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**Kentucky DECA Association Officer Candidate Information Packet**

**Deadline: received via email no later than 11:59 p.m. ET Sunday, February 3, 2023**

**Congratulations on your decision to run for a Kentucky DECA Association Office!**

**Benefits of Being a Kentucky DECA Association Officer**

* Increase leadership skills
* Improve communication skills
* Demonstrate ability to reach goals

***You, your Chapter Advisor, and your parents/guardians should read all of the information in the entire packet very carefully.***

**The packet is divided into two sections.**

The **first section is the Information** section and includes officer qualifications, responsibilities, “The Three Strike Policy”, Advisor Responsibilities, Tentative Conferences, required events, expenses, and election procedures at the State Career Development Conference.

The **second section is the Application Packet.** Here, you will find the forms and directions necessary to meet the requirements of a completed application packet as well as the Kentucky DECA Officer Acceptance Contract.

Good Luck!

**Benefits of Being a Kentucky DECA Association Officer**

Running for Kentucky DECA Association Office provides students with an opportunity to learn communication and time management skills, improve organizational skills, and develop professionalism essential for a successful career.

Officer candidates should be organized, motivated, demonstrate initiative, be eager to work together as a team, and exhibit high moral and ethical standards. They should also have DECA as their **TOP** priority and be willing to present a positive image for Kentucky DECA.

## Eligibility for Candidacy

* A candidate must be a 9-11th grade DECA member at the time of application submission
* A candidate must have a 2.5 GPA or higher.
* A candidate must submit the complete Application Packet by the deadline advertised
* A candidate must have active membership in a Kentucky DECA High School Chapter, member of a Kentucky DECA Region and member of International DECA.
* Has been recommended by the chapter advisor and school administrators
* Must have good oral and written communicationskills
* Each Kentucky DECA chapter can submit two candidates for state office.

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| **Responsibilities of Kentucky DECA Association Officers** |  |

**General Responsibilities**

It is vital that each Kentucky DECA Officer understands his or her responsibility to the Kentucky Association of DECA. Each member of the Kentucky DECA Officer Team recognizes that contributions to the goals of the team will advance the entire state organization at a greater level than concentration on individual goals. In addition to a Program of Work, Association Officers also provide leadership in many ways.

**The duties of all members of the Kentucky DECA Association Officer Team include, but are not limited to:**

* Attending the Officer Training Conference and workshops/seminars as scheduled by the KY DECA Advisor.
* Developing, communicating and implementing the annual Program of Work.
* Communicating with other Association Officers in a timely and professional manner.
* Communicating with Kentucky DECA chapters/local advisors.
* Assisting in planning and conducting workshops and conferences including Fall Workshop, Regional Conference, State Conference, and National Regional Conference (if applicable)
* Assisting with the communication efforts of the team including social networking.
* Consulting your chapter advisor for assistance to complete assigned responsibilities.
* Submitting all copies of correspondence to chapter advisor for review before processing.
* Consulting Kentucky Association Advisor for assistance.
* Submitting oral and written reports at monthly KY DECA Officer Team meetings.
* Submitting monthly expense reports with attachedreceipts to the designated KY DECA Advisor.
* Completing other duties as assigned insuring that all work is completed by deadlines.
* Act as a Voting Delegate if in attendance at ICDC.

**The President’s duties could include, but are not limited to, any of the following:**

* Providing leadership and management of the team.
* Initiating and maintaining communication with the entire team to ensure work is completed by deadlines.
* Developing and carrying out additional duties and responsibilities as designated in the Program of Work.
* Planning meetings and events as requested by local advisors and the KY DECA Advisor.
* Submitting a written report on the activities of Kentucky DECA and representing Kentucky DECA at meetings with his/her Chapter Advisor.
* Serving as the official representative of Kentucky DECA at various Marketing Education/DECA functions.

**The following duties are examples of what each officer may choose to do. Specific responsibilities are assigned during the Officer Training Conference. Possible duties include:**

* Preparing and distributing minutes of each meeting to members of the team.
* Planning and implementing state-wide civic consciousness projects as part of the Program of Work.
* Planning and managing social activities for evenings of KY CDC.
* Others, as discussed at the Officer Training Conference or as identified throughout the year.

**Program of Work**

All Kentucky DECA Association Officers are required to:

* Assist in designing, completing, and implementing a Program of Work (POW). A program of work is a group of projects related to a goal.
* Adhere to all deadlines set by Kentucky DECA Advisor.
* Submit monthly paperwork for the Program of Work by the deadlines to the Kentucky DECA Advisor.

