



State Officer Application Packet for Elected and Selected Officers

*Revised August, 2011
Please read all information carefully.*

GUIDELINES FOR ELECTIVE OFFICE

Each officer candidate for the five elected positions must meet the following:

- Be an active member in good standing of both Ohio DECA and National DECA.
- Have a cumulative grade point average of at least 2.5, based on a 4.0 system, for the previous four completed semesters.
- **Complete the Intent to Screen form, the Participant Media Release form AND the Campaign Guidelines Signature form should all be faxed to Ohio DECA (FAX: 614-728-6176) by October 7, 2011.**

*ALL three of these forms **MUST** be submitted by October 7, 2011, in order for you to interview at the Ohio DECA Officer Screening. **Failure to submit these forms prior to screen will result in your elimination to screen.***

- **Bring the Application for Ohio DECA Office Signature form and the Academic Information (transcript) form to screening.**
- Complete an objective test (see Screening section of this document for study information).
- Appear before a nominating committee for a personal interview. This committee is solely responsible for selecting a minimum of two and a maximum of four candidates for each elected office. The committee consists of current state officers and state staff. *Nominations from the floor on the day of the annual leadership conference are not permitted.*
- During the interview session, the candidate will present a prepared answer for a question. The topic for this question is **“Describe DECA’s guiding principles and how they achieve DECA’s mission. Give one example of a DECA activity or project you have completed that helped you to develop skills that you will use in the future. Provide specific details of how the project helped you.”** The student may use notes if she or he chooses. This interview session also includes impromptu questions related to DECA, Marketing Education, future plans, current activities, leadership characteristics, teamwork and state officer responsibilities.

The officer candidate will have five minutes to answer this question.

NEW THIS YEAR

- The final process for the Ohio DECA Officer Screening will include a self-introduction that will be video-taped live on-site at the screening by Ohio DECA Staff. The self-introduction speech will be a 60 second (1 minute) or less explanation of who you are, the purpose of why you want to run for office, your qualifications and background for the particular office you are seeking. There will be **NO** platform campaigning statements during the video. (This is similar to the Public Relations Representative introduction that is in the Ohio DECA Competitive Events Guide, however, you will not be graded or scored.) The student may use notes if she or he chooses.

Once all the officer candidates videos are taped at screening and the official candidates are announced to campaign at the Ohio DECA Fall Leadership Conference, the videos will be placed on the Ohio DECA web site under the Ohio DECA Fall Leadership Conference area for all members to view the videos to grasp a better concept of who is running for office prior to campaigning at the conference.

The Intent to Screen form, Application for Ohio DECA Office Signature form, Academic Information form, Participant Media Release form and the Campaign Guidelines Signature form are all included in this section.

OHIO DECA STATE OFFICER RESPONSIBILITIES

- Officers for Ohio DECA shall be elected by simple majority of the voting delegates present at the appropriate election session at the annual leadership conference. The elected offices shall consist of a President, a Secretary/Treasurer, an Executive Vice President of Community Outreach, an Executive Vice President of Marketing and an Executive Vice President of Leadership Development. Those persons selected by competition at the leadership conference shall also become state officers. Those selected offices shall consist of a Parliamentarian and a Public Relations Representative. The duties of all officers shall be as described in the By-Laws of the Constitution.
- It is the president's duty to preside at all official Ohio DECA meetings; to preside at the Ohio DECA Executive Council meetings in the absence of the chairperson; and to be available, at the request of the Ohio DECA State Advisor, to promote Ohio DECA's general welfare.
- It is the executive vice president's duty to serve in any capacity as directed by the president; and represent their designated office at the Ohio DECA Executive Council meetings; to obtain articles for the Ohio DECA website; and to be available, at the request of the Ohio DECA State Advisor, to promote Ohio DECA's general welfare.
- It is the secretary/treasurer's duty to serve in any capacity as directed by the president; to record the proceedings of all official Ohio DECA meetings; and to be available, at the request of the Ohio DECA State Advisor, to promote Ohio DECA's general welfare.
- It is the parliamentarian's duty to advise the presiding officer and other members on points of parliamentary procedure; to watch for irregularities in parliamentary procedure and call them to the attention of the chair; to be prepared to explain any irregularity and its effect on the rights of members; and to be available, at the request of the Ohio DECA State Advisor, to promote Ohio DECA's general welfare.
- It is the public relations representative's duty to develop promotional materials for Ohio DECA; to maintain and improve the Ohio DECA website; and to be available, at the request of the Ohio DECA State Advisor, to promote Ohio DECA's general welfare.

