

State Officer Selection/Student Policies & Procedures

Colorado DECA State Officer Selection Policies

1. State officers will be selected at the State DECA Career Development Conference.
2. The state officer candidate may not select the position for which she/he is applying. They may however express a preference.
3. At the time of selection and throughout the term of office, the state officer candidates must be attending a Colorado high school, be enrolled in a Business Administration Education program, maintain a 2.5 GPA and be an official DECA paid member.
4. State officer candidates must submit to Colorado DECA the following by the published State DECA Career Development Conference registration deadline. The following forms will be available at www.coloradodeca.org and must be complete and submitted electronically through the state conference portal.
 - An application for office
 - A Grade Verification Form
 - Two letters of recommendation (one from a teacher/counselor/administrator (Not DECA Advisor) at your high school, and one from someone who is not associated with the school). One completed online recommendation google form from current DECA Advisor (will be emailed to advisor after state DECA Conference registration deadline).
 - Electronic Visual Resume
 - One or two page PDF
 - Must include a photo of the candidate
 - Include name of high school and DECA District
 - Optional: In addition to running for a district representative, is there an Executive Position you are highly qualified for?
 - Topic suggestions: Goals, Values, Skills, Extra-Curricular Activities, Accomplishments, etc.
 - Be creative and proofread!
 - Failure to submit all forms, complete and on time as required, will result in the student's application being disqualified.
5. State officer candidates must pass, at a level of 70% or higher, the DECA Officer Qualifying Examination. The district advisory board member or chapter advisors are responsible for administering the DECA Officer Qualifying Examination during or prior to the district conference. Results from DLG will be sent to the Colorado DECA State director no later than the district competitive event report. Candidates not passing this test at a level of 70% or higher will not be eligible to run for state office.
6. **The questions on the Officer Qualifying Examination may be taken from the Advisor Handbook Learning Objectives and the Colorado DECA social media accounts.**

7. The Officer Qualifying Examination will use DLG and be administered online during or prior to the district conference.
8. The following leadership activities will be completed at the State DECA Career Development Conference:
 - a. An individual interview with the candidate
 - b. A 90 second speech. No props allowed. Use personal examples for support.
2024 – 2025 Speech topics are: (The officer candidate will select one of the following)

How will you help Colorado DECA members Jumpstart Their Journey?

What difference will you make on the 2024-2025 DECA state officer team?

9. No campaigning or caucusing will be allowed.
10. A selection committee will be appointed by the Colorado DECA state director for the purpose of selecting a student to serve as State President, State Vice President, State Secretary, Social Media Director, and State Publicity Director and a student to serve as State Representative to represent each of the DECA districts.

The committee selection members may include, but not be limited to:

- A non-competing DECA member from each DECA district.
- A former DECA advisor.
- A specialist from another career and technical organization.
- A lead advisor from another career and technical organization.
- Past state/International officers.
- A school counselor.
- A Career and Technical Education (CTE) director.
- A business/industry representative.
- An alumni.

Each DECA district may select one (1) DECA member to serve on the selection committee at the State DECA Career Development Conference. This student must be a non-competing DECA member.

A state officer may be dismissed from office at the discretion of the State Officer Team Advisor, Assistant State Officer Team Advisor and the DECA State director for any of the following reasons:

- failure to attend meetings;
- failure to perform designated responsibilities;
- conduct not appropriate for a State Officer;
- dropping out of High School/Marketing Education Program;

- moving from the state of Colorado;
- GPA below the required 2.5;
- lack of interest.

If the DECA district chooses to have district officers, the following guidelines should apply:

- a. The student must be attending a Colorado high school.
- b. The student must be enrolled in a Business Administration Education program.
- c. The student must be an official DECA paid member.
- d. The student must submit a school transcript to verify a minimum 2.5 accumulative GPA.
- e. A district officer is not eligible to attend the State DECA Career Development Conference unless (s)he is running for state office or competing in an event.
- f. Additional policies/procedures may be enforced by the individual district.