**Maintain Contact with Chapter/State Officer Advisor**

All Kentucky DECA Officers are required to keep in close contact with the Kentucky DECA Advisor throughout the year.

* Contact your Chapter/State Advisor, if you have *any* obstacles that create difficulty in fulfilling your role as a Kentucky DECA Officer.
* Consult your Chapter/ State Advisor, if in doubt about an activity.

## Tentative Calendar

**DATE ACTIVITY LOCATION\_\_\_\_**

**April/May 2023 ICDC-Voting Delegate Orlando, FL**

**June 2023 State Officer Training TBD**

**October 2023 Fall Regional Workshops TBD/Varies by Region**

**December 2023 Central Region Leadership Conference TBD**

**January/February 2024 Regional Conferences TBD/Varies by Region**

**February 2024 Student Leadership Day at the Capitol TBD/Frankfort, KY**

**March 2-4 2024 KY Career Development Conference Louisville, KY**

State Officer Meetings are held monthly and are required. Dates and times will be determined by the team. The meetings are usually scheduled virtually so as not to interfere with attendance in school.

Please note that some of these events involve overnight stay. Additionally, it is expected that you will attend your region’s competitive event and as many other events as possible.

Please note that if you attend ICDC you will be expected to act as a Voting Delegate for Kentucky.

**Expenses**

Kentucky DECA will…

* Pay for your meals at State Officer team meetings or conferences where we eat together.
* Pay for Officer Training Conference expenses.
* Pay for registration andhotel accommodations at the Kentucky Career Development Conference and an amount equal to a first-place winner for registration at ICDC as well as housing.

Kentucky DECA will also make reimbursements for any supplies necessary to successfully complete any required duties if prior approval has been obtained. Receipts are required and must be attached to the Reimbursement Report or reimbursement will not be made.

**Each officer should expect some personal expenses such as:**

Coordinated clothing, accessories and dress shoes to match with the DECA blazer to complete the DECA uniform worn by the team. The following are typically needed by Kentucky Association Officers:

Women: 2 matching skirts/dresses/pants Men: 2 pair of matching slacks

2 business blouses 2 business long sleeve shirts

1 pair medium pumps (comfortable) dark dress shoes

Formal Attire 2 matching ties

matching accessories Formal Attire

**Application Process: See APPLICATION PACKET OF THIS DOCUMENT FOR ALL FORMS.**

Only those candidates who have complete information on file will be considered.

**Complete information** includes: **(You do not need to turn in the preceding pages)**

* Application
* Questions & Answers **(One Page Only inclusive of questions)**
* Two Letters of Recommendation
* Resume
* Advisor to a Kentucky DECA Officer Responsibilities Acceptance Contract
* Kentucky DECA Officer **Signature Form**
* Official Transcript with School’s Official Seal or Notary

**Each candidate must submit their information by the deadline advertised via email to** Lisa Oakes, Kentucky DECA State Advisor at Lisa.Oakes@education.ky.gov.

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| **State Career Development Conference Election Procedures** |  |

**Overview**

* All candidates will be running for the Office of President. **No candidate can decline the Office of President at any time.**
* **All officer candidates are required to wear a DECA blazer for testing, the interview, and the Election Session at the State Career Development and State Officer Election Conference.**
* No printed information or campaigning is permitted at any time.
* After the completed application packet is accepted, there are three steps to the election process.
* Each step in the election process is a qualifier for the next step.

**Step One: Written Testing-10 Points Possible**

* All officer candidates will take a written, short-answer, essay test at KY CDC. All candidates must take the test on the designated day . Candidates will find out that day if they will move on to the Screening Interview.
* The test will evaluate the candidate’s thorough knowledge of DECA, marketing, and parliamentary procedure. Candidates will have up to 45 minutes to complete the test. If you want to be a State Officer, you must pass the test! **If you arrive late, you may not have the full amount of time to complete the test.**
* Possible study sources include: *Kentucky Association of DECA Handbook*, DECA’s new *Branding and Messaging Guidelines*, and *DECA* information on the following websites: [www.deca.org](http://www.deca.org) and [www.decadirect.org](http://www.decadirect.org). You may also wish to use DECA’s Student Leader Research Guide which can be found on [www.deca.org](http://www.deca.org)
* Specific test information will include, but will not be limited to the following:
* Mission Statement of DECA
* Guiding Principles of DECA
* Attributes and Values of DECA
* Organizational levels of DECA
* Important people associated with International, Regional and Kentucky DECA
* Definitions found in the above-mentioned sources
* Types, purposes, and locations of state, regional, and international conferences available for members to attend
* Geographic representations and divisions of DECA
* Indications of a successful chapter
* Types of events in which a member may participate
* Sponsorship of different competitive events