In addition to the duties described, state officers are **required** to participate in the following:

- Fall Leadership Conference (November 8, 2012)
- Fall Leadership Planning Meetings (June 5 - 6, 2012, October, 2012*)
- Ohio DECA Executive Council Meetings (December 5 – 7, 2011, June 6, 2012)
- Ohio CDC Planning Meetings (December 5 – 7, 2011; January 19 - 20, 2012; February 27 – 28, 2012)
- Ohio DECA Career Development Conference (March 15 – 18, 2012)
- National DECA Career Development Conference (April 28 – May 1, 2012 – Salt Lake City, Utah)
- State Officer Screening (October, 2012*)

*Dates announced in, 2012

In addition, some officers will be required to serve at the following events:

- District Conferences (January, February, September, October)
- Ohio DECA Summer Leadership Retreat (July)

OHIO DECA STATE OFFICER RESPONSIBILITIES (con't)

- All officers will hold office through November of the year following their election/selection.
- **If any elected or selected officer fails to perform the duties of the office to which elected or selected, as described in the By-Laws of the Constitution, the Ohio DECA Advisor may call for that person's resignation.**
- Transportation to and from all meetings and conferences (from November to November) is the responsibility of the school and the student.
- State officers are **NOT** under the direct supervision of the officer advisor at all times. State officers may be transported by other state officers while at meetings and conferences. **Mature judgment and professional behavior are essential to being a state officer.**



**2011 – 2012 STATE OFFICER
EXPENSE REIMBURSEMENT PROCESS**

Ohio DECA does reimburse most expenses while completing state officer activities. For details on expenses, see list below.

Lodging

Lodging for state officer planning meetings, council sessions, Fall Leadership Conference, Officer Screening, and the Career Development Conference is paid by Ohio DECA.

Mileage

Mileage for state officer activities is reimbursed at \$.45 per mile. Mileage to districts/schools will be reimbursed if pre-approved by State Officer Advisor.

Meals

Officers must pay meals in advance and obtain receipts. Meals (plus gratuity) may not exceed the following:

Breakfast - \$8.00

Lunch - \$12.00

Dinner - \$20.00

Postage

If the local school will not allow mailings through their systems, officers will be reimbursed for postage. A receipt must be provided, and the mailing must be pre-approved by the State Officer Advisor.

Phone

Long distance phone calls (if not allowed by local school) will be reimbursed. A copy of the phone bill must be provided. Each call must include a notation of reason for call and person called.

National Conference

Officers are reimbursed a maximum of \$200.00 (no additional dollars for state winners) for participation at national conference. Payment is made to the advisor after the conference.

This reimbursement is given only if the officer completes assigned activities – attendance at the state meeting, opening and closing sessions (entire session), and competitive event or voting delegate obligations.

Awards Session - Formal Attire

Officers are reimbursed \$80.00 for formal attire for the Ohio CDC. A receipt must be provided.

Registration for State Conference

Officers are not required to pay a registration fee. However, you must be registered for competitive events with your chapter, if participating.

NON-REIMBURSED EXPENSES

Some students may choose to exceed reimbursement limits on meals, creating additional expenses. Awards session formal attire frequently exceeds the \$80.00 reimbursement. National Conference expenses exceed \$200.00.

INTENT TO CAMPAIGN/COMPETE FOR OHIO DECA OFFICE

Student Information

Office Applied for: _____ DECA District Number: _____

Candidate's Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____ Cell Phone Number: _____

E-Mail Address: _____

Advisor Information

Advisor's Name: _____

School: _____

School Address: _____

City: _____ State: _____ Zip Code: _____

School Phone Number: _____ Cell Phone Number: _____

Advisor's E-Mail: _____

Type in information and print form.