Officer Candidate Application Form

This form is an example of the application – the official application will be accessed online at www.coloradodeca.org and submitted electronically by the designated deadline

Policies

At the time of selection, and throughout the term of office, the state officer candidate must be attending a Colorado high school, be enrolled in a Business Administration Education Program, maintain a 2.5 GPA, and be an official DECA paid member. State officer candidates must submit to Colorado DECA an application for office, a grade verification form, two letters of recommendation, and a visual resume.

Name: _____

Chapter: _____

School Address: _____

City: _____ State: _____ Zip Code: _____

Candidate's Email Address: _____

Candidate's Cell Phone Number: _____

Current Year in School: 9th: _____ 10th: _____ 11th: _____

Home Phone Number: _____

Advisor's Name: _____

Advisor's Cell Phone: _____

Advisor's Email Address:

I certify that I am in good standing of the _____ chapter of DECA.

Candidate Signature

Date

DECA State Officer Candidate GPA Verification Form

The following signees verify that _____

(*candidate*) is in good standing with _____ (*name of*

school) High School, and has a minimum overall Grade Point Average (GPA) of 2.5

(weighted or unweighted).

Signed:

DECA Advisor Signature

Date

School Official Signature

Date

Candidate Signature

Date

Parent Signature

Date

ADVISORS: Remember to Register your Officer Candidate(s) with your Online Conference Registration

Submit the completed officer candidate application form online to the state director by the published State DECA Career Development Conference registration deadline. In addition, submit the following:

1. Grade Verification Form (2.5 GPA minimum)
2. Electronic Visual Resume
3. Two letters of recommendation, One completed Recommendation Form by DECA Advisor

To become a state officer of Colorado DECA requires commitment on the part of all parties concerned. In order to make that commitment, each party must understand his/her responsibility. In order for a candidate to be eligible for office, this agreement must be signed by all parties indicated.

EXPECTATIONS: If selected, the candidate agrees to

- -Perform to the best of his/her ability the duties of the office.
- -Participate in all activities scheduled by the DECA state director.
- **REQUIRED** activities include:
 - ❖ DECA State officer training (March 27-29, 2024)
 - ❖ CTSO State Officer Training (June 10-12, 2024)
 - ❖ Chapter Leadership Training (September)
 - ❖ State Officer Meetings (3 minimum throughout the school year)
 - ❖ Two District DECA Conferences 2024
 - ❖ State DECA Career Development Conference 2025
 - ❖ Other meetings as assigned
- Optional activities include:
 - ❖ ICDC (paid by student and travel with home school)
 - ❖ Invitationals
 - ❖ Events held in your district or nearby

Costs Covered by Colorado DECA

- Officer shirts, ties, scarfs, 1st name tag
- CTSO and Officer training (lodging, food, registration) in April and July
- DECA State Conference (registration, lodging, and food)
- Mileage to and from official DECA business (with complete travel authorization form)

Costs Covered by Student

- Pants, skirts, shoes, belt as required by Colorado DECA
- Official DECA Blazer
- ICDC (travel, registration, and stay with home school)
- DECA State closing ceremony dress or tuxedo

Expectations of all Officer Candidates at State Conference

- Attend State Officer briefing
- 90 Second Speech
- Interview

The advisor/school official/parents/employer agrees to:

- Permit the candidate to participate in all scheduled activities
- Encourage the candidate to take full benefit of the leadership development experience

The advisor and school official agree to:

- Recommend for state office only those candidates who are qualified
- Ensure the candidate's attendance at all Colorado DECA scheduled activities

SIGNED:

Candidate: _____ Date: _____

Parent: _____ Date: _____

School Official: _____ Date: _____

Advisor: _____ Date: _____

IMPORTANT:

List below ALL the events that the officer candidate will be participating in at the DECA State Leadership Conference. If entered in an event with one or more partners, please list their names beside the event.

