules for candidates will take place during the Texas DECA State Career Development Conference at a designated time and location. Candidates should report to the interview during the designated time frame. Interviews will last between 6 to 15 minutes depending on the number of candidates. Each candidate will have an equal amount of time for his/her interview.

Advisory Committee

The Advisory Committee will consist of a minimum of 3 active chapter advisors of Texas DECA. The Advisory Committee interview will last 10-15 minutes, depending on the number of candidates, and will ensure a candidate demonstrates high moral character, leadership traits, and knowledge of DECA. This interview will take place via a virtual conference call and scheduled Feb 1-2.

**TEXAS DECA STATE OFFICER CANDIDATE SCORING GRID**

**Interview Committee AND Advisory Committee**

|  |  |  |
| --- | --- | --- |
|  | **Maximum** Points | Points Award |
| **Pre-Interview Introduction |** Introduced self properly; Physically poised and ready; Spoke clearly, forcefully; Stated the office sought, stood until invited to sit, Good first impression | 10 points |  |
| **Character Question Response |** Candidate’s answers show a strong sense of character, genuineness, and honesty. Answers suggest candidate will work well with fellow DECA members and model good citizenship. Answers are organized, logical, and reasonable. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through. | 15 points |  |
| **DECA Question Response |** Candidate’s answers show a strong understanding of Texas DECA. Ideas and plans for the future of Texas DECA are strong and reasonable. Answers show candidate has a strong sincerity in the organization. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through. | 15 points |  |
| **Leadership Question Response |** Candidate’s answers show understanding of traits of a good leader. Answers suggest candidate has self-initiative, dedication, and the ability to motivate many people to accomplish a common goal. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through. | 15 points |  |
| **Appearance |** Good color coordination, Hair clean and neat, Good posture, Clothing clean and pressed, Facial appearance is natural, Business attire conservative, Wore DECA blazer, Pleasant smile | 10 points |  |
| **Attitude |** Attentive, Alert and responsive, Self-confident, Enthusiastic, Competitive and open minded, Sincere and conscientious, Socially at ease and comfortable | 15 points |  |
| **Professionalism |** Courteousness, Ability to remember names, Ability to take criticism, Poise, Sense of humor, Conversational | 10 points |  |
| **Post-Interview |** Thanked the committee, left promptly and still eager, Remained poised | 10 points |  |
| **Total Points** | 100 points |  |

Campaigning

Candidates that have successfully completed the officer application and passed the officer candidate exam will be notified on or before February 1st of their official candidacy for Texas DECA State Office. At that time, students may begin to campaign utilizing social media. Please refer to the social media contract (required as part of the application packet) for guidelines. Officer candidates that display behavior on their social media profiles that violate the social media contract during this campaign window may be disqualified.

All officer candidates will be provided a 6-foot skirted table to set-up during the Officer Candidate Meet and Greet Session, open to all members in attendance, on Friday, February 22nd, 2019. This is in place of campaign booths from previous years. **No other campaigning is allowed on-site at the Texas DECA State Career Development Conference.**

Campaign tables and information must adhere to the following guidelines:

* Candidates may not spend in excess of $150 on their literature, materials, and giveaways
* Candidates may only have two additional student members (campaign manager and assistant) at their campaign table.
	+ Candidates must be in the official DECA blazer and business professional attire
	+ Campaign staff must be in business professional attire
* All materials must fit on the table top. No materials can be based on the floor or hanging from a backdrop, wall, easel, etc.
* Candidates can have:
	+ One (1) laptop/tablet to be used on the table. Video is allowed; however, sound must be kept at a minimum. Electricity is not provided.
	+ Two (2) pieces of literature
	+ One (1) tri-fold or poster.
	+ Props and/or decorations that are on the table may not exceed the height of the tri-fold
* Candidates may not have:
	+ Candy, drinks or food giveaways
	+ Giveaway items that exceed a value of $2.00 each
	+ Costumes of any kind, including campaign t-shirts, hats, buttons, ribbons, etc.
	+ Loud noise or behavior/chanting in the Meet and Greet Session
	+ Adults – parents, chaperones, or advisors – may not be at the campaign table during the Meet and Greet Session
	+ Items deemed inappropriate by Texas DECA staff and/or members of the DECA, Texas Association Board of Directors.
		- To ensure approval of an item or giveaway, please contact the Texas DECA Officer Coordinator, Vanessa Dry, at dry.texasdeca@gmail.com
* A completed Expense Report must be completed and submitted on-site at **Registration** on Thursday, February 21, 2019.

