**Nebraska DECA**

**State Officer Candidate Application Packet**

Congratulations! You’ve taken the first step toward becoming a Nebraska DECA State Officer. An officer’s year is one of exciting challenges, fantastic opportunities and life-long friendships. Please review the information in this packet carefully and be sure you’re ready to accept the responsibilities of the office before you commit to running. **Remember, forms are due to the Nebraska DECA office no later than January 13th, 2023. Don’t delay!**

**Items to submit to Nebraska DECA by January 13, 2023:**

* SO-1 – State Officer Candidate Application
* SO-2 – Advisor’s Statement
* SO-3 – State Officer Acceptance Contract
* SO-4 – Conduct /Procedures Code Form
* SO-5 – Print and Web Media Release Form

**State Officer Time Commitments**

February 4, 2023 State Officer Screening, Lincoln, NE

March 16-17, 2023 State Career Development Conference, Lincoln, Nebraska

March 30-April 1, 2023 ICDC PREP

April 22-25, 2023 International Career Development Conference, Orlando, FL

May 30- June 1, 2023 State Officer Leadership Academy, Ashland, NE

July, 2022 Board of Directors Meeting

October TBD, 2023 Fall Leadership Conference – Pre-Conference and Conference, Omaha, Nebraska

November TBD, 2023 Fall Invitational, Omaha, NE

February TBD 2024 State Career Development Conference Planning/State Officer Screening

March 14-15, 2024 State Career Development Conference, Lincoln, NE

\*DO NOT Commit to running for office unless you can meet the above attendance requirements! Officers who are unable to meet the commitments of their offices may be required to forfeit their office. If you have any questions about campaigning, be sure to ask your advisor or refer to the State Officer presentation on the website.

###### \*\*\*ALL DATES SUBJECT TO CHANGE\*\*\*

###### State Officer Duties

**Candidates will be slated into a President, Secretary or a Vice Presidential slot. At state conference, VP candidates will NOT run for a specific VP position, they will run simply for a VP spot. The newly elected state officer team will determine roles at the State Officer Retreat.** *\*Official election procedures and sample ballot will be provided to candidates and advisor after screening.*

**Duties of all Officers**

The duties of all members of the Nebraska DECA State Officer Team include, but are not limited to:

- Assisting in the development of the annual program of work for the state officer team

- Attending the International Career Development Conference following their election to office

- Attending all state officer training workshops/seminars as scheduled by the State Advisor

- Planning meetings and events as requested by local advisors and state advisor

- Assisting in planning and conducting the Fall Leadership Conference, and State Career Development Conference

- Communicating with other state officers in a timely and professional manner

- Serving as Nebraska DECA's official representatives at various Marketing Education/DECA functions

- Communicating with DECA chapters/local advisors by telephone and mail

- Gathering and writing newsletter articles and press releases to local news agencies

- Serving as a resource speaker for chapter leadership activities

- Making personal phone calls to confirm business participation

- Completing other duties as assigned

**Duties of the State President**

The duties of the President of Nebraska DECA include, but are not limited to:

- Conducting meetings of the state officer team not presided over by the state advisor

- Presiding over and conducting delegate assemblies

- Coordinating state officer team program of work activities

- Maintaining ongoing communication with the state advisor and the state officer team

- Calling special meetings in consultation with the state advisor

- Serving as the official representative of the state officer team

**Duties of the Secretary**

The duties of the Secretary of Nebraska DECA include, but are not limited to:

- Preparing and issuing minutes of all official meetings in a timely manner

- Issuing official correspondence at the request of the state advisor

- Compiling records of award winners

- Counting and recording delegate assembly and business meeting votes for the official record

# Duties of the Vice President-Alumni/Collegiate DECA

- Serving as liaison to the Alumni division and all Nebraska Collegiate DECA chapters

- Attending meetings of the Alumni division and all Nebraska Collegiate DECA chapters

- Creating outreach programs to high schools

- Maintaining a database of high school seniors interested in post-graduation involvement

- Promote Alumni and Collegiate DECA through the Nebraska DECA web site, the DECA newsletters, and at statewide conferences such as the Fall Leadership Conference and State Career Development Conference

- Conduct workshops in conjunction with Collegiate DECA and Alumni chapter officers to promote involvement to graduating seniors

**Duties of the Vice President-Business Partnerships**

The duties of the Vice President-Business/Industry Relations include, but are not limited to:

- Serving as a liaison to the Nebraska DECA Board of Directors

- Making personal phone calls and visits to receive and confirm business participation

- Assisting with the judges recruitment efforts for the State Career Development Conference

- Assisting in the planning of the judges appreciation session(s) at the State Career Development conference

- Assisting the state advisor in planning partnership visits by the state officer team to leading Nebraska businesses

**Duties of the Vice President-Membership Services**

The duties of the Vice President-Membership Services include, but are not limited to:

- Assisting the state officer team and state advisor in the development of membership recruitment activities and materials

- Coordinating the Distinguished DECA Member and Chapter of the Month programs (appointing review committee, meeting monthly to decide winners, writing synopsis paragraphs for the web page)

- Serving as assistant to any International DECA officer candidate from Nebraska

- Assisting in the planning of state meetings at regional and national conferences

- Encourage/mentor potential State Officer candidates

**-** Working with the Alumni Chairperson to coordinate all recruitment and retention activities

**Duties of the Vice President-Communications**

The duties of the Vice President-Communications include, but are not limited to:

- Maintain updates and posts to various social media sites

- Gathering news from local chapters for use in press releases and for publication in state and national media

- Providing articles of particular interest to the DECA ***Direct***newsletter editor

- Collecting articles prepared by the state officer team for the state newsletter, and the state web site, editing them for content and readability, and forwarding the articles to the state office for publication

- Contacting state officer team members regarding assignments and responsibilities relative to the state newsletter, and the state web site ([www.nedeca.org](http://www.nedeca.org))

- Gathering news from local chapters for inclusion on the state web site/social media

- Writing articles and developing content for the state web site

- Targeting outdated information and assuring its removal from the web site

- Reviewing the DECA Inc. website ([www.deca.org](http://www.deca.org)) for national and international information

- Acting as official photographer and/or obtaining photographs of meetings of the state officer team and state DECA activities for use in media presentations and the state and national publications

**SO1**

**Nebraska DECA Officer Candidate**

##### Application

**(Please type or print using ink)**

Name

(Last) (First) (Middle)

Date of Birth Male Female Other**\_\_\_\_**  School Grade

Candidate Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address City ZIP

Candidate E-Mail Address

Parent/Guardian Names:

Home Phone Parent/Guardian Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you became an active DECA Member

**Attach resume** containing the following information: Name, School, DECA activities, offices held, committee memberships, honors received, chapter event participation, and other youth, civic, social, class, or church group information.

What skills do you currently have that would make you effective as that state officer? Give specific examples or situations where you have displayed these skills.

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**Uniform Sizes**

**MEN**

**Blazer Size** (34-50, short, regular, or long) **\_\_\_\_\_\_\_\_\_\_ Slacks \_\_\_\_\_\_\_\_\_\_ Shirt \_\_\_\_\_\_\_\_\_\_ Shoe \_\_\_\_\_\_\_**

**T-shirt/Polo size** (circle one)**: S M L XL XXL**

**WOMEN**

**Blazer Size** (6-20, regular or tall) **\_\_\_\_\_\_\_\_\_ Skirt \_\_\_\_\_\_\_\_ Slacks \_\_\_\_\_\_\_ Blouse \_\_\_\_\_\_\_\_\_ Shoe \_\_\_\_\_\_\_**

**T-shirt / Polo size** (circle one)**: S M L XL XXL**

**SO2**

**DECA Officer Candidate**

**Advisor's Statement**



Full name of candidate

Applicant is enrolled in Marketing/Business Education during the school years of: (please specify)

Why would you recommend this applicant for an office? Please explain your recommendation.

\*\*can attach recommendation to the back of this application\*\*

The above named student is doing satisfactory work and is in good standing in all classes. He/she has maintained at least a "C" average (2.0 out of 4.0 scale) in his/her schoolwork based on last semester and so far this semester.

I recommend him/her as a candidate for office.

(Date) (Advisor signature)

**Administrator's Permission Statement**

I understand that is an applicant for a DECA State Office. This student will attend a state officer screening session prior to the State Career Development Conference. If this student is determined to be eligible to run for a State DECA Office, he/she will be notified prior to the State DECA Conference.

If elected, the state DECA activities will take the student out of school for eight to ten school days during the school year, unless the candidate's local school responsibilities are jeopardized by his/her state assignments and duties.

The above named student is doing satisfactory work and is in good standing in all classes. He/she has maintained at least a "C" average in his/her schoolwork based on last semester and so far this semester.

