

New York DECA

2019-2020

State Officer

Election Guidelines

and

Official Forms

Purpose

The purpose of this document is to provide you as a candidate, with guidelines for your upcoming campaign. Please review this document and if you have any questions please contact:

Mrs. Mary Peres
New York DECA State Association Advisor
631-525-2678
maryperesny13@gmail.com

National Officer Qualifying Examination

National officer candidates must take the Official State/ National Officer Qualifying Exam, and comply with all requirements outlined in the Constitution and Bylaws of the State Association regarding running for office.

The examination to qualify for **National Office** will be given once during the year: If you are considering running for National Office you will need to request permission from the Board of Trustees at the annual winter meeting, and you must pass the written test administered in December.

Campaign Expenses

- At the Winter New York DECA Board of Trustees meeting, a motion will be discussed indicating what the total expenses are allowed for each candidate for campaigning;
- The rental of the campaign booth, and preparation of a portfolio are cost factors toward the campaign and if used must be included in your campaign expenses;
- A form to record all your campaign expenses is located in the forms section of this booklet to facilitate the accounting of your expenses; and
- All receipts and appropriate estimates of donated items must be attached to the **Expense Form** found in the form section of this document, placed in an envelope and turned in at the Candidate Briefing Session. **Current allowance \$200.**
- A briefing session is held at the State Career Conference. All candidates and their campaign managers are required to attend.

CANDIDATES FOR NEW YORK EXECUTIVE COUNCIL STATE OFFICER INFORMATION

The process to run for state office will begin as in the past with the application. The following supporting documents along with the signature pages must be submitted:

- ✓ **Three Letters of Recommendation**-All on appropriate letterhead. This document cannot be a one sentence statement endorsing the candidate but must be a detailed letter of endorsement citing specific examples of the candidate's qualifications.
 - **Letter # 1** must be from the DECA Advisor of the applicant's school
 - **Letter # 2** must be from a teacher, administrator, or guidance counselor from the applicant's school
 - **Letter # 3** may be written by an individual that can speak in regard to the applicant's qualifications. Potential recommenders could include: a coach, a boss, etc.

PLEASE NOTE: *Letters from relatives (mother, father, etc.) fellow Chapter members/school friends, alumni members are not acceptable.*

- ✓ **An official School Transcript**
- ✓ **A Resume-that discusses your qualifications** and:
 - What your goals are if elected as a New York DECA State Officer?
 - What are your hopes and dreams if elected as a New York DECA State Officer?
 - How would DECA be better off, if you served as a New York DECA State Officer?
- ✓ **A Completed Application**

All the necessary forms and signatures can be found within the body of this document may be found on pages **10-26**

**ALL SUPPORTING MATERIAL, APPLICATION,
LETTERS AND REQUIRED FORMS AS
OUTLINED IN THE STATE OFFICER PACKET
ARE TO BE MAILED TO:**

MARY PERES, CHARTER ASSOCIATION ADVISOR
285 HILL ROAD
GOSHEN NY 10924

**ALL DOCUMENTATION MUST BE RECEIVED NOT
POSTMARKED BY DECEMBER 20, 2019**

NOMINATIONS PROCEDURE

State Officer Nomination Procedures will commence at the State Career Conference.

The Nominations Committee will be made up of

- ✓ 2 members from the Executive Council
 - ✓ 1 Student member from each Region
 - ✓ 2 Adult Committee members- Prospective candidates will come from the Judges List and former DECA Advisors who are present.
-
- There will be a minimum of two Interviews at the State Career Conference; one on Wednesday evening and the other on Thursday morning;
 - The time slot for the interviews will be chosen at the Candidate Briefing Session on Wednesday afternoon;
 - The selection of times will be based on the date of receipt of your application;

Round 1

At that time each candidate will have the opportunity to deliver a prepared presentation as to why they should be elected/slated for office.