1. _____

Event Partner _____

Partner _____

2. _____

Event Partner _____

Partner _____

3. _____

Event Partner _____

Partner _____

State Officer Candidate's Learning Objectives & Fulfillment

1. Learning Objectives

1. The DECA officer candidate will: indicate the characteristics a student must possess to be a member of DECA.
2. Indicate the approximate international membership in high school DECA.
3. Enumerate the official DECA colors.
4. Identify, describe and graphically illustrate the international logo of DECA.
5. Identify the site of the International DECA Headquarters.
6. Identify the countries outside the US where DECA chapters are located.
7. Identify the Colorado State DECA Advisor.
8. Identify the year International DECA was established.
9. Enumerate the four regions of International DECA and identify the one of which Colorado is a part.
10. Enumerate the four divisions of International DECA.
11. Identify the official publication of International DECA.
12. Identify the current State DECA Executive officers.
13. Name the regional vice presidents.
14. Identify the current DECA State Officer Team Advisor(s).
15. Determine the maximum number of and identify the title of the state DECA officers.
16. Outline the state officer election policies.
17. Identify the site of the first International DECA Conference.
18. Outline the four procedures to be followed to be selected to a state office after the eligibility requirements have been met.
19. Indicate the year in which DECA began in Colorado.
20. Indicate the current number of DECA chapters in Colorado (as of the end of the previous school year).
21. Indicate the current number of members in Colorado DECA (as of the end of the previous school year).
22. Indicate the number of candidates from each chapter that may run for office at the State DECA Career Development Conference.
23. Enumerate and differentiate between the components of the DECA emblem.

24. Indicate the current number of districts that make up Colorado DECA.
25. Indicate the site of the upcoming DECA International Career Development Conference.
26. Enumerate the mandatory meetings that every state officer must attend.
27. Identify the site of the current year's Colorado DECA State DECA Career Development Conference.
28. Identify the official Colorado DECA flower.
29. Enumerate and differentiate between the two types of DECA memberships available to adults in each community which has a local DECA chapter.
30. Identify the type of award for which community members may be nominated by the local DECA chapter.
31. Indicate the award available to past winners of the Colorado Friends of DECA Award.
32. Describe the Colorado DECA Chapter of Excellence.
33. Indicate the commencing date, the ending date and total duration of the term of a state officer.
34. Enumerate five reasons a state officer may be removed from their office during their term.
35. Explain the relationship of the State DECA President and the Colorado State DECA Advisory board.
36. Enumerate the three components of the total Marketing Education Program.
37. Indicate the most commonly used reference book regarding parliamentary procedure.
38. Describe the DECA Mission Statement.
39. Identify the four indicators of the DECA Comprehensive Learning Program.
40. Identify the four indicators of how DECA prepares the next generation.
41. Identify the Executive Director of International DECA.
42. What is CTE?
43. What is CBAM?
44. What is a CTSO? What CTSO's are available for CTE students in Colorado?
45. What is the 10/10/10 initiative for Colorado DECA?
46. Become familiar with Colorado DECA on social media and the CO DECA Digest newsletter.

Learning Objective Fulfillment

1. Enrolled in a high school Business Administration Education Program; have paid current school year's state and International DECA dues.
2. 222,000 members
3. Blue, Metallic Gold, Metallic Silver
4. The official DECA logo embraces the organizations affinity for the diamond while displaying a bold, modern design.
The four points inside the diamond represent the first set of DECA's guiding principles while the four outer points represent the second set of DECA's guiding principles and the polished leaders DECA prepares.
5. Reston, Virginia
6. Canada, China, Germany, Guam, Hong Kong, South Korea, Mexico, and Puerto Rico.
7. Brad Peer
8. 1947
9. Western Region, Central Region, North Atlantic Region, Southern Region. Colorado is part of the Western Region.
10. High School Division, Collegiate Division, Alumni Division, Professional Division
11. DECA DIRECT
12. State Officer Team:
 - President, Hallie Mackey
 - Vice President, Zealand Eaton
 - Secretary, Margaux Dempsey
 - Social Media, Nishita Kotlapati
 - Publicity, Drew Durst
13. District Officers