Receptions or social activities sponsored by an officer candidate for conference participants are prohibited. To ensure a fair election and equal opportunity to all, districts should not organize any pre-conference meeting, activity, or trade-off.

Election Session/Speech Procedures

1. At the time of elections, delegates will check in by district and be directed to their seats. Roll Call will begin promptly at 5:00 pm. If not present at the start of Roll Call, those chapters will be ineligible to vote.
2. Following Roll Call, officer candidates will be presented. Candidates will give their campaign speech in a randomized order.
3. Candidates will be allowed a maximum of two (2) minutes to deliver a prepared, informative campaign speech. Props may not be used during the speech, nor will another person be allowed to speak on the candidate’s behalf.
4. Balloting will occur under the direction of the DECA, Texas Association Board of Directors.
5. Winners will be determined based on the candidates with the most points. All five sections, the Application and Essay, Advisory Committee, Test, Interview with Nominating Committee and Popular Vote will be added together to result in the candidate’s score. If there is a tie the Interview score will be used as a tiebreaker.
6. Newly elected State Officers will be announced at the Grand Awards Ceremony.

**DECA, Texas Association | State Officer Candidate Application**

Name:

Home Address:

 Number & Street, City, State Zip

Email Address:

Date of Birth: Grade Level (2018-19)

Advisor’s Name:

Advisor’s Email:

Advisor’s Phone Number: ( )

High School/Chapter:

School District: DECA District:

School Address:

 Number & Street, City, State Zip

Courses Taken in Marketing:

DECA Offices Held:

DECA Activity Participation:

Outside Organizations, Leadership Positions and Participation:

Work Experience (List Job Title, Dates, and Brief List of Duties):

Community Service Experience:

DECA Competitive Event Participation:

Individual Skills & Abilities:

Additional Information (Optional):

**Officer Candidate Biography**

This year we will be providing an officer candidate program to all voting delegates and will feature information from each candidate. Please provide a brief bio that you wish to share with the voting delegates. There is a maximum of 100 words.

**Essay Topic**

Understanding the scope of influence for any role/position is important. What is your understanding of the scope of influence you will have if elected to serve as a Texas DECA State Officer? Please include details for how you reached this understanding, as well as goals that demonstrate how you will work within this scope to benefit/impact the members of Texas DECA.

*Essays should be no more than 500 words.*

**Application and Essay Evaluation Grid**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Below Expectation | Meets Expectation | Exceeds Expectation | Points Awarded |
| All items were received on time and presented in a professional manner | 0 – 4 | 4 – 6 | 7 - 10 |  |
| Candidate exudes professionalism in application and social media footprint. This also includes any communications during the application period | 0 – 8  | 9 – 16  | 17 – 25 |  |
| Evaluation of Application and Candidate Bio | 0 – 8  | 9 – 16  | 17 – 25 |  |
| Evaluation of Essay Topic | 0 – 15 | 16 – 30 | 31 -40 |  |

**Agreements & Authorizations**

The following agreements must be signed and included in the candidate’s State Officer Application. Please contact Josh Shankle, Executive Director, with any questions regarding these agreements.