*****PLEASE** read the "**Presentation Guidelines**" are on the next page so you understand the parameters expected:

PRESENTATION GUIDELINES:

This presentation should be tailored to the office the applicant is running for

- This presentation has a maximum time limit of **five (5) minutes**
- Following the presentation the committee will have the opportunity to question the candidate based upon his/her presentation as to why you should be (insert desired office)? This will be a maximum of ten minutes
- Not more than three (3) standard sized posters not to exceed 22 1/2 inches by 30 1/2 inches. All attachments must fit within the dimensions of the poster.
- One (1) personal laptop computer
- One (1) desktop flip chart easel 12 x 10 inches
- Only visuals that can be carried into the Nomination room by the candidate are acceptable.
- No one is allowed to carry any material, visuals or supplies into the Nomination area for the candidate.
- No set up time will be allowed.
- Candidates must furnish their own materials and equipment
- No items of monetary value may be handed to the committee or left with the committee.
- Dispensing food or drinks is not allowed
- A period of questioning by the nominations committee based on the presentation

Candidates are advised:

- No internet will be provided nor allowed in your presentation.
- Each nominations committee member is allowed to ask questions based upon the presentation.

ROUND # 2

The second round of caucusing will provide the Nominations Committee with the opportunity of asking each applicant the same prepared questions.

- If you will be late for your interview due to your Competitive Event please advise one of the Adult Nominations Committee members and your interview time will be adjusted;
- Arrive early for your interview - sometimes these proceed quickly and the Committee may run ahead of schedule;
- Remove all pins from your jackets for your interviews;

Following these procedures, candidates will be slated if qualified.

*****All materials, conversations and deliberations regarding the slating and endorsement of candidates are confidential. In order to enforce this confidentiality please refer to the confidentiality statement that must be completed and turned in at the State Career Conference to the State Advisor at the Candidate Briefing Session.**

Statements of Confidentiality

Candidates:

A potential candidate for New York State DECA Executive Council will keep all information discussed during the nominations and elections process strictly confidential. If there is evidence of a breach of confidentiality, this must be reported to the State Advisor immediately (e.g. discussion of proceedings and or candidates qualifications, questions and answers of/for candidates, information on voting procedures details of candidates slated, etc. to advisors, other candidates, nominations committee, students, others). If the State Advisor determines that a breach of confidentiality, has in fact occurred an immediate elimination as a candidate/officer will take place. If the person(s) involved does/do not agree with this decision then this may be brought before the Grievance Committee.

Nominations Committee:

A member of the Nominations Committee will keep all information discussed during the nominations and elections process strictly confidential. If there is evidence of a breach of confidentiality, this must be reported to the State Advisor immediately (e.g. discussion of proceedings and or candidates qualifications, questions and answers of/for candidates, information on voting procedures details of candidates slated, etc. to advisors, other candidates, nominations committee, students, others). If the State Advisor determines that a breach of confidentiality, has in fact occurred an immediate elimination as a candidate/officer will take place. If the person(s) involved does/do not agree with this decision then this may be brought before the Grievance Committee.

Portfolio Guidelines

All candidates will be permitted to have a portfolio. If you do not secure a campaign booth, this is the only campaign material allowed.

The portfolio, an option for State Office Campaign materials, must be presented in a standard (designed for 8 1/2" x 11" paper) 1 inch thick, 3 ring binder complete with one or more of the following documents:

- Letters
- Pictures
- Achievements
- Brag sheet
- Awards
- Recommendation(s)
- Newspaper articles

Any document(s) included must be contained in plastic sheet protectors.

- Maximum number of sheet protectors shall be 15;
- The sheet protectors may have pages displayed on the front and back;
- All candidates will be permitted to have a portfolio, even if they do not secure a campaign booth. Any candidate who has created a portfolio must have it reviewed by the State Advisor, on Wednesday of the State Career Conference
- Any materials deemed inappropriate will be removed after consultation with candidate's home school advisor; and
- Any expenses occurred must be listed on your campaign expense sheet;

Campaign Booths

As you prepare your State/National office campaign, remember you have the opportunity of renting a campaign booth for \$20.00;