**Step Two: Screening and Nominating Committee Interview-50 Points Possible**

* The Screening and Nominating Committee may consist of the KY DECA advisor, one KY DECA regional advisor, one KY DECA chapter member, one Business/Marketing Professional, one KY DECA representative and one KY DECA chapter advisor who will interview the officer candidates with the highest scores on the written exam. Some of the categories on which the officer candidates may be evaluated during the interview include:
* Interview skills
* Reasons for running for office
* Proposed goals for Kentucky DECA
* Leadership experience

**Step Three: Election Session-40 Points Possible**

* Each school present at the State Career Development Conference is entitled to have Voting Delegates determined by their representation. Voting Delegates will be seated in alphabetical order by high school. Once seated, Voting Delegates may not leave the session until the Election Session is complete.
* Each slated officer candidate will have the opportunity to present a pre-planned two-minute maximum campaign speech before the Voting Delegates.A timekeeper will signal 1 ½ minutes. Any candidate exceeding 2 minutes will be signaled to stop. Candidates giving speeches of less than 2 minutes duration will **not** be penalized.
* No nominations from the floor will be allowed. A slated candidate may not be a Voting Delegate.
* Props may **not** be used during the speech nor will another person be allowed to speak on the candidate’s behalf. Candidates may use notes during speeches. A podium may or may not be available.
* A ballot will be passed out to each Voting Delegate. All voting will be done by secret ballot. This ballot will aide in electing the State Officer Team. (If someone didn’t qualify in one of the areas they cannot be elected).
* After the Election process is completed, be professional and conduct yourself in a manner of which you can be proud!
* An Installation Ceremony introducing the newly elected Kentucky DECA Officer Team will be conducted at closing session.

**Kentucky DECA Officer Candidate**

**Application Packet**

**APPLICATION (Return as part of APPLICATION PACKET)**

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| **Kentucky DECA Officer Candidate Application** |  |

**PLEASE TYPE! YEAR IN SCHOOL**

**FIRST NAME** **LAST NAME**

**DATE OF BIRTH** **/****/****GENDER**

**HOME PHONE (****)** **-**

**HOME ADDRESS**

**CITY** **ZIP (Include 4 digit extension)** **CELL PHONE (****)****-**

**E-MAIL ADDRESS** **POLO SHIRT SIZE**

**PARENT(S)/GUARDIAN(S)** **PARENT’S E-MAIL ADDRESS**

**If elected, my name should appear on my permanent name badge as:**

**HIGH SCHOOL NAME**

**STREET ADDRESS**

**CITY** **ZIP CODE**

**SCHOOL PHONE #** (     )     -

**SCHOOL FAX #**(     )      -

**PRINCIPAL’S NAME DR./MR./MS./MRS.**

**CHAPTER ADVISOR’S NAME**

**CHAPTER ADVISOR’S SCHOOL PHONE #** (      )       -

**CHAPTER ADVISOR’S CELL PHONE #**  (     )       -

**CHAPTER ADVISOR’S E-MAIL ADDRESS**

If your chapter has more than one advisor who will be responsible for you, as a DECA member and a State Officer, please complete the following.

 **CHAPTER** **ADVISOR’S NAME**

**CHAPTER ADVISOR’S SCHOOL PHONE #**  (      )       -

**CHAPTER ADVISOR’S CELL PHONE #**  (     )       -

 **CHAPTER** **ADVISOR’S E-MAIL ADDRESS**

**QUESTIONS & ANSWERS (Return as part of APPLICATION PACKET,**

**please limit to ONE TYPED PAGE.)**

**Answer the following questions using only one page total.**

1. **Why do you want to become a Kentucky DECA Association Officer?**
2. **Describe your participation and leadership in DECA activities.**
3. **List your personal characteristics, experiences, and achievements that qualify you as a Kentucky DECA Officer.**
4. **List the goals and plans that you have for Kentucky DECA.**
5. **In addition to being a Kentucky DECA Officer, in which other activities do you plan to be involved?**

**6. Describe your career interests.**

**7. Please list the dates of any vacations or events that you anticipate attending during the school year.**

* **TWO LETTERS OF RECOMMENDATION**

**(Return as part of APPLICATION PACKET)**

**Provide two letters of recommendation. Suggested sources for letters include chapter advisor(s), teachers, counselors, employers, business/professional persons, coaches or adults who know you well. Recommendations should not be provided by parents, relatives, classmates, friends, etc.**

**Removing a Kentucky DECA Association Officer from His/Her**

**Responsibilities for the Remainder of the Year**

Beginning in 2019-2020, the Kentucky DECA Board of Directors enacted **“The Three Strike Policy”** with the State Officer Team.