State Officer Candidacy Guidelines

I have read and understand the Texas DECA State Officer Candidacy Guidelines. By signing this agreement, I agree to adhere to all of the guidelines listed in this application packet, and understand that a violation of these guidelines may result in disqualification from the election. **DECA, Texas Association reserves the right to check social media websites prior to candidates achieving candidacy as well as during their candidacy and term of office.** I also agree that if elected, I will attend all conferences and activities deemed as required and noted in this packet.

These activities call for mandatory attendance, and will take precedence over school sporting events, dances, college classes and other functions.

Signature of Applicant Printed Name Date

Signature of Parent/Guardian Printed Name Date

Signature of Advisor Printed Name Date

Social Media Authorization

DECA, Texas Association and the Texas DECA Board of Directors maintain a web site which offers pertinent information to schools, DECA advisors and student members. Information about the State Action Team would be useful as a means to contact the officers. In order for Texas DECA to accomplish this, permission is needed for students under the age of 18.

Thank you for your consideration and prompt attention to this matter. As part of a group format, I hereby authorize DECA, Texas Association to display (student name), picture, school information, address, phone number, social media accounts and e-mail address on [www.texasdeca.org](http://www.texasdeca.org).

Signature of Applicant Printed Name Date

Signature of Parent/Guardian Printed Name Date

**Texas DECA Social Media Policy:**

**Below are the guidelines that we would like for you to be aware of in using both your personal as well as your official DECA social media sites.**

**Protect your own privacy**

Privacy settings on social media platforms should be set to what you are comfortable with. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

**Be Honest**

Nothing gains you notice in social media more than honesty - or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also, be smart about protecting yourself and your privacy. What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

**Respect your audience, Texas DECA, and your fellow members**

The public in general, and Texas DECA's staff and members, reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with the Texas DECA website. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of Texas DECA.

**Controversial Issues**

If you see misrepresentations made about Texas DECA in the media, you may point that out. Always do so with respect and with the facts. If you speak about others, make sure what you say is factual and that it does not disparage that party. Avoid arguments. Brawls may earn traffic, but nobody wins in the end.

Don't try to settle scores or goad competitors or others into inflammatory debates. Make sure what you are saying is factually correct.

**Be the first to respond to your own mistakes**

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action.

**Think About Consequences**

Remember that you are in a fish bowl – everyone is looking and watching what you do.  Posting pictures is appropriate when it represents what Texas DECA stands for.  You are the face of Texas DECA.

Participating in illegal activities such as smoking, drinking, or behavior that is not representative of our professional organization may result in dismissal from office.

**Social Media Tips**

The best way to be interesting, stay out of trouble, and have fun is to write about what you know. There is a good chance of being embarrassed by a real expert, or of being boring if you write about topics you are not knowledgeable about.

Quality matters. Use a spell-checker. If you're not design-oriented, ask someone who is whether your graphics looks decent, and take their advice on how to improve it.

The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

A picture is worth a thousand words.   Think about who, what, and where the picture is being taken … what would your parents or your boss think about the picture?

**Below are non-negotiable Social Media Policies for Texas DECA Officers. Violation of these policies may result in immediate dismissal from your position as a State Officer.**

1. Executive Director and Officer Coordinator has full access to all Texas DECA social media pages, including passwords and usernames. State officers may not change passwords without written permission from the Executive Director and Officer Coordinator.
2. Executive Director and Officer Coordinator will determine what email and phone numbers should be used for these accounts
3. State Officers will confirm with the Executive Director and Officer Coordinator that the Executive Director has all of the correct passwords before leaving their office at the end of their term.
4. While acting in their official Texas DECA capacity, any posting, following, retweeting or other interaction with pages including politics, gambling, pornography, or any subject that is not connected with DECA and its mission may be met with immediate dismissal.
5. Any changes to the Texas DECA Social Media profiles including but not limited to, bios, header pictures, profile pictures, and links must be approved through the Executive Director and Officer Coordinator.
6. Policies related to the posting of content are subject to Executive Director and/or Officer Coordinator’s decision. (i.e., calendar of approved posts).
7. Executive Director and Officer Coordinator have final say over any Texas DECA social media platforms and postings. Officers are not allowed to begin posting on a new platform without prior permission from the Executive Director and/or Officer Coordinator.
8. Officers personal social media must reflect a positive image upon themselves and DECA.