- This form is provided in the forms section of this booklet;
- The booth location will be chosen at the Candidates Briefing Session;
- You also have the option of sharing a booth with another candidate;
- The booths will be selected in order of receipt of the candidate's application;
- Booth size is an eight- (8) ft. space, six (6) ft. table and - eight (8) ft. curtain drop;
- The entire space can be used for your campaign materials;
- Campaign materials may be affix to the curtain drop with pins or hang from the top pipe;
- No campaign materials can be extended beyond the boundaries of the booth (nothing higher than the pipe and nothing sticking out beyond the front boundary);
- Since the curtain is rented, you are responsible for its condition so anything that creates a tear or heavy stress is not allowed;
- An inspection of campaign materials will be done by the State Advisor during the opening hours of the booths on the first day of campaigning;
- Balloons, stickers, any water products, noise makers and food cannot be used as campaign materials or in booths;
- Materials for distribution and display should reflect your creativity and any item that is judged by the Adult Nominations Chairperson to be a possible health and/or safety hazard will be eliminated;
- No music or amplifier equipment, e.g., a microphone is not allowed;
- No battery operated devices;
- Only students designated by the candidate are allowed to set up and run campaign booths;

- Any one working in your booth may not wear a Voting Delegate Ribbon;
- Campaign Managers may not be voting delegates;
- Once you have chosen a booth there is to be NO switching of booths;
- Each booth will be numbered for your campaign managers to begin setup
- Electrical outlets/hookups are not provided; and
- The Nominations Committee will review the campaign booths on Wednesday evening (most probably around closing time). Only the candidate and the campaign manager may remain at the campaign booth. It is not required that anyone be present at the booth. This is a silent review of the booth.

Meet the Candidates Session

Each State Officer Candidate selected will have the opportunity to address the authorized student voting delegates once during this session and answer a question relating to the appropriate office. The slated candidates and campaign managers/introducers will be brought to the stage and participate in a practice a walk through for the procedures of the Meet the Candidates Session;

- Each candidate will be provided with the constitutional responsibilities;
- The candidates and the introducers will practice using the microphone;
- Arrive a 1/2 hour before session begins;
- The candidates will be called to the stage from the audience to speak;
- There will be reserved tables for the candidates and managers in the front of the stage;
- All candidates will have three (3) minutes for their speech except for the candidates for President will have five (5) minutes for their speech;
- If you chose to have someone introduce you the time limit includes the person announcing the candidate;
- All candidates will be given a 30 second warning before the time limit has expired;
- The time keeper will at the time limit has expired stand in front of the candidate; if the candidate continues to speak then they can be eliminated.
- The first candidate to speak is the last one listed on the ballot;
- The introducer steps behind the candidate after doing the introduction;
- The introducer will leave the stage after the speech;
- The candidates give their speech and then sit at the chair farthest from the lectern;
- After all candidates speak, the question part of the session begins;
- All candidates have one (1) minute to answer the question except for the candidates for President will have two (2) minutes for their responses;
- The candidates are called to answer the questions in the order that they gave their speeches;

- The time keeper will at the time limit has expired stand in front of the candidate; if the candidate continues to speak then they can be eliminated.
- Candidates cannot leave their papers or cards at the lectern;
- The rules regarding campaigning and that if nominated skit and/ or demonstrations of any type are prohibited (e.g. singing, asking for a comment from the audience “How are you doing? And/or any way that can get a response from the audience, tricks/flips, etc); if the candidate does this then they can be eliminated.
- You may be introduced by a fellow DECA member(s), and remind them that they are the nominee and should use most of the time allotted during the Meet the Candidates Session - not the person / people who introduce(s) them; and
- Introducers may not be voting delegates.
- The slate will be posted at 2:00 p.m. at the Box Office.

Closing Session

If nominated you must attend the Closing Session; and Spring Board Meeting NO EXCUSES!

- Proper DECA attire is required (this means wearing a DECA blazer);

Grievance Committee

All infractions regarding campaigning, nominations and elections must be reported to the Charter State Advisor immediately. If the State Advisor determines that an infraction has in fact occurred, a decision will be made. If the person(s) involved does/do not agree with this decision then this may be brought before the Grievance Committee. The Chairperson of this Committee is listed in the SCC program.