With all great honors come great responsibilities. Elected by your peers, you have been given the honor of representing Kentucky DECA and your school as a member of the State Officer Team. With this honor, you have a responsibility to the members of Kentucky DECA and your fellow officers to act in accordance with the rules and principles of Kentucky DECA and to carry on the tradition of being an exceptional DECA leader. To ensure that an officer will fully dedicate himself/herself to Kentucky DECA, it is required that you agree to the following rules and guidelines.

1. A State Officer must be in attendance and on time at all scheduled meetings. Exceptions can be made but first must be cleared by the State Advisor.

2. A State Officer must fulfill all duties and tasks assigned to them. All duties and tasks will be listed in the minutes of the meeting where the task was assigned**,** as well as on the Program of Work. The task must be completed on time.

3. All correspondence must be sent to the assigned State Advisor for approval.

4. A State Officer must attend, in its entirety, the State Career Development Conference. Exceptions can be made but first must be cleared by the State Advisor.

5. A State Officer must act in a way befitting a State Officer at all DECA events. School allegiances and affiliation must be ignored during any award ceremony.

6. A State Officer must get prior approval before any purchases are made related to assigned tasks. Approval will be made by the State Advisor.

If at any point during an officer’s term he or she breaks three of the above said rules, a single rule three times, or a combination of rules resulting in three infractions, he or she will forfeit the honor of being a member of the State Officer Team. For this directive to come into effect, the Kentucky DECA Board must all concur with the findings before the student officer is removed from office. All materials and pins are required to be returned to Kentucky DECA within two weeks of dismissal.

**KENTUCKY DECA ASSOCIATION OFFICER**

###### Conduct/Procedures Code

# **Kentucky DECA Officer Acceptance Contract**

**Kentucky DECA requires each DECA Officer candidate to read, sign and return the SIGNATURE FORM.**

Kentucky DECA Association Officers will

1. Observe mandatorystandards of official DECA uniform and personal grooming at all state approved activities, meetings and conferences.
2. Always apply appropriate leadership principles. These include, but are not limited to consensus building, compromising, listening, respecting other’s opinions and possessions, maintaining enthusiasm and involvement, and conflict resolution through open communication.
3. Be always prompt and prepared.
4. Carry out duties and responsibilities to the best of your ability.
5. Attend all assigned activities such as workshops, competitive events, meetings, social activities at KY CDC, etc. If a State Officer cannot fulfill an assignment due to an emergency, the State Advisor must be notified immediately.
6. Attend and participate for the duration of the KY DECA Career Development Conference.
7. Wear identificationbadges and officer pins at all times while serving in an official capacity as a Kentucky Association Officer.
8. Follow established Rules and Codes.
9. Keep chapter advisor informed of all responsibilities, seeking his/her advice, and having written correspondence proofread by chapter advisor. A State Officer should also work closely with his/her chapter advisor in activities and assignments meeting with his/her chapter advisor on a regular basis.
10. Keep parents informed of activities in DECA. Support and guidance from parent(s) or guardian(s) is very important for success as an officer.
11. Send all copies of official correspondence to the State Advisor prior to distribution.
12. Use his/her best judgment if other situations should arise so that his/heractions will reflect positively on the Kentucky Association of DECA.

Further,

Any officer found to be engaging in sexual harassment, abusive language, ethical/racial, or conduct unbecoming an officer, will be disciplined and/or removed from the office by the Kentucky DECA Board of Directors.

**KENTUCKY DECA ASSOCIATION OFFICER**

###### Conduct/Procedures Code

# **Advisor to a Kentucky DECA Officer Acceptance Contract**

**Kentucky DECA requires each advisor of a Kentucky Association Officer candidate to read this page and then sign and return the SIGNATURE FORM affirming your acceptance of your related responsibilities.**

Advisors of Kentucky DECA Association Officers will

1. Assist officer in obtaining a blazer with the new patch and observing mandatorystandards of official DECA uniform and personal grooming at all state approved activities, meetings and conferences.