*(Please NO hand-written completed forms – **MUST BE TYPED**)*

- For elected officers (*President, Secretary/Treasurer, Executive Vice President of Community Outreach, Executive Vice President of Marketing, Executive Vice President of Leadership Development*) please fax this form, Intent to Screen/Compete for Ohio DECA Office, the Participant Media Release form AND the Campaign Guidelines Signature form by **October 7, 2011**.
- Selected officers (*Parliamentarian and Public Relations Representative*) who will compete for office must complete this form, Intent to Screen/Compete for Ohio DECA Office and the Application for Ohio DECA Office Signature form and submit it by **October 17, 2011**.

All forms can be faxed to 614-728-6176, Attention: Jim Price or mailed to Ohio DECA, 25 South Front Street, Mail Stop 604, Columbus, OH 43215-4183. **However, ALL forms must be received IN the Ohio DECA office by the appropriate deadline. No exceptions.**

(Please review the "Ohio DECA State Officer Candidate Information Packet" on the Ohio DECA web site under the "Advisor" and "Student" areas for additional information.)

APPLICATION FOR OHIO DECA OFFICE

- **Elected Officer Candidates** (*President, Secretary/Treasurer, Executive Vice President of Community Outreach, Executive Vice President of Marketing, Executive Vice President of Leadership Development*) **MUST bring this form with them on the day of Screening – October 16, 2011.**
- **Selected Officer Candidates** (*Parliamentarian and Public Relations Representative*) **MUST submit this application form with the “Intent to Screen/Compete for Ohio DECA Office” by October 17, 2011.**

Candidate Name: _____ School: _____

Consent Signatures

1. **Candidate:** I understand the official description of the responsibilities of Ohio DECA Officers, and I am willing to fulfill the responsibilities of the office I am seeking. I understand that I can be removed from office for failing to fulfill my responsibilities. I have read the expense reimbursement information and the guidelines for office. I will attend all meetings.

Signature

2. **Advisor:** This candidate is a member in good standing of the _____ DECA Chapter of Ohio DECA and National DECA. To the best of my knowledge, the information on this application form is factual. The candidate and his or her employer and parents or guardian understand the responsibilities of the office that the candidate is seeking. Employer and parents or guardian are willing to help the candidate fulfill the responsibilities of the office, as identified in the attached official description of these responsibilities.

If this student is selected as an officer, I will attend the Ohio DECA Career Development Conference, the International Career Development Conference, and the Ohio DECA Fall Leadership Conference. I also will assist the candidate in fulfilling the requirements of office during the entire term (**including post-graduation activities**).

Signature

3. **Principal/Director:** I understand the responsibilities of both the Ohio DECA Officer, as identified on the attached description, and advisor. If the above-named candidate is elected, I will permit the student and advisor to fulfill both their state and national responsibilities. I understand the responsibilities related to transportation to and from activities for the entire year of service. I have reviewed the expense reimbursement information. If this student is selected as an officer, I will support their attendance at all activities. **I will support the national conference attendance of both the teacher/advisor and student.**

Signature

4. **Parent or Guardian:** I understand the responsibilities of the Ohio DECA Officer, as identified in the attached official description, and I give my permission for _____ to seek this office and to perform these duties and responsibilities. I have reviewed the expense reimbursement information.

Signature

5. **Employer:** I understand the responsibilities of an Ohio DECA Officer, and I understand that if the above-named candidate is elected, he or she will be required to perform the assigned duties. I am willing to release this student trainee from work to perform these duties.

Signature

Academic Information

- *To be completed by those students seeking the office of (President, Secretary/Treasurer, Executive Vice President of Community Outreach, Executive Vice President of Marketing, Executive Vice President of Leadership Development) only. **This form MUST brought with them on the day of Screening – October 16, 2011.***
- *Competitors for Parliamentarian and for Public Relations Representative do not need to complete this section.*

Please provide your grades for the four completed semesters prior to October 5th. **An official transcript is acceptable if it provides a calculation for the last four semesters only.**

	Course	Grade
1.	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
2.	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Academic Information (con't)

Course

Grade

3.

4.