**Enforcement**

By signing below, I agree to adhere to the above policies and guidelines and am aware that violations may be subject to disciplinary action, up to and including termination for cause.

Signature of Applicant Printed Name Date

Signature of Parent/Guardian Printed Name Date

Texas DECA State Officer Candidate

Statement of Responsibility

Name:

School/Chapter:

Cell Phone Number:

**Acceptance of Responsibility and Understanding of Election Process:** I recognize that the following obligations are a part of a Texas DECA State Officer’s responsibilities. I agree to meet the following expectations and others set forth by the Texas DECA State Advisor and Texas DECA State Officer Coordinator. Initial each item.

**Initials**

 1. I will be a dues-paying member of local, state and international DECA.

 2. If elected, I will represent my chapter, district, and state with integrity and honor.

 3. I will carry out the State Officer’s Program of Leadership and submit reports to the Executive Director and/or Officer Coordinator according to established deadlines and specifications.

 4. I will attend all required conferences as assigned by the Executive Director of DECA, Texas Association.

 5. I will adhere to the DECA, Texas Association Officer Code of Conduct, Dress Code, Social Media Contract and the Comprehensive Consent Form.

 6. I will clear absences associated with DECA in advance with all of my teachers and employer (if applicable).

 7. I will adhere to dress guidelines established for State Officers.

 8. I will take proper care of the uniform clothes furnished to me by DECA, Texas Association and will always bring these clothes to DECA conferences as required by our clothing schedule.

 9. I understand that I will not be allowed to participate if this packet is incomplete, inaccurate, or received later than the application deadline.

 10. I understand that I will be required to submit an application, take an online test, appear before a nominating committee and an advisory committee, campaign during the meet and greet session, and deliver a 2-minute maximum speech. Since each step is a qualifier to the next part of the process, I realize that I might not be allowed to continue at any one of these steps should I fail to meet a previous step’s requirements.

 11. I understand that I must wear a DECA blazer for campaigning, interviews and the election session.

 12. I have read, understand, and will adhere to all rules, guidelines, and responsibilities associated with serving as a DECA, Texas Association State Officer.

 13. I understand that, if elected, I must remain overnight following the closing session on Saturday, February 23rd, 2019 until a training an orientation session for all newly elected and current state officers has been completed that Sunday. This overnight stay, as well as transportation home, will be at the expense of my local school district or myself.

Signature of Applicant Printed Name Date

Advisor Statement of Responsibility

Officer Candidate Name:

Advisor Name:

Advisor Cell Phone Number:

School/Chapter:

**Acceptance of Responsibility and Understanding of Election Process:** I recognize that the following obligations are a part of a Texas DECA State Officer Advisor’s responsibilities. I agree to meet the following expectations and others set forth by the Executive Director and DECA, Texas Association’s Board of Directors. Initial each item.

**Initials**

 1. I will be a dues-paying member of local, state, and international DECA.

 2. I will assist my state officer in carrying out the State Officer’s Program of Leadership by providing tools and training and make sure reports to the Executive Director or Officer Coordinator are completed according to established deadlines and specifications.

 3. I will attend all required conferences and other events required of the State Officers assigned by the Executive Director and complete all DECA, Texas Association duties assigned.

 4. I will make sure my officer adheres to the DECA, Texas Association Officer Code of Conduct, Social Media Contract, Dress Code and the Comprehensive Consent Form.

 5. I will complete all paperwork required of my school division to clear absences associated with Texas DECA State Officer required meetings for myself and my officer.

 6. I understand that my student will not be allowed to participate as a state officer candidate if this application packet is incomplete, inaccurate, or received later than the application deadline.