1. Edit letters and documents written by your officer in a timely fashion prior to submission to Kentucky DECA Advisor.
2. Guide officer in carrying out duties and responsibilities to the best of his/her ability.
3. Communicate with the State Officer on a consistent basis about his/her responsibilities and make sure that s/he has met all deadlines.
4. Attend and participate for the duration of the Kentucky Career Development Conference.
5. Communicate with the State Advisor on any issue/situation you may have pertaining to the State Officer.
6. Guide officer in using his/her best judgment if other situations should arise so that his/heractions will reflect positively on the Kentucky Association of DECA.
7. Help to promote and support the activities of the State Officer team i.e.:  chapter communication, fundraiser contributions, and other program-of-work areas.
8. Attend scheduled monthly meetings.
9. Be a liaison between DECA and school/district administration in promoting DECA and its activities and goals.

**Signature on the following page attests to the advisor being willing to complete the obligations of an advisor of a Kentucky DECA Association Officer.**

* KENTUCKY DECA ASSOCIATION OFFICER, SIGNATURE FORM (Return as part of APPLICATION PACKET)

## Kentucky DECA Association Officer Signature Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a member in good standing of the DECA chapter at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School, of the Kentucky Association of DECA. To the best of my knowledge, the information in this application packet is factual and true. The candidate, chapter advisor, parents or guardian, and school official understand the responsibilities of both the Office of President and Vice-President and are willing to assist the candidate in fulfilling the responsibilities of his/her office.

B. **Candidate:** I have reviewed the Kentucky DECA Association Officer information and have read the responsibilities of a Kentucky DECA Association Officer and I am willing to fulfill the responsibilities. By signing below, I give assurance that I understand the duties and time commitments for which I am responsible as an Association Officer. I have investigated all potential time conflicts (sports teams, special events, extra-curricular activities, employment commitments and other activities). I agree that I can and will fulfill all State Officer duties. I have read “The Three Strike Policy” and agree to the rules and guidelines listed and understand the resulting forfeiture of the honor of being a member of the Kentucky DECA Officer Team if I incur three infractions. I will communicate with my Chapter Advisor on a regular basis to inform him/her of all my responsibilities and deadlines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Candidate’s Signature Date

C. **Parent or Guardian:** I/we have reviewed the Kentucky DECA Association Officer information and have read the responsibilities of a Kentucky DECA Association Officer and give my/our permission for my/our son/daughter to hold this office and attend the required meetings and conferences. I/we agree to take full responsibility and liability of my/son/our daughter in transit to/from and during meetings and conferences. I/we have read “The Three Strike Policy” and understand that our son/daughter will forfeit the honor of being a member of the Kentucky DECA Association Officer Team if s/he incurs three infractions. I/we give permission to use my/our son’s/daughter’s name, picture, e-mail on the Kentucky DECA Web site and any other related publications.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Parent/Guardian’s Signature Date

D. **Chapter Advisor:** I have reviewed the Kentucky DECA Association Officer information and have read the responsibilities of a Kentucky DECA Officer and my responsibilities as an advisor of an Kentucky DECA Association Officer. I will communicate with my student on a regular basis about his/her responsibilities and make sure that s/he has met all deadlines. I further agree to proofread all correspondence and assist him/her in the activities required to fulfill the responsibilities of being a Kentucky DECA Association Officer. I have read “The Three Strike Policy” and understand that my student will forfeit the honor of being a member of the Kentucky DECA Officer Team if s/he incurs three infractions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Chapter Advisor’s Signature Date

E. **School Official:** I have reviewed the Kentucky DECA Officer information and have read the responsibilities of a Kentucky DECA Officer. If elected, the student and chapter advisor will receive permission to fulfill the state and otherresponsibilities. I have read “The Three Strike Policy” and understand that the student will forfeit the honor of being a member of the Kentucky DECA Officer Team if s/he incurs three infractions. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Principal’s or School Official Signature Date

**Remember:**

Only those candidates who have complete information on file on time will be considered.

Complete information includes: (It is not necessary to include pages 1-5 of this document.)

* + Application
	+ Questions & Answers
* Two letters of Recommendation
* Resume
* Kentucky DECA Association Officer Responsibilities Acceptance Contract
* Advisor to a Kentucky DECA Association Officer Responsibilities Acceptance Contract
* Kentucky DECA Association Officer Signature Form
* **Official** Transcript with School’s Official Seal or Notary

Each candidate must submit their information via email to

Lisa Oakes

Kentucky DECA State Advisor

Lisa.Oakes@education.ky.gov

Good Luck!

 **We will see you at the**

**Kentucky Association of DECA**

 **State Career Development Conference**

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