Calendar of Events/Deadlines - 2019 -2020

- **December 10, 2019** Final date to notify the Board of Trustees of intention to run for National Office. Send letter to the New York DECA Board Chairperson Mitchell Beresa
- **DECEMBER 20, 2019** Final Date to RECEIVE
(No FAXES - must have original signatures);
 - ✓ Confidentially Statement
 - ✓ Transcript
 - ✓ Photo/Web Release
 - ✓ Booth Reservation
 - ✓ Candidates Point Claim Form

Send to:

MARY PERES 285 Hill Road Goshen, NY 10924

FORMS SECTION:

*****NOTE:**

The Official application for applying to run as a candidate for State and National Office may be found in the New York DECA Constitution. Application deadline date is **DECEMBER 20, 2019. All other necessary forms are provided in this section.**

All forms are to be mailed to:

Mary Peres

285 Hill Road

Goshen NY 10924

**New York DECA
Web/Video/Photographic Release Form
State Officer Candidates**

As a New York DECA member, your child will be involved in numerous School, Chapter, Regional, State and National DECA events. Some, if not all of these activities, are subject to web, video and or photographic documentation.

I, the parent or legal guardian of _____ (record student's full name), grant permission to New York DECA to use any paper, photographic or video footage of my child. This video or photographic image may only be obtained directly from the student or at any School, Chapter, Regional, and State or National DECA function.

This web/video/photographic image that is recorded may be used by New York DECA or its agents, in any or all of their recognition, promotional, educational seminars, video yearbooks, stage presentations and/or web based versions of the above.

Your signature(s) below indicate(s) that you have read and have discussed these guidelines with your child and are in agreement and that you are voluntarily giving New York DECA permission to use your child's web/photographic/video image in any and all of its recognition and or promotional pieces.

Student Candidate Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Chapter Advisor Signature: _____ **Date:** _____

School Administrator Title & Signature: _____ **Date:** _____

This must be received by DECEMBER 20, 2019

**New York State Office Candidate
Expense Sheet Summary**

Candidate Name: _____ Date: _____

Itemize Expenses

	Category	Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
	Total Expenses:	_____

(This must be received by **DECEMBER 20, 2019**)

Executive Council Candidates 2019-2020

Student Candidate Name: _____

Home Address, City & Zip: _____

School Address, City, and Zip: _____

Advisors Name: _____

School Phone: _____

Email address: _____

Check those that apply:

_____ Yes, I would like to rent a campaign booth at SCC. The total cost is \$20.00.

_____ Yes, I will be submitting a Brag Sheet for the New York DECA Webpage. Total cost is \$20.00.

_____ Enclosed is a check for \$_____ made payable to New York DECA and send the upper portion of this form and check to the following address by **DECEMBER 20, 2019**

**Mary Peres
285 Hill Road
Goshen NY 10924**

Note: If check is not received by deadline date, you will not have a booth and/or you will forfeit the web page opportunity. This deadline date has no exceptions for either a school or personal check.

CAMPAIGN BOOTH RESERVATION FORM

_____ Yes, I would like to rent a booth at SCC and I have sent a check to New York DECA

Student Candidate: _____ Chapter: _____

Home Address, City, & Zip: _____

Please mail lower portion of this form to: Mary Peres (address above)

This must be received by DECEMBER 20, 2019

Statement of Confidentiality

As a potential candidate for New York State DECA Executive Council, I have and will keep all information discussed during the nominations and elections process confidential. If found that this is not kept confidential immediate elimination as a candidate will take place.

(A potential candidate for New York State DECA Executive Council will keep all information discussed during the nominations and elections process strictly confidential. If there is evidence of a breach of confidentiality, this must be reported to the State Advisor immediately (e.g. discussion of proceedings and or candidates qualifications, questions and answers of/for candidates, information on voting procedures details of candidates slated, etc. to advisors, other candidates, nominations committee, students, others). If the State Advisor determines that a breach of confidentiality, has in fact occurred an immediate elimination as a candidate/officer will take place. If the person(s) involved does/do not agree with this decision then this may be brought before the Grievance Committee.)