 7. I understand that my student will be required to submit an application, take an online test, appear before a nominating committee and an advisory committee, campaign during the meet and greet session, and deliver a 2-minute maximum speech.

 8. I understand that my student must wear an official DECA blazer for campaigning, interviews, and the election session.

 9. I understand that Texas DECA will cover lodging, meals, transportation, and registration for all required conferences once his/her officer term in office begins at the close of training following State CDC.

 10. I understand that if elected my student must stay Saturday night and Sunday morning immediately following closing session of State CDC for a training session for all newly elected State Officers. The hotel and transportation expense will be at the expense of the local ISD or at the expense of the student.

Signature of Advisor Printed Name Date

Principal’s Agreement

I give my approval for this student to run for a state office in DECA, Texas Association. If elected, I approve the student and his/her advisor to attend the State Officer ELS Training, the District/State Leadership Retreat, planning meetings, the Ultimate Power Trip, State CDC, ICDC and all other necessary meetings.

I have read and understand the requirements of a Texas DECA State Officer Candidate Advisor.

If our student is elected to a Texas DECA State Office and an advisor change occurs due to school assignments or policy, another advisor will be appointed to fulfill the State Officer Advisor responsibilities.

Signature of Principal Printed Name Date

Financial Responsibility Agreement

I, (Candidate’s name), understand that DECA, Texas Association will cover expenses associated with being a State Officer. If elected, I understand that should I at any point be removed from or vacate my position I will return all items purchased or pay for the items equal to the actual amount paid for each item within 45 days of removal from office. Average annual expenses for apparel is $650.00.

Additionally, should I be removed from or vacate my position I will refund Texas DECA for any expenses incurred ahead of any conference(s) in which I confirmed my attendance for.

Signature of Applicant Printed Name Date

Signature of Parent/Guardian Printed Name Date

Should a student fail to pay any balance owed to Texas DECA, the balance will be applied to the chapter. The chapter will be placed on a financial block until that balance is paid.

Signature of Advisor Printed Name Date

Advisor’s Statement of Assurances

I certify the information in this application packet gives a true and accurate picture of the applicant's record and therefore, recommend him/her for a state office in Texas DECA. If this student is elected to a state office, I accept the responsibilities required in helping him/her fulfill all duties including accompanying the officer to sessions as requested.

Signature of Advisor Printed Name Date

**State Officer Candidate Checklist**

**Before submitting your application and supporting documents, please be sure you have included the following:**

 Typed copy of your application (Pages13-14 of this packet)

 Completed Candidate Biography (Page 15)

 Signed copy of all agreements and authorizations

 State Officer Candidacy Guidelines (Page 16)

 Social Media Authorization (Page 17)

 Social Media Policy Contract (Page 18-21)

 State Officer Statement of Responsibility (Page 22-23)

 Advisor Statement of Responsibility (Page 24-25)

 Principal’s Agreement (Page 26)

 Financial Responsibility Agreement (Page 27)

 Advisor Statement of Assurance (Page 27)

 An official copy of your high school transcript through the completion of the previous academic year.

 4X6 Headshot photo (preferably in a DECA blazer)

 Completed Essay

**Texas DECA State Officer Candidate Expense Report**

All Candidates must complete the expense report for campaign expenditures. Submit this form along with all receipts to the registration booth at State CDC. Items not listed on this expense report may not be used in the campaign.

**Section One: Purchases**
All items purchased for the sole purpose of the officer campaign. This includes all literature, giveaways, decorations, and displays. If items were donated, the retail value must be listed and counted in the $150 maximum.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit Price** | **Total Retail Value** |
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 Total Retail Value

**Section Two: Supplies**Items that are being utilized during the campaign, that were not purchased for the exclusive purpose of the campaign. This includes computers, scissors, tape dispensers, etc.

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| **Item** |
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Signature of Applicant Printed Name Date

Signature of Advisor Printed Name Date