

DEADLINE: January 31, 2018

Submit by the deadline for DECA State Conference registration materials.

NO FAXES WILL BE ACCEPTED

**ALABAMA DECA
HIGH SCHOOL DIVISION**

STATE OFFICER CANDIDATE APPLICATION

(Please Print)

I submit the name of _____, a member of the
(school) _____ Chapter, in District # _____ as candidate for the
following position(s) on the State Leadership Team. (Write in your choices of office 1st, 2nd, 3rd).

_____ State President _____ State Vice-President _____ District Vice-President

School _____

Advisor _____ School _____

School Fax _____ Email _____

Home Address: P.O. or Street _____

City _____ State _____ ZIP _____

Home Phone _____ Email _____

Will you be enrolled in the Business/Marketing Education Program next year? _____

Training Station _____

A. What is your job title? _____

B. What is your career objective? _____

What DECA chapter office(s) have you held?

Have you had any experience in:

- | | | |
|---|-----------|----------|
| A. Public Speaking | _____ Yes | _____ No |
| B. Writing news stories for local chapter | _____ Yes | _____ No |
| C. Committee work | _____ Yes | _____ No |
| D. Chapter contests | _____ Yes | _____ No |
| E. Parliamentary procedures | _____ Yes | _____ No |
| F. State conference events | _____ Yes | _____ No |
| G. National conference events | _____ Yes | _____ No |

List activities other than those associated with your DECA chapter. _____

List other school offices held. _____

Current Class: _____ Sophomore _____ Junior _____ Senior

If elected to a state office, can you participate in the following:

- | | | |
|---|-----------|----------|
| A. International Career Development Conference (April)* | _____ Yes | _____ No |
| B. SOLT! (Student Officer Leadership Training) (June) | _____ Yes | _____ No |
| C. Summer Officer Training Leadership Institute (July)* | _____ Yes | _____ No |
| D. Executive Council (TBA) | _____ Yes | _____ No |
| E. JLDC (Leadership Day) (October)* | _____ Yes | _____ No |
| F. Southern Region Conference (November)* | _____ Yes | _____ No |
| G. State DECA Conference (February)* | _____ Yes | _____ No |

*The exact dates and locations will be provided at SOLT! and after national DECA publication.

The State DECA Advisor will evaluate my candidate application and documentation requirements. I have been informed of the *Due Process Guidelines* for state officers.

Signature of Candidate

Date

Submit **ALL** of the following information along with this form to the office of the Alabama Association of DECA by **THE DEADLINE FOR DECA STATE CONFERENCE REGISTRATION MATERIALS (see calendar)**:

1. Official school transcript showing a GPA of at least 2.0 on a 4-point scale
2. One photo or snapshot
3. 100-word essay on "My Vision for Alabama DECA"
4. State Leadership Team Commitment Statement form
5. State Leadership Team Travel and Consent form
6. State Leadership Team Code of Conduct form
7. Photo Consent Form

Applications will not be accepted after THE DEADLINE FOR DECA STATE CONFERENCE REGISTRATION MATERIALS (see calendar). Members will be notified by fax and/or email as to their qualification status. An "ALABAMA DECA STATE LEADERSHIP TEAM CANDIDATE STUDY GUIDE" is provided along with campaign procedures.

Advisors may be interviewed to determine their attitude toward working with a team member and to inform them of their responsibilities when a team member is elected from their chapter. Those responsibilities may include transportation activities, chaperoning, instruction in parliamentary procedures, and assisting with speech preparations. Such responsibilities will be under the direction of the State DECA Advisor.

STATE OFFICER COMMITMENT STATEMENT

Directions: Serving on a successful DECA State Leadership Team is a unique commitment that requires a strong partnership between the team member, the advisor, parents/guardians, and school officials. This form is to be completed and signed by each party and returned to the Alabama Association of DECA.