Student Signature: _____

Advisor Signature: _____

Parent Signature: _____

School Administrator & Title: _____

Date: _____

This must be received by DECEMBER 20, 2019

New York DECA Officer Application

(This must be received by **DECEMBER 20, 2019**)

Candidate Name: _____ Graduation Year: _____

DECA Chapter: _____

Home Address: _____

City, State, Zip: _____

Home Phone Number (with Area Code): _____

Email Address: -----

Date of Birth: _____

Father's Name: _____

Mother's Name: _____

1. Indicate (check) the office(s) you wish to apply for:

Regional Office

State Office

North Atlantic Region International Vice President

International President

2. Indicate (check) which State Office position(s) you would prefer to be nominated for:

President

Executive Vice President

Vice President of Communications

Vice President of Finance

Vice President of Competition

Signature Section

(This section must be returned with your application by DECEMBER 20, 2019)

Below is a list of required meeting(s) you must attend. Read through the list and sign below, along with all other parties signatures that are required:

Required Activities/Days:

Failure on your part to attend as outlined will result in removal from office!

SKYPE IS NOT CONSIDERED PARTICIPATION!

<u>Activity</u>	<u>Number of Days</u>
Spring Board Meeting	2
Executive Council Training Session	2
Fall Board Meeting	2
NEW YORK DECA Fall Conference-if held	2
Winter Board Meeting	2
North Atlantic (Southern) Regional Conference	4
State Career Conference Planning Meeting(s)	2
State Career Conference	4
International Career Development Conference	5
Spring Board Meeting	2

Student

I verify that I meet the qualifications for the office that I have indicated on my application as outlined in the New York DECA Rules, Regulations and Bylaws. I agree to fulfill all duties and abide by all rules as outlined in the New York DECA Constitution, Officer Training Guide, and New York DECA Code of Conduct. I realize that I may forfeit my office if I fail to attend any meetings required of State Officers/or fail to answer any written communications sent to me by a member of the Board. I have reviewed the calendar dates for all activities and certify I am able to meet the date commitment.

Signature of Student: _____

Print Name: _____

To the Principal

Your signature below is respectfully requested, certifying that, in your opinion the student whose name appears on this application is qualified for the office desired and that you grant permission for your student to be excused from classes when necessary for travel and the performance of the duties of this office.

*****The home school Principal, Advisor or school employee designee will be responsible for making all travel arrangements and accompanying* said state officer to any and all required New York DECA events, to include, *but not limited to*: , Board meetings, SCC planning session, Officer training, Summer Leadership Camp, Fall Conference, Narcon/SoNar, SCC, ICDC or where ever and when ever the State Officer from their home school is required to be present.**

Failure on the part of the home school advisor or designee to agree to these terms will cause the officer candidate not to be able to run for or if elected hold State Office.

- The student officer is required to attend the following activities both as an officer elect and once they take office as a member of the Executive Council. FAILURE on his/her part to attend as outlined will result in the student forfeiting their elected office.
- ***The following activities are outlined in the New York DECA Constitution both for officers and members of the Executive Council.***

<u>Activity</u>	<u>Number of Days</u>
Spring Board Meeting	2
Executive Council Training Session	2
Fall Board Meeting	2
NEW YORK DECA Fall Conference-if held	2
Winter Board Meeting	2
North Atlantic (Southern) Regional Conference	4
State Career Conference Planning Meeting(s)	2
State Career Conference	4
International Career Development Conference	5
Spring Board Meeting	2

Signature of Principal: _____

Print Name: _____

*****New York DECA is not financially responsible for home school advisor, parent chaperone or school designee.***

To the Chapter Advisor

Your signature indicates you believe the candidate is qualified morally, physically, and emotionally for the officer(s) checked above. **Your signature indicates that you as the home school advisor or school appointed designee will be responsible for making all travel arrangements and accompanying* said state officer to any and all required New York DECA events, to include, *but not limited to*: Board Meetings, SCC Planning Session, Officer Training, Summer Leadership Camp, Fall Conference, Narcon/SoNar, SCC, ICDC or where ever and whenever the State Officer from their home school is required to be present.**

Failure on the part of the **home school Principal, Chapter Advisor or school appointed designee** to agree to these terms will cause the officer candidate not to be able to run for or hold State Office.