GRADE POINT AVERAGE

School Registrar's Signature
Required

STATE OFFICER SCREENING

1. Screening consists of three parts: a written, objective test; a personal interview conducted by a nominating committee; and finally, Ohio DECA Staff will video-tape the officer candidate doing a self-introduction speech that is to be 60 seconds (1 minute) or less that will be placed on the Ohio DECA web site for members to get to know the candidate prior to the Ohio DECA Fall Leadership Conference.
2. The objective test covers information contained in the current *Ohio DECA Fact Sheet, the National DECA Fact Sheet, the Ohio DECA Handbook for Chapters, Ohio DECA Competitive Events Guide, National DECA Guide, the National DECA Chapter Resources and leadership and teamwork components*. These documents can be found at the following locations:

Ohio DECA Fact Sheet, Ohio DECA Handbook for Chapters and the Ohio DECA Competitive Events Guide - all these resources are available on the Ohio DECA web site under the “Advisor” area.

National DECA Fact Sheet, National DECA Guide and National DECA Chapter Resources – These items can be located on the National DECA web site and they have also mailed the *National DECA Guide* to each teacher. (If the teacher is new and did not receive this resource, he/she should call the National DECA office.)

Leadership materials are available at <http://www.nwlink.com/~donclark/leader/leadcon.html>. Students should study only the material from the opening section titled, “Concepts for Leadership,” through the “Attributes” section.

3. The personal interview is conducted by a nominating committee. This committee is solely responsible for selecting a minimum of two and a maximum of four candidates for each office. The committee consists of the current state officers, and state staff.
4. During the interview session, the officer candidate will have the opportunity to answer one question with a prepared statement. The student may use notes if she or he chooses. The 2011 screening question will be **“Describe DECA’s guiding principles and how they achieve DECA’s mission. Give one example of a DECA activity or project you have completed that helped you to develop skills that you will use in the future. Provide specific details of how the project helped you.”**

The student will have five minutes to answer this question.

5. The interview session will also include a series of impromptu questions for the student to answer. These questions relate to DECA, marketing education, future plans, current activities, leadership characteristics, and state officer responsibilities.

NEW THIS YEAR

6. The final process for the Ohio DECA Officer Screening will include a self-introduction that will be video-taped live on-site at the screening by Ohio DECA Staff. The self-introduction speech will be a 60 second (1 minute) or less explanation of who you are, the purpose of why you want to run for office, your qualifications and background for the particular office you are seeking. There will be **NO** platform campaigning statements during the video. (This is similar to the Public Relations Representative introduction that is in the Ohio DECA Competitive Events Guide, however, you will not be graded or scored.) The student may use notes if she or he chooses.

Once all the officer candidates videos are taped at screening and the official candidates are announced to campaign at the Ohio DECA Fall Leadership Conference, the videos will be placed on the Ohio DECA web site under the Ohio DECA Fall Leadership Conference area for all members to view the videos to grasp a better concept of who is running for office prior to campaigning at the conference.

OHIO DECA STATE OFFICER CANDIDATE CAMPAIGN GUIDELINES

If you are chosen as a state officer candidate, these guidelines must be followed. Guidelines are established to ensure fairness in the competition and to maintain the professional intent of the leadership conference.