State Leadership Team Applicant

If elected to serve DECA as a member of the State Leadership Team I agree to:

- Remain committed to my education and family obligations.
- Make DECA state service my top priority after my education and family responsibilities.
- Take the EXTRA STEP as a state leader and promote growth and success of chapters.
- Attend all required meetings, activities, and events in their entirety.
- Cooperate with my school, advisor, local chapter, state chapter, and national association throughout the year.
- Perform all assigned officer responsibilities.
- Keep my school administration, local advisor, and state advisor informed of all activities.
- Maintain the highest degree of personal honor, integrity, and ethics.
- Accept responsibility to pay for expenses not covered by Alabama DECA.

Signature of Candidate

Date

Chapter Advisor

If _____ is elected to the Alabama DECA State Leadership Team, I agree to:

- Support this team member.
- Ensure that all school policies regarding travel and absences are followed.
- Ensure that school officials are appropriately informed of team activities.
- Assist the officer in making appropriate travel arrangements.
- Monitor the officer's academic program.
- Communicate with DECA state staff regarding any officer performance issues.
- Attend all DECA meetings, workshops, and conferences on the local, district, region, and state levels.
- Assist the team member from my chapter in performance of all duties and responsibilities.
- I will secure the endorsement and support of parents, school officials, and employers, if applicable.
- Carry out duties assigned at Career/Technical Leadership Conference and the State Leadership Conference, which may include administering tests, chaperoning dances, assisting with registration, etc.
- Devote office space and personal time to my State Leadership Team members.
- Inform myself about state and national programs, priorities, and critical issues so ideas and counsel may be given to my team member.
- Present a positive image of DECA and its programs.
- Proofread and initial before mailing all correspondence, newspaper articles, etc., written by my state officer and ensure deadlines are met.
- Review all speeches, workshop presentations, etc. for which my team member is responsible, and practice them with my team member to ensure that he/she is well prepared before attending meetings, workshops, or conferences, including memorization of special parts assigned.
- Assist with financial obligations (through our local chapter) not covered by Alabama DECA for any expenses incurred by the team member or myself, provided funds are available. (DECA blazers will be provided by local chapters, and other uniform items will be ordered by State Advisor at a cost of approximately \$120 each to be paid by officer and/or local chapter).

Signature of Advisor

Date

School Administrator

If _____ is elected to the Alabama DECA State Leadership Team, I agree to:

- Support this team member.
- Support the advisor's role throughout the year and his/her attendance at required events.
- Enable the advisor to attend events required of a team member.

Signature of School Administrator

Date

STATE OFFICER TRAVEL AND CONSENT FORM

School _____

Advisor _____ School Phone _____

School Fax _____ Email _____

All DECA members must adhere to their local school’s student transportation and chaperone policy or procedures. Please attach a copy of the completed school documentation pertaining to student travel for school activities or complete the form below:

School Administrator initial each of the following that apply:

_____ The parent/guardian approved the above-named student to utilize public transportation by himself/herself to functions as part of his/her official responsibilities if a school official or parent drops the student off and a representative of the Alabama Association of DECA picks the student up and provides appropriate chaperonage.

_____ The above-name student may be transported with representatives of the Alabama Association of DECA in the event that a school employee or parent is unable to participate in functions required of state officers in fulfillment of his/her official responsibilities.

As a school official, my signature below verifies that the above modes of transportation are not in violation of our student transportation policy.

Signature of School Administrator

Date

My signature indicates that I have read and understand the enclosed student transportation policy. In addition, I agree to adhere to the above mode(s) of transportation.

Applicant _____

Parent/Guardian _____

Home Address _____

Home Phone _____ Email _____

I, the undersigned, have reviewed and understand this document that explains the State Leadership Team duties and responsibilities. I hereby grant permission for my son/daughter, _____, to submit this application for a State Leadership Team position. I agree to provide adequate hospitalization insurance coverage, as well as any other insurance that we deem appropriate and necessary for the applicant. I hereby release, discharge, and agree to hold harmless the Alabama Association of DECA, its agents and employees, including, but not limited to the State Business/Marketing Education Staff, from all claims, damages, demands, actions, judgments, and executions which the undersigned ever had or now has or may have or which the undersigned’s heirs, executors, administrators, or assigned may have or claim to have against the Alabama Association of DECA, its successors, or assigns for personal injuries, known or unknown, illness or death, and injuries to personal property caused by or arising from DECA activities. I, the undersigned, have read this release and understand all of its terms. I execute it voluntarily and with full knowledge of its significance. I further understand the responsibility of the Alabama DECA State Leadership Team and, if he/she is elected, I agree to cooperate fully to make it possible for _____ to attend all state leadership team related functions.