I recommend this person as a candidate for Nebraska DECA state office.

(School Administrator's Signature)

(Title)

**SO-3**

**Nebraska DECA**

**State Officer Candidate Acceptance Contract**



By signing below, I give assurance that I understand the duties and time commitments for which I am responsible if elected to state office. I have investigated **all** potential time conflicts (sports teams, special events, extra-curricular activities, employment commitments, and other activities such as Boy's/Girl's State, ACT/SAT tests, etc.). Based on this investigation, I agree that I can and will fulfill all state officer duties. I understand that failure to do so means removal from my office.

Duties of a Nebraska DECA state officer include as a minimum: attendance at the state officer training session(s), active participation at required conferences (International CDC, Fall Leadership Conference, State CDC), participation in planning meetings scheduled throughout the year, and timely, businesslike communications (newsletters, correspondence, forms and reports).

I have read and will comply with all stipulations for state office as detailed in the State Officer section of the Nebraska DECA Chapter Advisors Handbook. Should I fail to complete the duties of my office, I know that I will be subject to removal from state office.



State Officer Candidate Signature

Date

I have read the above information and the related pages from the State Officer section of the Nebraska DECA Chapter Advisors Handbook. I agree to these provisions and understand that failure to meet the obligations will subject the candidate to removal from office.

Parent/Guardian Signature Date

Local Chapter Advisor Signature Date

**SO4**

**Nebraska DECA State Officer**

##### Conduct/Procedures Code

**Nebraska DECA requires each state officer candidate to read and complete this form and return to the state office as partial completion of his or her state officer application process.**

1. Appropriate dress of businesslike attire will be expected. Official dress or uniform will be worn at all state approved activities, meetings or conferences.

2. There shall be no defacing of property. Any damages to any property or meeting rooms or conference locations must be paid by the individual responsible and may subject the individual to criminal prosecution.

3. State officers shall keep their state advisor informed of their official activities and whereabouts at all times.

4. State officers shall be prompt and prepared for all official activities.

5. State officers must be in their sleeping rooms and quiet at curfew. The state advisor will establish curfew.

6. No alcoholic beverages or narcotics in any form shall be possessed at any time, under any circumstances while representing the local school and Nebraska DECA. Possession of such substances may subject the individual to criminal prosecution.

7. Gambling of any nature is prohibited.

8. Conviction of a crime, other than a minor traffic violation, constitutes cause for removal from office.

9. No use of tobacco products will be permitted while representing the local school and DECA.

10. State officers are required to attend all assigned activities such as workshops, competitive events, committee meetings, delegate assemblies, state officer meetings, etc. If a state officer cannot fulfill an assignment, due to an emergency, the state advisor must be notified immediately.

11. Identification badges will be worn at all times while serving in an official capacity as a state officer.

12. Conduct not representative of an education organization is prohibited. Such conduct includes action disrupting a businesslike atmosphere, association with non-conference individuals or activities that endanger self/others. This includes on social media.

13. State officers are directly responsible to the state advisor. A state officer may also work closely with his/her chapter advisor in activities and assignments.

14. All official correspondence as a state officer must be sent to the state advisor. All correspondence mailed by the state officer should be proofread.

15. The state advisor will use his/her discretion in calling on a state officer (past or present) to represent the organization.

16. Education always takes precedence. State officers must plan accordingly so that problems do not occur.

17. Official travel by a Nebraska state officer must have approval from the state advisor and may require chapter advisor, school official, and parent/guardian approval.

18. When expenses are paid by the state organization, reimbursement will be made directly to the state office**r** after submission of an expense reimbursementform.

19. An uptodate itinerary must be prepared and left with parents, local advisors and the state office staff.

20. A travel authorization form may be required before any travel.

21. Possession or use of a weapon is prohibited.

22. State officers engaging in sexual harassment, abusive language, ethnic/racial slurs, or conduct unbecoming an officer, will be disciplined and/or removed from office by the DECA Board of Directors.

**Procedures**

1. The state officer shall be responsible to the state advisor while serving in the capacity of a state officer.
2. Officers violating the conduct code will be dealt with by the state advisor in cooperation with the local advisor and local school administration and the policy making body for the Nebraska DECA. The officers may be sent home at their own expense and/or removed from office.

"I have read and fully understand the Nebraska DECA State Officer Conduct/Procedures Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines."

Date State Officer Signature

We approve the student named above to attend state approved DECA activities. We agree to the provisions as stipulated in the Conduct/Procedures Code.