- The student officer is required to attend the following activities both as an officer elect and once they take office as a member of the Executive Council.
***FAILURE on his/her part to attend as outlined will result in the student forfeiting their elected office.
- The following activities are outlined in the New York DECA Constitution both for officers and members of the Executive Council.

<u>Activity</u>	<u>Number of Days</u>
Spring Board Meeting	2
Executive Council Training Session	2
Fall Board Meeting	2
NEW YORK DECA Fall Conference-if held	2
Winter Board Meeting	2
North Atlantic (Southern) Regional Conference	4
State Career Conference Planning Meeting(s)	2
State Career Conference	4
International Career Development Conference	5
Spring Board Meeting	2

****New York DECA is not financially responsible for home school advisor, parent chaperone or school appointed designee.***

Signature of Advisor:

Advisor Print Name:

Advisor Email:

To the Parent/Guardian:

If your son/daughter is elected, they will be asked to participate in travel. I understand that they must attend all meetings of the New York DECA Officers and New York DECA as outlined. I understand that my child must follow the New York DECA Code of Conduct, New York State Association Constitution and by Laws.

The home school advisor or school appointed designee will be responsible for making all travel arrangements and accompanying* said state officer to any and all required New York DECA events, to include, *but not limited to*: Board Meetings, SCC Planning Session, Officer Training, Summer Leadership Camp, Fall Conference, Narcon/SoNar, SCC, ICDC or where ever and whenever the State Officer from their home school is required to be present. Failure on the part of the home school Principal, Chapter Advisor or school appointed designee to agree to these terms will cause the officer candidate not to be able to run for or hold State Office.

- The student officer is required to attend the following activities both as an officer elect and once they take office as a member of the Executive Council. FAILURE on his/her part to attend as outlined will result in the student forfeiting their elected office.
- The following activities are outlined in the New York DECA Constitution both for officers and members of the Executive Council.

<u>Activity</u>	<u>Number of Days</u>
Spring Board Meeting	2
Executive Council Training Session	2
Fall Board Meeting	2
NEW YORK DECA Fall Conference-if held	2
Winter Board Meeting	2
North Atlantic (Southern) Regional Conference	4
State Career Conference Planning Meeting(s)	2
State Career Conference	4
International Career Development Conference	5
Spring Board Meeting	2

****New York DECA is not financially responsible for home school advisor, parent chaperone or school appointed designee.***

Signature of Parent/Guardian: _____

Print Name: _____

To the School Guidance Counselor

The overall scholastic average of this candidate for the two (2) semesters just completed is: _____.

***An official school transcript indicating that the student is enrolled in a high school **Marketing/Business Education class/sequence** is included with this application.

I know of no situation which would prevent this candidate from carrying out the duties as an officer or which would render the candidate ineligible to participate in co-curricular activities.

Signature of Counselor: _____

Print Name: _____

To the BOCES Or Area Vocation Center Guidance Counselor (if applicable)

The overall scholastic average of this candidate for the two (2) semesters just completed is: _____.

***An official school transcript indicating that the student is enrolled in a high school **Marketing/Business Education class/sequence** is included with this application.

I know of no situation which would prevent this candidate from carrying out the duties as an officer or which would render the candidate ineligible to participate in co-curricular activities.

Signature of Counselor: _____

Print Name: _____

Officer Social Media Policy

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, New York DECA, and your fellow members

The public in general, and New York 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 New York 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 New York DECA.

Controversial Issues

If you see misrepresentations made about New York 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. Above all do not bully anyone at any time on social media!

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 New York DECA stands for.

***Participating in illegal activities such as smoking, drinking, or behavior that is not representative of our professional organization is a direct violation of our Code of Conduct and you will be removed from office.