1. Each candidate will be allowed four (4) minutes to present his or her platform or speech during the election session. Notecards or speech text may be used during the speech. No outside material - visual aids, other equipment or signs - may be used during this time. The candidate will be warned by a timekeeper at the end of each minute. Speech order will be determined in a random drawing by the state officers prior to the conference.
2. Candidates will be asked 2-4 questions by the state officers in front of the voting delegates and will be allowed a one (1) minute response for each question. Each candidate will have an opportunity to answer a question first, on a rotating basis. All candidates will remain in the election room for this activity.
3. The delegate caucus has been discontinued. In its place, each candidate will be asked three questions they have drawn from an approved collection of student questions. Candidates will be allowed one (1) minute to answer each question. The order of candidate appearance will be determined in a random drawing by the state officers prior to the conference. Candidates will not be in the election room while another candidate is answering questions.
4. Each candidate will have a 6' table (not decorated or skirted) with two chairs. The candidate may bring one standard size easel to be placed behind their table. The campaign space cannot extend beyond the width of the table provided. Campaigning will be from 9:15 a.m. to 9:45 a.m. (30 minutes). The candidate is responsible for clearance of their area after the conference.
5. Tables will be pre-assigned on a lottery basis and set-up may start at 8:30 a.m.
6. Candidate materials are restricted to the campaign area. ("Candidate materials" include brochures, handouts, signage and promotional clothing. Professional dress is expected for sessions.) No materials should be taped to the wall. No self-adhesive materials (stickers, tape, etc.) may be used on or as campaign materials. No food, candy or beverages may be used as campaign materials. No unapproved logos may be used. Written approval for use of any logo must be provided at the officer orientation meeting at conference. If there are any questions about campaign materials, call the state office in advance of the conference.
7. No sound-producing or sound-enhancing equipment, electrical, motorized, or battery-operated devices, or light-producing instruments are allowed in campaigning.
8. No helium containers are allowed in the Columbus Convention Center.
9. No items designed to be thrown (footballs, baseballs, frisbees, etc.) are allowed.
10. No sticks or poles will be allowed to support campaign signs. The signs must be carried in the students hands.
11. *Each candidate must attend the officer orientation at 9:00 a.m.* Each candidate should bring one sample of all campaign material and any logo permission forms. All materials will be reviewed by a panel of the Executive Council. This panel will oversee all aspects of the campaigning, including decisions related to campaign rules. Candidates must abide by panel decisions. Failure to do so will result in disqualification (with the permission of the Ohio DECA Advisor). Candidates and their advisor(s) are responsible for the actions of all students involved in campaigning. Inappropriate behavior can result in disqualification of a candidate (with the permission of the Ohio DECA Advisor).

Voting delegates will have the opportunity to ask questions of the candidates during the morning campaign session.

GUIDELINES FOR ANY CAMPAIGNING ACTIVITIES OCCURRING PRIOR TO START OF FALL LEADERSHIP CONFERENCE

1. **All** campaign guidelines are in effect from the day of screening until the conclusion of the Fall Leadership Conference.
2. Candidates are **NOT** permitted to contact other DECA members with the intent to campaign.
3. Candidates may **NOT** visit with any chapters outside of their school facility for campaigning purposes or for preparation for campaigning.
4. Candidates may **NOT** e-mail, Facebook, Twitter or use any other social network media or any other internet avenues to other chapters or their members.
5. Candidates may **NOT** campaign at organized DECA events prior to Fall Leadership Conference, including the pre-conference sponsored by OMEA.
6. **No** items (promotional clothing, signs, etc.) may be worn or posted before the start of campaigning at Fall Leadership Conference.
7. Any violation of these guidelines may result in the disqualification of the candidate at the discretion of the State Staff.
8. So, what should you do if someone asks you if you are running for office? Of course, you can respond, but you should not tell them anything about your platform, and you should not ask for their vote.



OHIO DECA
Participant Multi-Media Release

I, _____, as parent or legal guardian/custodian of
_____ (student's name) who is an Ohio DECA State Officer

Candidate, authorize Ohio DECA to publicize my child's name, use videotapes, photographs, and publish or cause to be published information relevant to his/her achievements. This information may be used in local, regional, state or national publications of Ohio DECA to be released to appropriate newspapers and/or news publications, as well as the Ohio DECA web site.

I authorized release of the above information as it relates to Ohio DECA activities.

Signature of Parent or Legal Guardian/Custodian

Date

Address

City

State

Zip Code

Phone

Cell Phone

(If 18 years old)

Signature

Date

Address

City

State

Zip Code

Phone

Cell Phone

Campaign Guidelines Signature Form

CANDIDATE MUST FOLLOW OFFICER CANDIDATE GUIDELINES AT ALL TIMES FROM THE COMPLETION OF SCREENING THROUGH THE FALL LEADERSHIP CONFERENCE.

CANDIDATE AND ADVISOR MUST SIGN BELOW.

We have read the Ohio DECA Campaign Guidelines and agree to abide by these guidelines.

We understand that the candidate may be disqualified if he/she or any other campaign participant does not follow the rules.

Date

Candidate's Signature

Advisor's Signature