Parent/Guardian's Signature Advisor's Signature

Home Phone # Home Phone #

Work Phone # Work Phone #

# 

# Officer Code of Leadership

*DECA has established attributes and values that explain the priorities and standards of our organization. These are competence, integrity, innovation, and teamwork. DECA is entrusting you to uphold these priorities and standards. Failure to abide by these codes of leadership could result in immediate resignation from your office.*

**Competence/Integrity**

* I shall apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, democratic styles, maintaining enthusiasm and involvement, and conflict resolution through open communication.
* I shall carry out my duties and responsibilities to the best of my ability.
* I shall be prompt and prepared at all times.
* I will always conduct myself in a professional manner as a representative of DECA.

**Innovation**

* I agree to be an active, prepared member of my State Officer Action Team.
* I shall work with my team to establish our goals for the year based on NE DECA and International DECA initiatives.
* I agree to contribute to accomplishing my individual and team goals to the best of my ability.

**Teamwork**

* I shall wear appropriate coordinated attire with the rest of my State Officer Action Team while attending official DECA events.
* I will exhibit integrity in all that I do that represents NE DECA and my fellow State Officers.
* I shall immediately remove myself from all situations that could compromise my professional image and the image of my State Officer Action Team
* I shall keep the NE DECA staff informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in her charge.
* I shall attend all **required** NE DECA conference activities, unless I receive prior approval from state staff to be absent.
* I shall keep my local chapter advisor and parents informed of all official correspondence.

***I have read and fully understand the Nebraska DECA State Officer Code of Leadership and agree to comply with these guidelines. I understand the necessity of these rules for the success of the state association. Furthermore, I am aware of the consequences that will result from violations of any of these regulations.***

|  |  |
| --- | --- |
| **State Officer/Candidate Name (Print)** | **Chapter Name (Print)** |
| **State Officer/Candidate Signature** | **Advisor Signature** |
| **Parent’s Name (Print)** | **Parent’s Signature** |

**SO5**

###### *Print and Web Media Release Nebraska DECA*



Name

School

We agree to allow publication of photographic and information releases about the individual named above. Media may include, but not be limited to conference programs, conference materials, the DECA website, [www.nedeca.org](http://www.nedeca.org), DECA newsletters and pre- and post-conference mailings.

Signature Date

Parent/Guardian Signature Date

Local Advisor Date

Scan and email completed forms to: [maggie.schneider@nebraska.gov](mailto:maggie.schneider@nebraska.gov), [mary.janssen@nebraska.gov](mailto:mary.janssen@nebraska.gov)

**Nebraska DECA   
State Officer Travel Authorization Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please complete this form TWO WEEKS BEFORE each scheduled meeting,**  Save as PDF or JPG**: LastName\_Event** | | | | | | | | |  | | | | | | |
| Name |  | | | | | | | | | | | | | | |
| Activity | |  | | | | | | | | | | | | | |
| Activity Date | | |  | | | | | | | | | | | | |
| Location | |  | | | | | | | | | | | | | |
| Mode of Transportation | | | | | |  | | | | | | | | | |
| Approximate Time of Arrival | | | | | | | |  | | | | | | | |
| Accompanying Person(s) | | | | | | |  | | | | | | | | |
| We understand that the activity will convene at approximately | | | | | | | | | | | | |  | | |
| We understand that the activity adjournment is approximately | | | | | | | | | | | |  | | | |
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| ***We, the undersigned, understand that the above-named individual will be in attendance at the stated activity. We give our approval for this individual’s participation. We agree to the provisions as stipulated in the Conduct Code. We agree not to hold Nebraska DECA or any of its agents liable for any accident, illness or injury to this individual during participation in state organization approved activities or functions and necessary travel to and from those sites.*** | | | | | | | | | | | | | | | |
|  | | | | | | | | | |  |  | | | | |
| State Officer’s Signature | | | | | | | | | |  | School Official’s Signature | | | | |
|  | | | | | | | | | |  |  | | |  |  |
| Date | | | | | | | | | |  | Home Phone | | |  | Work Phone |
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| Parent/Guardian’s Signature | | | | | | | | | |  | Date | | | | |
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| Home Phone | | | |  | Work Phone | | | | |  | Chapter Advisor's Signature | | | | |
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| Date | | | | | | | | | |  | Home Phone | | |  | Work Phone |
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| State Advisor Signature | | | | | | | | | |  | Date | | | | |
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| Date | | | | | | | | | |  |  | | | | |