Signature of Parent/Guardian

Date

STATE OFFICER CODE OF CONDUCT

Alabama DECA State Leadership Team members are required to perform on a very rigorous and continuous basis. Therefore, it is necessary that those who aspire to become team members be highly qualified, able, and willing to perform. Please read and study the code of conduct very closely. When you are fully convinced that if elected you will, without any reservation, be fully able to carry out the role and responsibility of a DECA State Leadership Team member, then sign and return to the office of the Alabama Association of DECA by **the deadline for DECA State Conference registration materials (see calendar)**.

If elected to the Alabama DECA State Leadership Team, I will:

1. Be totally dedicated and committed to the total program of Career/Technical Education in Business/Marketing education and the Alabama Association of DECA.
2. Fully participate in all appropriate activities, conferences, workshops, etc. for which I have responsibility.
3. Be enrolled in a Business/Marketing education class for the year of service.
4. Work untiringly through preparation and practice to develop myself into an effective public speaker and to project a desirable image of DECA at all times.
5. Conduct myself in a manner that commends respect without any display of superiority.
6. Treat all DECA members equally.
7. Maintain at least an overall "C" average during each grading period.
8. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the Association of DECA.
9. Forego all alcohol, tobacco, and illegal substances at all times during my year of service.
10. Avoid places and actions that could in any way raise questions as to my moral character or conduct.
11. Obey state and federal laws.
12. Work in harmony with fellow DECA State Leadership Team members, and will not knowingly engage in conversations detrimental to other DECA members.
13. Communicate to the State DECA Advisor any circumstances that prevent carrying out predetermined plans at assigned conferences.
14. Follow all other policies as listed in the Association of Alabama DECA Policy Manual and the Conference Code of Conduct/Dress Code.
15. Resign my office if there are any changes in marital or parenthood status.
16. Regularly and on time, write all letters, thank you notes, reports, and other correspondence, which are necessary and desirable.
17. Accept and search out constructive criticism and evaluation of my total performance.
18. Evaluate constantly my personality and attitudes, making every effort to improve myself.
19. Maintain and protect my health.
20. Serve as a member of the team, always maintaining a cooperative attitude.
21. Be willing to take and follow instructions as directed by those responsible for me.

I have read, studied, and understand the above points. If elected to the Alabama DECA State Leadership Team, I will carry out my responsibilities in accordance with these statements and understand that the Alabama DECA Advisory Committee's Executive Committee (Chairperson, Secretary, and State DECA Advisor) may remove me from my position at any time if I do not completely adhere to these established standards.

Signature of Candidate

Date

CAMPAIGNING GUIDELINES FOR STATE OFFICER CANDIDATES

1. Candidates may begin campaigning after receiving their notice of qualification. Campaigning may continue **until voting begins** at the State Career Development Conference.
2. Each candidate will be allowed to make a campaign speech at the Opening Session. **NO SKITS!**
 - Candidates for District Vice President will have three (3) minutes for speeches (introduction included).
 - Candidates for State President and State Vice President will have four (4) minutes for speeches (introduction included).
3. After candidates have been notified of their qualification status, campaign materials may be mailed to individual DECA chapters at any time before the State Conference at the expense of the local chapters.
4. All chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned conference event. Because of the “public eye” being focused on this event, it is absolutely necessary that delegates reflect the conduct expected and desired in “putting our best foot forward.”
5. A table will be set up for candidates to display their campaign materials/booth at the hotel during registration.
6. Candidates may set up their campaign tables no earlier than two hours before the Opening Session.
7. Their respective district-voting delegates at the State Career Development Conference will elect the District Vice President for each district.
8. All voting delegates will elect the State President and State Vice President.
9. NO campaign materials may be attached to the walls at the hotel, theater, or civic center.
10. Campaign workers MAY NOT take any campaign materials into the opening General Session or competitive events.
11. All campaign materials must be removed from the campaign tables prior to the opening General Session.
12. It is the responsibility of each candidate to clean up all of his/her campaign materials after campaigning has concluded. Any charges for cleanup will be charged to the candidate’s chapter.
13. All candidates must wear a DECA blazer during all campaigning and during all general sessions.
14. A candidate who violates any of these campaign guidelines may be disqualified.