District 1 – Nichand Gurung

District 2 – Sienna Doll

District 3 –

District 4 – Hojun Do

District 5 – Sydney Tater

District 6 – Hennie Wu

District 7 – Alina Hernandez

District 8 – Angelo Luna

District 9 – Devin Klock

District 10 – Hazel Seashore-Botha

District 11 – Arden Maersch

District 12 – Abby Weaver

District 13 – Natalya Ocana

14. State Officer Team Advisors – Jamie Young, Highlands Ranch HS and Sara Mossman, Cherokee Trail High School
15. Eighteen total state DECA officers. President, Vice President, Secretary, Social Media Director, Publicity Director, and 13 State Representatives.
16. Dues paid member of DECA
 - Submit a Grade verification form to verify a minimum 2.5 accumulative GPA
 - Enrolled in a Business Administration Education program at a Colorado high school
17. Memphis, Tennessee, 1947
18. Submit the following to the State DECA Office by the designated deadline as determined by the State DECA Advisor.
 - a. Completed candidate application form
 - b. A GPA verifying a minimum 2.5 accumulative grade point average
 - c. Two letters of recommendation: one from a teacher/counselor/administrator, and one from someone not associated with the school
 - d. Visual Resume
19. 1949
20. 93
21. 8,040 official paid members (official members for 2022 – 2023)
22. Three
23. The first set of points describes our signature methodology and connects to the inner points of the diamond. The second set explains the result of participation in our organization and connects to the outer points showcasing the polished leaders DECA prepares.
24. 13
25. Anaheim, California
26. Mandatory Meetings Include
 - New state officer training in March/April
 - New state officer training conference in June
 - State officers meeting in October
 - Chapter Leadership Training
 - District Conference
 - State Officer meeting in January
 - State Conference Registration
 - State DECA Career Development Conference
 - Any other assigned meetings

27. Broadmoor Hotel, Colorado Springs

28. Carnation

29. **Alumni** - available to all graduated, past members of DECA.

Professional - available to DECA teacher/advisors and interested businesspeople and DECA supports within the local community

30. Friends of DECA Award

31. Honorary Life Membership

32. Recognizes outstanding planning and accomplishment of activities of individual DECA chapters. Each chapter may submit one entry; a committee of a maximum of three may develop the entry; the team will be interviewed at State Conference; and the award is given only at the state level.

33. The term commences at the announcement of officers at the end of the Awards Ceremony at State Conference and ends at the same time at the next State Conference, the total term being one year.

34. Reasons for removal:

- a. Withdrawal from high school prior to graduation
- b. Withdrawal from the Marketing Education program prior to graduation
- c. Non-attendance at required meetings
- d. Failure to perform each office's respective job description
- e. Conduct deemed not appropriate for a state officer

35. The State DECA President is a voting member of the State DECA Advisory board and must attend all meetings. The President must report on activities of the State Officer Team and contribute to the normal function of the committee.

36. Components of marketing program

- Classroom
- DECA
- On-the-job work experience

37. Robert's Rules of Order, Newly Revised

38. DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management.

39. Integrates into classroom instruction:

An integral component of classroom instruction, DECA activities provide authentic, experiential learning methods to prepare members for college and careers.

Applies Learning

DECA members put their knowledge into action through rigorous project-based activities that require creative solutions with practical outcomes.

Connects to Business

Partnerships with businesses at local and broader levels provide DECA members realistic insight into industry and promote meaningful, relevant learning.

Promotes Competition

As in the global economy, a spark of competition drives DECA members to excel and improve their performance.

40. Academically Prepared

DECA members are ambitious, high-achieving leaders equipped to conquer the challenges of their aspirations.

Community Oriented

Recognizing the benefit of service and responsibility to the community, DECA members continually impact and improve their local and broader communities.

Professionally Responsible

DECA members are poised professionals with ethics, integrity and high standards.

Experienced Leaders

DECA members are empowered through experience to provide effective leadership through goal setting, consensus building and project implementation.

41. Frank Peterson

42. Career and Technical Education

43. Colorado Business and Marketing Association

44. Career Technical Student Organization. DECA, FBLA, HOSA, FCCLA, SkillsUSA, TSA, FFA

45. Each year, Colorado DECA chooses a non-profit organization to support. The goal for Colorado DECA is to raise \$10,000 for charity, collect 10,000 pounds of food and record 10,000 hours of community service.

Additional questions may be found on the Colorado DECA social media platforms.