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 New York DECA Officers. Violation of these policies will result in immediate dismissal from your position as a State Officer.:

- 1) Executive Director and Officer Coordinator has full access to all New York DECA social media pages, including passwords and usernames. State officers may not change passwords..
- 2) The Chairperson and State Advisor will determine what email and phone numbers should be used for these accounts
- 3) State Officers will confirm with the Chairperson and State Advisor that the Chairperson has all of the correct passwords before leaving their office at the end of their term.
- 4) While acting in their official New York 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 will be met with immediate dismissal.
- 5) Any changes to the New York DECA Social Media profiles including but not limited to, bios, header pictures, profile pictures, and links must be approved by the Chairperson.
- 6) Policies related to the posting of content are subject to Chairperson's decision. (i.e., calendar of approved posts).
- 7) Chairperson and State Advisor have final say over any New York DECA social media platforms and postings. Officers are not allowed to begin posting on a new platform without prior permission from the Chairperson.
- 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.

Student Signature

Date

Parent/Guardian Signature

Date

Executive Council Claim Sheet

Attention Candidates:

- All Candidates for office MUST complete this claim form.
- Points are to be claimed based upon your New York DECA participation, as outlined below.
- Attendance at a conference or holding an office may be claimed for each year that you were a member, including this year. The indicated point values may be claimed for each year of your participation. Enter the points claimed in the column to the right of each section.
- If documentation is required, the required documentation is outlined in the point category and must be submitted with this claim form.

*****A Minimum of 60 points required to run for
Executive Council ******

**ANY DELIBERATE ATTEMPT TO CLAIM POINTS NOT
EARNED
WILL RESULT IN DISQUALIFICATION OF THE
CANDIDATE!**

Documentation	Point Value	Points Claimed
1. Attendance at a New York DECA Fall Conference. Power Trip Documentation: copy of registration and/or photo of you at conference	10 points	
2. Attendance at ICDC(International Career Development Conference) Documentation: copy of registration and/or photo of you at conference	15 points	
3. Attendance at a State Career Conference Documentation: room registration and/or photo of you at conference	15 points	
4. Attendance at either Regional Competition or Regional Leadership Program Documentation: letter from Regional Leader indicating date, time, place	10 points for each event	
5. Holding a Chapter Office	10 points	
6. Holding a Regional Office	10 points	
7. Current Member of the Executive Council	10 points	
8. Participate in the Executive Council Community Service Project Documentation: letter from State Treasurer	5 points	
9. Participation in Chapter Community Service Project Documentation: photo of event	5 points	
10. Indicate years as a DECA member	2 Points for each year	
11. Participate in National DECA month promotion Documentation : photo	5 points	
12. Presentation before Civic Group (i.e. Boy Scouts, Chamber of Commerce, Kiwanis, Board of Education) Documentation: Photo or letter from official	10 points for each presentation (up to 20 points)	
13.DECA Exhibit- Ex. Homecoming, Back to School Night, Middle School presentation; Documentation: photo and or letter from official	5 points for each exhibit (up to 10 points)	
14.Material submitted to Social Media minimum of 4 articles Documentation letter from VP Communications10 point	5 points per event	
15. Article submitted to ECC ; Documentation letter from VP	10 points	
16. Recognition for Competitive Event At either SCC or ICDC; Documentation: photo or letter from official	Top 10=5 points 1 – 4 place = 10 points	
TOTAL POINTS CLAIMED:		

Signature of Student:

Signature of Parent:

Signature of Advisor:

Signature of School Official:

NAME _____

Interview Rating Form

Pre-Interview - (10 Points):

Introduced self properly;
stated the office sought;
spoke clearly and forcefully;
physically poised and ready;
stood until invited to sit
down; good first impression

Appearance - (10 Points):

Good color coordination; clothing clean
and well pressed; wore DECA blazer;
hair clean and neat; good posture

Attitude - (10 Points):

Attentive; enthusiastic; self-confident;
socially at ease and comfortable; alert and
responsive; sincere and conscientious;
competitive and open-minded

Professional Manner - (10 Points):

Courteous; poise; ability to take criticism;
ability to remember names; sense of
humor; conversational

Speech - (20 Points):

Proper grammar; good diction; speaks
clearly and smoothly; word selection;
appropriate use of gestures; good eye
contact

Question Responses - (30 Points):

Organization of
answers; precision of
word usage; answers
questions directly and
readily; thinks
questions
through before
answering; answers are