Newly elected officers must attend the Officer Installation Rehearsal and Closing General Session in business attire. Immediately following the closing of the Awards Session, newly elected officers must attend the briefing for ICDC (National Conference) attendees.

I. Required Service to DECA

A. Full attendance and participation at the following meetings and conferences:

- 1. Joint C/T Officer Leadership Training**
- 2. Summer Teachers' Conference—President**
- 3. State C/T Advisory Council Meetings (President)**
- 4. JLDC—Joint Leadership Development Conference**
- 5. SRLC—Southern Region Leadership Conference**
- 6. State CDC—Career Development Conference**
- 7. ICDC—International Career Development Conference**
- 8. DECA Administrative Board Meetings**

B. Fulfill the duties of office that are listed in the Application for State Office that is signed by each officer candidate and his/her advisor.

C. Complete all other assignments required by the Alabama State DECA Advisor.

II. Personal Growth and Conduct

A. Become knowledgeable of the state DECA program to be able to discuss it with chapter officers and others.

B. Avoid expressing personal opinions regarding political and/or controversial problems when representing Alabama DECA.

C. Observe standards of dress and total personal grooming, as well as standards of personal conduct, as established by the national and state DECA organizations (Conference Code of Conduct).

D. Abide by the list of statements in the Alabama State Code of Conduct that must be signed by an officer candidate and his/her advisor.

III. Financial Responsibility

A. Payment for uniforms must be made to State DECA Advisor no later than the date of SOLT Leadership training in June each year.

B. Failure to attend a meeting/conference that has been paid in part or whole by the state DECA advisor will result in the officer being responsible for re-payment of all money paid on their behalf. The officer's advisor, principal, career technical administrator, and parents will be notified of the repayment requirement.

C. Failure to complete a full term of service (voluntary or mandated) prior the Alabama State DECA Conference will require that the officer repay 50% of his/her expenses that have been paid by the Alabama DECA Association.

IV. Consequences of Failure to Perform Professional Duties

- A. The first time failure to perform occurs, a verbal warning will be given, and advisor will be notified.**
- B. The second time failure to perform occurs, a written warning will be sent to the officer and their advisor.**
- C. The third time failure to perform occurs, a written warning will be sent to the officer, their advisor, and the officer's principal notifying them that one more offense will result in removal from office.**
- D. In the event that a fourth failure to perform occurs, a written notice will be sent to the officer, their advisor, and the officer's principal notifying them that the officer is being removed from office.**
- E. Drinking, smoking, immoral behavior, and drug use are serious violations of the Conference Code of Conduct, and the State Officer Code of Conduct and will result in immediate due process steps for officer's removal from office. The DECA Administrative Board will determine other serious violations of the Conference Code of Conduct and the State Officer Code of Conduct.**

V. Enforcement of Due Process

- A. DECA's Administrative Board has the responsibility of making decisions in the event of questions or disputes related to due process. A majority vote by full membership of the Board will be required.**

Photo and/or Film Release

In the case of a minor, please provide the name of the minor: _____

Provide the name of the minor's parent or legal guardian: _____

I, _____, hereby consent to the use of the photographs, to be used by the Alabama Department of Education (SDE) in official SDE publications and other media, for any and all advertising trade, publicity and art purposes.

I also hereby grant to SDE the rights to copyright or otherwise protect any matter in which said photographs, prints, pictures or reproductions hereof and/or testimonial appear.

I release SDE from any liability in connection with the use, reproduction, and publication of any of the photographs.

Description of photographs:

- Promotional material (school system brochures, annual report, etc.) in support of SDE.

Dated this _____ day of _____, 20__.

Signature

Witness

Address

City, State, ZIP

Phone Number