**Nebraska DECA**

**State Officer Candidate Study Guide**

**General DECA Information**

A. DECA’s Mission is

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

B. DECA prepares the next generation to be

1. Academically Prepared
2. Community Oriented
3. Professionally Responsible
4. Experienced Leaders

C. There are 19 individual series event areas for DECA competition. They are as follows:

1. **Principles of Business Management and Administration**
2. **Principles of Finance**
3. **Principles of Hospitality and Tourism**
4. **Principles of Marketing**
5. **Accounting Applications Series**
6. **Apparel and Accessories Marketing Series**
7. **Automotive Services Marketing Series**
8. **Business Finance Series**
9. **Business Services Marketing Series**
10. **Entrepreneurship Series**
11. **Food Marketing Series**
12. **Hotel and Lodging Management Series**
13. **Human Resources Management Series**
14. **Marketing Communications Series**
15. **Quick Serve Restaurant Management Series**
16. **Restaurant and Food Service Management Series**
17. **Retail Merchandising Series**
18. **Sports and Entertainment Marketing Series**
19. **Personal Finance Literacy**

**DECA Association Information**

A. The four membership divisions of DECA are as follows:

1. High school

2. Collegiate

3. Alumni

4. Professional

B. The international headquarters for DECA, Inc. is located in Reston, Virginia.

C. The Executive Director of DECA is Frank Peterson

D. For the United States and Canada, DECA is divided into four regions. These regions operate independently from one another, hosting their own regional conferences, etc. The regions are as follows:

1. Central Region (Nebraska is in the Central Region.)

2. North Atlantic Region

3. Western Region

4. Southern Region

E. The thirteen states of the Central Region are:

Illinois

Indiana

Iowa

Kansas

Minnesota

Missouri

Nebraska

North Dakota

Ohio

South Dakota

Wisconsin

Kentucky

Michigan

G. The members of the 2022-2023 National DECA Officer Action Team, high school division, are:

2. Ross Motter, Central Region VicePresident

3. Danielle Poulin, Western Region Vice-President

4. Hadley Brown, Southern Region VicePresident

H. DECA's National Advisory Board (NAB) is made up of businesses and corporations from all over the country. Many of these NAB members exhibit informational booths at state, regional, and national conferences. Also, NAB members sponsor several of DECA’s competitive events. Otis Spunkmeyer, Chipotle, H&R Block, Marriott, Men’s Wearhouse, Universal Orlando, and Walgreens are all NAB members.

I. The 2023 International Career Development Conference will be held in Orlando, FL.

J. The theme for the International DECA year is **Get the Edge.**

**Nebraska DECA Information**

A. The members of the 2022-2023 Nebraska DECA State Officer Action Team are:

* + President- MacKenzie Mabus
  + Secretary- Audrey Lammie
  + Vice President Business Partnerships- Vincent Timberlake
  + Vice President-Communications- Ava Zuerlein
  + Vice President-Membership Services- Anna Brant
  + Vice President-Alumni/Collegiate DECA- Sadie Kottich

B. The annual State Career Development Conference is being held at the Cornhusker Marriott Hotel and Conference Center in Lincoln, Nebraska on March 16 and 17 2023.

C. The Nebraska DECA web site address is [www.nedeca.org](http://www.nedeca.org).

##### Speech Topics

Listed below are two speech topics. You will choose one (1) of these and prepare a **two to three** minute speech on this topic. You may use notes or index cards during the speech.

Please keep in mind that your speech will be evaluated on the following:

* Creativity
* Accuracy of information
* Interesting and unique content
* Overall quality of delivery

**Speech Topic #1**

You are a DECA State Officer. Your local high school has invited you to speak to the sophomore class about DECA. You may choose either the state theme of “Route to Success” or the national theme of “Get the Edge” as the basis of your speech.

You should keep in mind that your audience knows little about DECA. Also, you should address this from the standpoint that these students are all prospective members for the next year.

You are given no less than two (2) minutes and no more than three (3) minutes for your speech.

**Speech Topic #2**

You are the president of your local DECA chapter. You have been asked by a local chamber of commerce to speak about DECA. You will be presenting to a group that may be as few as 15 or as many as 100. You will want to explain DECA to those who may not be familiar with the organization, describe the purpose of the organization (locally and at the state and national levels), and offer opportunities for them to become involved with your chapter.

You will be given no less than two (2) minutes and no more than three (3) minutes for your speech.