

New York DECA

State Officer Application:

- **Election Process & Guidelines**
- **Official State Officer Forms**

2023 – 2024

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:

Ms. Letitia Romas
New DECA Board Secretary, Nominations Committee Chair
585-734-6326(cell) OR 585-267-3670 (office)
letitia_romas@pittsford.monroe.edu

As you plan for your campaign, you must consider the whole process you will be entering into:

1. 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 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** at the State Conference. **Current allowance \$300.**
- **The Candidate Briefing Session** is held at the State Career Conference. All candidates and their campaign managers are required to attend.

2. CAMPAIGN BOOTHS GUIDELINES:

As you prepare your State/National office campaign, remember you have the opportunity of renting a campaign booth for \$20. This form is provided in the forms section of these guidelines.

- 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 candidates 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 affixed 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 Nominations Chair 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
- Any expenses occurred must be listed on your campaign expense sheet
- 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

- 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.

3. PORTFOLIO GUIDELINES:

The portfolio, an option for State Office Campaign materials, must be presented in a standard (designed for 8 ½" 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.

4. NOMINATIONS PROCEDURES: (STATE OFFICER NOMINATION PROCEDURES WILL COMMENCE AT THE STATE CAREER CONFERENCE.)

The applicant will meet with the Nominations Committee for a minimum of two (2) "meetings": a prepared presentation and an interview session:

€ ROUND 1- PRESENTATION GUIDELINES

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

- This presentation should be tailored to the office for which the applicant is running
- 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.
- No more than three (3) standard sized posters not to exceed 22 ½ inches by 30 ½ 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 (laptops, easels, etc.)
- No items of monetary value may be handed to the committee or left with the nomination committee.
- Dispensing food or drinks is not allowed
- No internet is provided for presentations

€ ROUND 2-INTERVIEW GUIDELINES

The second round of caucusing will provide the Nominations Committee with the opportunity of asking each applicant the same prepared questions. The time slot for the interviews will be chosen at the Candidate Briefing Session on Wednesday afternoon at the State Conference.

Please be advised: the selection of times for interviews will be based on the date of receipt of your application.

- Interviews take place on Thursday morning at the State Conference. 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 slotted if qualified

- The slate will be posted at 2:00 p.m. at the Box Office.

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.
- All materials, conversations and deliberations regarding the slating and endorsement of candidates are confidential. In order to enforce this confidentiality with the **Confidentiality Statement (see guidelines below)** that must be completed and turned in at the State Career Conference to the Nominations Committee Chair at the Candidate Briefing Session.

Statements of Confidentiality

Candidates: (signed and turned in when applying)

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: (signed & turned in before presentations & interviews begin @ State Conference)

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.

5. MEET THE CANDIDATE'S SESSION PROCEDURES:

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:

- Arrive ½ hour before session begins
- 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
- The candidates will be seated on stage and called to the podium 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 timekeeper will stand in front of the candidate at the time limit has expired stand; 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 timekeeper will stand in front of the candidate at the time limit has expired; 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 you 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.

6. CLOSING SESSION & THE SPRING BOARD MEETING

If elected, you must attend the Closing Session and assist in the presentation of the awards and the Spring Board Meeting – NO EXCUSES!

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

7. OTHER CONSIDERATIONS:

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.

Reimbursement Policy

Elected New York DECA State Officers are reimbursed for 50% of their expenses not covered by their school district or chapter during their term of office, upon the completion of their officer duties and responsibilities. New York DECA does not reimburse the cost of the chaperone accompanying the State Officer.

National Office

IF YOU ARE CONSIDERING RUNNING FOR NATIONAL OFFICE YOU WILL NEED TO REQUEST PERMISSION FROM THE NEW YORK DECA BOARD OF TRUSTEES AT THE ANNUAL WINTER MEETING IN JANUARY

CANDIDATES FOR EXECUTIVE COUNCIL (STATE OFFICER) INFORMATION

If any Chapter/Student wishes to run a candidate for office, there have been changes to the Nomination Procedure for this year:

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:

- 1) **Three Letters of Recommendation** All on appropriate letterhead and should be longer than a one sentence statement endorsing the candidate. These letters must be detailed letters of endorsement, citing specific examples of the candidate's qualifications.
 - a. Letter # 1 must be from the **DECA Advisor** of the applicant's school
 - b. Letter # 2 must be from a **teacher, administrator, or guidance counselor** from the applicant's school
 - c. 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. Letters from relatives (mother, father, etc.) fellow Chapter members/school friends, alumni members are not acceptable.
- 2) **An official School Transcript**
- 3) **A Resume that discusses your qualifications** and includes:
 - a. What your goals are if elected as a New York DECA State Officer?
 - b. What are your hopes and dreams if elected as a New York DECA State Officer?
 - c. How would DECA be better off if you served as a New York DECA State Officer?

ALL DOCUMENTATION **MUST BE RECEIVED BY JANUARY 8, 2024**

REMINDER: Documentation that must be received on your application to be complete are the following:

- Three letters of recommendations
- Transcripts
- Resume
- State Officer Candidates Application Form
- Executive Council (State Officer Candidates) Point Claim Form **with documentation** as outlined on the form
- Signature Pages:
 - Campaign Expense Sheet
 - Confidentially Statement
 - Web/Video/Photographic Release Form
 - Campaign Booth Reservation Form & \$20 fee to reserve it
 - Acknowledgement/Signature forms signed by student, parent, chapter advisor, principal, counselor
 - Social Media Policy signed form

All supporting materials, application, letters and required forms as outlined in the state officer packet can be submitted:

- Scanned and emailed to: letitia_romas@pittsford.monroe.edu

DEADLINE IS January 8, 2024 – NO EXCEPTIONS

Checklist:

Use this to keep track of all the documentation you need to scan & email to have a complete application.

- € Three letters of recommendations
- € High school transcripts
- € Resume

Required Forms:

- € Campaign Expense Sheet (*Forms-Page 1*)
- € Confidentially Statement (*Forms-Page 2*)
- € Web/Video/Photographic Release Form (*Forms-Page 3*)
- € Campaign Booth Reservation Form & \$20 fee to reserve it (*Forms-Page 4*)
- € Social Media Policy signed form (*Forms-Page5- 6*)
- € Acknowledgement/Signature forms signed by student, parent, chapter advisor, principal, counselor (*Forms-Pages 7 – 11*)
- € Executive Council Claim Sheet (w/documentation) (*Forms-Page12*)
- € State Officer Application (*Forms-Pages 13-15*)

Email all scanned documents, forms, etc. to:

letitia_romas@pittsford.monroe.edu

by January 8, 2024

NEW YORK STATE DECA OFFICER CANDIDATE EXPENSE SHEET SUMMARY

(Submit receipts for this list to Nominations Chair at the State Conference)

CANDIDATE NAME: _____

DATE: _____

ITEMIZED EXPENSES

COST:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

TOTAL EXPENSES: _____

(This must be received by **January 8, 2024)**

NEW YORK STATE DECA OFFICER CANDIDATE

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 Signature & Title: _____

Date: _____

This must be received by **January 8, 2024**

NEW YORK STATE 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 January 8, 2024

NEW YORK STATE DECA

CAMPAIGN BOOTH RESERVATION FORM

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 **January 8, 2024**:

Letitia Romas

1 Arrowhead Road

Pittsford NY 14534

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.

(cut here and return)

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:

NEW STATE DECA 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. Do not say anything contradictory or in conflict with the New York DECA website. Do not 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 fishbowl – 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.

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NEW STATE DECA OFFICER SOCIAL MEDIA POLICY (CONTINUED)

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.

Executive Director and Officer Coordinator has full access to New York DECA social media pages, including passwords and usernames. State officers may not change passwords.

The Chairperson and State Advisor will determine what email and phone numbers should be used for these accounts

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.

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.

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.

Policies related to the posting of content are subject to Chairperson's decision. (i.e., calendar of approved posts).

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. 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:** _____

SIGNATURE SECTION: (Must be completed and submitted with application by **January 8, 2024**)

STUDENT SIGNATURE FORM:

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 act in a responsible manner at any New York DECA functions. I have reviewed the calendar dates for all activities and certify I am able to meet the date commitment.

Failure on your part to attend as outlined can result in removal from office.

<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
Power Trip	4
State Career Conference Planning Meeting(s)	2
State Career Conference	5
International Career Development Conference	5
Spring Board Meeting	2

Student Signature: _____

Date: _____

Student Printed Name: _____

PRINCIPAL SIGNATURE FORM:

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, Fall Conference, Power Trip, 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.

Activity	Number of Days
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
Power Trip	4
State Career Conference Planning Meeting(s)	2
State Career Conference	5
International Career Development Conference	5
Spring Board Meeting	2

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

Signature of Principal: _____

Principal Print Name: _____

Date: _____

CHAPTER ADVISOR SIGNATURE FORM:

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, Fall Conference, Power Trip, 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 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.

Activity	Number of Days
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
Power Trip	4 (optional)
State Career Conference Planning Meeting(s)	2
State Career Conference	5
International Career Development Conference	5
Spring Board Meeting	2

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

Signature of Chapter Advisor: _____

Chapter Advisor Print Name: _____

Chapter Advisor Email: _____

Date: _____

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PARENTS SIGNATURE FORM:

To the Parent(s)/Guardian(s)

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 Sate 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, Power Trip, 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 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
Power Trip	4 (optional)
State Career Conference Planning Meeting(s)	2
State Career Conference	5
International Career Development Conference	5

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

Signature of Parent: _____

Parent Print Name: _____

Date: _____

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COUNSELOR SIGNATURE FORM

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/CTE 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: _____

Counselor Print Name: _____ DATE: _____

OR

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: _____

Counselor Print Name: _____ DATE: _____

CANDIDATE NAME:

NEW YORK DECA 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. Any deliberate attempt to claim points not earned will result in disqualification of the candidate

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*

***Please note acceptable forms of documentation for various claims ***	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 <u>and/or</u> photo of you at conference	15 points	
3. Attendance at a State Career Conference: Documentation: room registration <u>and/or</u> 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 <i>Executive Council Community Service Project</i>	5 Points	

Documentation: letter from VP of Finance		
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) 10 Points for each presentation (up to 20 points) Documentation: Photo <u>or</u> letter from official	10 to 20 points	
13. DECA Exhibit- Ex. Homecoming, Back to School Night, Middle School presentation Documentation: photo <u>and/or</u> 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 Communications	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 <u>or</u> letter from official	Top 10= 5 pts 1-4 = 10 points	
TOTAL POINTS CLAIMED		

NEW YORK DECA STATE OFFICER APPLICATION

(This must be received by **January 8, 2024**)

Please type all information.

Candidate Name:

Graduation Year:

DECA Chapter:

DECA Advisor Name:

DECA Advisor Email:

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

3. List your achievements including offices held and accomplishments made *within* DECA:

4. List your accomplishments in the community and civic activities *other* than those within DECA

5. Write one (1) statement, in paragraph form, about plans you would like implemented and/or goals you would like to pursue if elected a New York DECA State Executive Officer:

6. Briefly explain your college and career goals: