



State Officer Candidate Application Packet

Executive State Officers

2020-2021

Letter to Chapter Advisors

Missouri DECA Chapter Advisors,

The Missouri DECA State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative, and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a State Officer, **there are important responsibilities that officers take on and we need your help** to ensure that students who plan to run for state office are aware of these responsibilities and, if elected, both you and they will ensure that those responsibilities are fulfilled.

As an advisor with a candidate and (if elected) a State Officer the expectation is that you will:

- **Assist** your candidate with completing all required aspects of the State Officer candidate application and review their campaign speech and campaign materials.
- **Make** a personal commitment to cooperate with the State Advisor and State Officer Advisors to ensure that your State Officer fulfills all of their State Officer responsibilities.
- **Serve** as an ongoing mentor to your State Officer.
- **Arrange** additional time to work with your State Officer.
- **Review** with your State Officer the State Officer Team Program of Work and Progress Reports to ensure that they are on track and up to date on all assignments.
- **Assist** with travel arrangements, notify parents/guardians to transport - or you transport your officer when necessary.
- **Edit** and review materials and communication before officers submit and distribute them.
- **Provide** your officer with workspace supplies, telephone access, email access and any necessary financial support when appropriate.

By signing the forms included in this packet you are making a commitment to your candidate/state officer and Missouri DECA. Training/directing our State Officers is a team effort and it is essential that the officer's advisor is a part of that team.

Thank you for encouraging your student to step forward and seek a State Officer position with Missouri DECA.

Sincerely,

Cindy Shannon

Cindy Shannon
Missouri DECA State Advisor

Application Procedures

Overview for the Candidate

We are excited that you are considering running for a Missouri DECA State Office. This is an excellent opportunity to develop your leadership skills and professionalism essential for a successful career. Along with the opportunities and benefits of being an officer comes many important responsibilities. *Please strongly consider running for state office only if you are very organized, motivated, and eager to work as a team, show initiative and exhibit high moral and ethical standards.*

The average State Officer will spend five to ten hours a week working on their State Officer assignments and responsibilities. Prior to State Officer meetings, conferences and DECA events the amount of time required tends to spike as officers finalize preparations and polish up assignments. It is important to realize that **although academics remain the number one priority, you will not be able to fall behind in your responsibilities as a DECA officer.**

You will be required to participate in the team decision making process, perform your assigned tasks, and attend all required conferences and events. It is important to understand that if you are elected you will be required to attend conferences, officer meetings and DECA events throughout the year. You will not be allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency). The expectation is that your State Officer responsibilities and commitments will take priority after your academics.

Please carefully review the documents and information in this packet to be sure that you fully understand what will be expected/required of you as a State Officer if you are elected.

If you are willing to make this kind of commitment and are the type of person that has the drive to succeed and dedication to get the job done, a DECA office is definitely for you! If you are unsure, you may want to speak with your advisor to see if running for a State Officer is right for you. If you decide to run for office, be assured that holding state office will be one of the most memorable experiences of your life and one of the most effective career preparation experiences you could ever have while in high school. Be ready to make Missouri DECA your first priority and be willing to present a favorable image on behalf of our organization.

State Offices

Each Missouri DECA chapter is allowed to submit one candidate per executive office for President, Vice President of Advocacy, Vice President of Business Partnerships, Vice President of Communication, and Vice President of Community Service, and Vice President of Membership. **No candidate can be a senior since the term is a full year March to March. Any candidate running for State Office must compete at District Competition and is strongly encouraged to compete at State Competition.** These 6 officers will be elected at the State Career Development Conference held at Crown Center, Kansas City, MO, on March 24-26, 2019.

Applications

Each candidate must submit a completed application to Missouri DECA, Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, MO 65102. The application may be sent by mail or electronically to the State Advisor and must be postmarked by **February 14, 2020**.

The application requires:

1. **Applicant contact information** as well as other general information.
2. **An essay** written by the candidate describing his/her desire to serve as a Missouri DECA State Officer.
3. **Three letters of recommendation.** One letter each from the following:
 - a. An administrator
 - b. An advisor or a teacher
 - c. A community member or an employer
4. **Signatures of Assurance** in the form of
 - a. A DECA chapter advisor's signature endorsing the candidate,
 - b. A counselor's signature verifying a minimum 2.75 cumulative grade point average on a 4.0 scale, and
 - c. A parent/guardian's signature allowing the applicant to run and to accept a state office if elected.
5. **Acceptance of Responsibility** and Understanding of Election Process in the form of the applicant's initials and signature acknowledging that he/she fully understands the terms of office, is willing to fully accept responsibilities if elected, understands the election process, and assures that all information on the application is correct. This also requires an administrator's signature.
6. **Internet Permission Form**

Required Conference Attendance

All Missouri DECA State Officers are required to attend each of the following conferences. **Candidates who will not be able to attend these conferences should not apply.**

- Emerging Leaders Summit,– July __, 2020
- Fall Leadership Conference, Branson, MO - October 11-12, 2020
- *Central Region Leadership Conference _____—December __, 2020
- State Career Development Conference Planning Meeting, Crown Center, KC, MO – January __, 2021
- District Competitive Events Conference – Determined by individual district (February)
- Vice President of Advocacy MUST attend Legislative Day, Jefferson City, MO (usually mid February)
- State Career Development Conference, March 21-23, 2021, Crown Center, KC, MO.
- *International Career Development Conference, Anaheim, CA – April 23-April 27, 2021
- In addition to attendance at these conferences, wardrobe requirements will be addressed & chosen by State Officer Advisors/DECA State Advisor with items purchased (DECA blazer excluded from reimbursement from MO DECA) by MO DECA including; 2 bottoms (khaki skirt/slacks) 3 - blouse/shirt and 3 neckties/1 jewelry set.

*NOTE: All State Officers are encouraged to attend Central Region, Emerging Leader Summit in July, 2020 & ICDC. MO DECA will pay for registration and lodging at the Emerging Leader Summit.

Letter of Confirmation

Each candidate will receive an email from the State Office prior to the State Career Development Conference either accepting or denying his/her application for office. **All components of the application process must be complete for the candidate to be allowed to proceed.**

Election Procedures

Overview

After the application is approved; there are three steps in the Executive Officer election process. All officer candidates are **required to wear a DECA blazer** for the testing, reception, campaign session, interviews, and the election session. Any candidate not wearing a DECA blazer for these events will not be allowed to participate in the election process. Each step is a qualifier for the next step. They are as follows:

Step One: Written Testing

- A written objective test will be given to all officer candidates on Sunday. The test will evaluate the candidate's knowledge of Missouri DECA and DECA Inc. Candidates will have up to 60 minutes to complete the test. A study guide ("Missouri DECA Information Resource Manual") and objective sheet are available from your Chapter Advisor and on the Missouri DECA website.
- The top candidates in each office achieving the minimum score of 70% will be scheduled for an interview with the Screening and Nominating Committee.

Step Two: Screening and Nominating Committee Interview

- Executive Office interviews will take place Sunday evening and/or Monday morning. Interview schedules for the candidates in each office will be posted outside headquarters on Sunday evening. Report to the interview based on your scheduled time.
- Interviews will last up to 15 minutes depending on the number of candidates. Each candidate per office will have an equal amount of time for his/her interview.
- The Screening and Nominating Committee for each executive office is comprised of previous state officers, state officer advisors, and Missouri DECA staff.
- The rank of the test scores and interview scores for each office will be added together to determine the cumulative rank. The top three candidates for each executive office will participate in a question/answer process at the Election Session on Monday evening.
- Preparation materials are available on the Missouri DECA website.

Step Three: Election of Executive State Officers

- The final three candidates for each executive office will be posted outside headquarters on Monday after all interviews have ceased. Those candidates will be seated in the front row during the election session.
- Campaign materials are **not** allowed in the election assembly.
- Voting delegates will be seated by district in the election assembly. Candidates will then complete the Q & A portion of the election process and ballots will be cast. Any candidate exceeding 1 minute will be signaled to stop. Candidates giving answers of less than 1 minute in duration will **not** be penalized.
- The Q&A prompt will be posted along with the Executive Candidates finalists outside of headquarters on Monday.

Determination of Winner

The winning candidate for each office will be determined by cumulative rank. The test score, interview score, and total votes cast will each be ranked. These ranks will be added together, and the candidate with the lowest total rank will be declared the winner. If there is a tie, the candidate with the highest total votes will be the winner.

Campaign Procedures

Overview

- **The goal of this session is to allow candidates the opportunity to discuss their platform and qualifications with the voting delegates.**
- Campaign materials (written and printed) and demonstrations will be confined to the “Meet the Candidates” sessions held Sunday, just prior to and directly following the Opening Session.
- All candidates are expected to participate and may exhibit materials prior to and following the Opening Session on Sunday.
- All candidates will have access to a 6’ table with cloth

Campaign Rules and Guidelines

The following rules and guidelines apply to campaigning procedures and set up before testing.

- Campaign materials may only be distributed **during** the “Meet the Candidates” session, with the exception of transporting materials to and from the session. Campaign activities are limited to the “Meet the Candidates” session. Failure to adhere to this policy will result in disqualification.
- Campaign materials may only be handed out at the candidates table i.e. not under chairs or passed out in the common areas
- **Candidates may only distribute pamphlets, brochures, and/or business cards. Items of monetary value, food or drink MAY NOT be distributed.**
- Materials may not be attached to the walls.
- Campaign materials should focus on the goals and qualifications of the candidate.
- Campaign space is assigned to each candidate by the State Office and cannot be changed.
- Candidates are responsible for removing all materials from the exhibit area following the “Meet the Candidates” session.
- For visual display, candidates will be allocated a 6 x 2 space. No electrical outlets are available or allowed and no other electronic devices may be used.
- No campaigning at the entrance to the campaigning area. All campaigning must remain at the campaign booth where the candidate and helpers give out materials.
- No activity at the booths that could result in harm to a DECA member i.e. jumping to hit a target, climbing on other members, and/or throwing things.
- Only two students (either advisor and member or two members) may remain in the booth with the candidate. (Not the entire Chapter)
- All signs and/or tripods, must be placed behind the table so these materials are not blocking the view of the other candidates and not infringing on campaign space in front of the table.
- Candidate bios and pictures must be submitted to the State Advisor on or before, **March 4, 2019** for review and approval of content. If candidates desire to post videos to share their story with the voting delegation they may do so using social media. If the video is inappropriate, the applicant will be withdrawn as a candidate. Social Media campaigns may be activated and utilized after the candidate has been approved and notified via email by the State Advisor.

Candidates are encouraged to use creativity in marketing themselves. This step of the election process does not factor into the calculation of cumulative rank, but does give the candidate an opportunity to position his/her goals and qualifications in the minds of voting delegates.

Test Preparation

A written objective test will be given to ALL officer candidates on Sunday. The test will evaluate the candidate's knowledge of DECA, marketing, and parliamentary procedure through a combination of 50 true/false, multiple choice and short answer questions. Candidates will have up to 60 minutes to complete the test. A study guide ("Missouri DECA Information Resource Manual") and objective sheet are available on the Missouri DECA website, which were used to construct the test.

The top candidates in each office achieving the **minimum score of 70%** will be scheduled for an interview with the Screening and Nominating Committee on Sunday evening for DVPs and on Monday for Executive Officer candidates.

Sample Test Questions

True or False:

1. Missouri DECA offers eight team decision making events.
2. The Missouri DECA Magazine is called *DECA Dimensions*.

Multiple Choice:

3. POAs are extremely important for State Officers. Which of the following is false about POAs?
 - a. State officers are required to prepare a POA.
 - b. To attend the International CDC, a POA must be submitted that meets the minimum criteria.
 - c. POAs document activities carried out by the officers during the school year.
 - d. Each state officer is required to implement six activities as part of the POA.
4. The group responsible for setting policies and guidelines for National DECA is:
 - a. DECA Inc.
 - b. The DECA Board of Directors
 - c. The National Officer Team
 - d. The NAB

Short Answer:

5. *Fill in the correct word in the blank to complete the new DECA Mission Statement.*

DECA prepares emerging (a)_____ and (b)_____ in marketing, finance, hospitality and management.

6. What are the dates of this year's Central Region Leadership Conference?

EXECUTIVE OFFICER CANDIDATE TIMELINE

Sunday, March 22

2:00 pm	Executive Officer Candidate Meeting followed by Set Up – Exhibit Hall
3:00-4:00 pm	Conference Registration and Advisor Meeting
5:00 pm	State Officer Testing
5:30 – 7:00 pm	Dinner Buffet
7:00 pm	Complete Set Up
7:30 pm	“Meet the Candidates”
8:00 pm	Opening Session
9:30 pm	“Meet the Candidates”
9:45 pm	Possible Candidate Interviewing (Check outside Headquarters)
10:15 pm	District Meetings

Monday, March 23

7:00 am	Executive Candidate Interview Schedules Posted – Headquarters
Times Vary	Candidate Interviewing
7:00-8:00 pm	Advisors Meeting
8:45-9:15 pm	Executive Candidate Finalist Q & A and voting by delegates
9:15-10:15 pm	The Ricky Kalmon Hypnosis Show

Tuesday, March 24

7:30 am	Breakfast & District Meetings
9:00 am	Announcement of elected Executive Officers, Installation and Pinning
9:15 am	Grand Awards Session

Interview Structure and Screening Criteria

For all officer candidates, the Screening and Nominating Committee will be comprised of former State Officers, State Officer Advisors, and Missouri DECA Staff Members. The purpose of the interview is to further evaluate the candidates and determine who the most qualified candidates are. This is a professional interview that will test each candidate’s knowledge, give insight into their personality, and allow each prospective officer to share their vision for Missouri DECA.

Responses to Character Questions (20 points)

Candidate’s answers show a strong sense of character, genuineness, and honesty. Answers suggest the candidate will work well with fellow DECA members. Answers are logical and reasonable. Candidate maintains composure, uses precise words, delivers a well-organized answer, and is engaging.

Responses to DECA Questions (20 points)

Candidate’s answers show a strong understanding of both National DECA and Missouri DECA. Ideas and plans for Missouri DECA are strong and reasonable. Answers show the candidate is sincerely interested in the success of the organization. Candidate maintains composure, uses precise words, delivers a well-organized answer, and is engaging.

Responses to Leadership Questions (20 points)

Candidate's answers show understanding of traits of an effective leader. Answers suggest the candidate has self-initiative, dedication, and the ability to motivate people to accomplish a common goal. Candidate maintains composure, uses precise words, delivers a well-organized answer, and is engaging.

Speech (15 points)

Proper grammar	Articulation	Good diction
Appropriate use of gestures	Good eye contact	

Attitude and Professionalism (15 points)

Attentive	Self-confident	Enthusiastic
Sincere and courteous	Poised	Socially at ease and comfortable

Appearance (5 points)

Well groomed	Appropriate business attire	DECA blazer
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Introduction and Exit (5 points)

Proper introduction	Clear, confident speech	Good first impression
Thankful to committee	Prompt exit	Good final impression

Responsibilities of Missouri DECA State Officers

General Responsibilities

It is vital that each Missouri DECA State Officer understands his or her responsibility to the Missouri DECA Association. Each member of an effective State Action Team recognizes that contributions to the team goals will advance the entire state organization at a greater level than concentration on individual goals. In addition to a Program of Activities, State Officers also provide leadership in multiple ways – from developing the conference theme to presiding over sessions – at the State Career Development Conference.

Required Conferences

All Missouri DECA State Officers are required to attend each of the following conferences.

- Emerging Leaders Summit, ____ – July ____, 2020
- Fall Leadership Conference, Branson, MO, - October 11-12, 2020
- *Central Region Leadership Conference—December ____, 2020
- State Career Development Conference Planning Meeting – January ____, 2021 (Crown Center)
- District Competitive Events Conference – Determined by individual district
- Vice President of Advocacy MUST attend Legislative Day, Jefferson City mid-February
- State Career Development Conference – March 21-23, 2021, Crown Center, KC, MO
- *International Career Development Conference – Anaheim, CA April 23-April 28, 2021

*NOTE: All State Officers are encouraged to attend Central Region, ICDC and summer Emerging Leader Summit (MO DECA will pay for registration and lodging).

Program of Activities

All Missouri DECA State Officers are required to complete a Program of Activities (POA) according to guidelines stated in the Program of Activities section of the State Officer Handbook.

- Complete a slate of approved activities which addresses the State Action Team's goals.
- Adhere to all deadlines set by State Officer Advisors/ Leadership Trainer.
- Submit monthly paperwork by deadline to assigned State Officer Advisors/ Leadership Trainer.
- Submit documentation of completed activities in the provided three-ring binder prior to the State CDC.

Maintain Contact with State Officer Advisors

All Missouri DECA State Officers are required to keep in close contact with the State Officer Advisors throughout the year.

- Consult your assigned State Officer Advisor if in doubt about an activity meeting minimum Program of Activities requirements.
- Contact your State Officer Advisor if you have *any* obstacles that create difficulty in fulfilling your role as a State Officer.

Further Responsibilities

- Attend the District Career Development Conference in the capacity as a State Officer and participate in a competitive event.
- Wear an official DECA blazer and professional attire to all functions when representing Missouri DECA.
- Consult and cooperate with your Chapter Advisor, District Advisor and District Competitive Events Director on all district activities.
- Submit photographs and articles as requested by the State Vice President of Communication.
- Act in a professional manner at all times. Your actions are representative of all members of Missouri DECA. Reflect a positive image on behalf of our organization.
- Comply with guidelines for supervised travel arrangements. Members of the State Officer Team are **required** to have an adult advisor supervise all transportation.
- Although not required, State Officers are strongly urged to attend Legislative Day.

Duties of Missouri DECA State Officers

State President

- Oversees all activities conducted by the State Action Team and works closely with the State Advisor, State Officer Advisors, and the State Action Team to ensure that all undertakings are successful.
- Acts as the primary public relations agent and makes as many public appearances as possible on behalf of Missouri DECA.
- Create and implement strategies to increase awareness and membership across the State.
- Responsible for leading the Missouri DECA delegation in all DECA conference meetings, including ICDC.
- Responsible for maintaining communication between all members of the State Action Team throughout the year.
- Supervises the development, implementation, and evaluation of the Leadership Development goal of the State Action Team's Program of Activities and assists the District Vice Presidents in carrying out the goal.
- Assumes the main leadership role at the State Career Development Conference.
- Provides articles and pictures for state publicity.
- In addition, the President oversees the implementation of all other goals.

State Vice President of Advocacy

- Supervises the development, implementation, and evaluation of the advocacy goal of the State Action Team's Program of Activities and assists the District Vice Presidents in carrying out the goal.
- Serves as a coordinator for special projects adopted by the State Action Team with legislative outreach.

- **Attends ACTE Legislative Day to inform members of Missouri General Assembly about DECA. Be sure you check with your advisor about your DECA District CDC to see if it conflicts BEFORE you apply for this office.**
- Maintains contact with members of Missouri DECA's Congressional Advisory Board with updates and news about Missouri DECA as provided by the Vice President of Communication
- Provides articles and pictures for state publicity.
- Supervises Legislator's Breakfast planned and implemented in January every year with assistance from entire SAT.
- Assumes a leadership role at the State Career Development Conference.

State Vice President of Business Partnerships

- Conducts the planning, organization, and implementation of statewide initiatives to develop business partnerships with Missouri DECA.
- Serves as a coordinator for special projects adopted by the State Action Team with business partnerships.
- Maintains contact with business partnerships on updates and news about Missouri DECA as provided by the Vice President of Communication.
- Provides articles and pictures for state publicity.
- Assumes a leadership role at the State Career Development Conference.

State Vice President of Communication

- Conducts the planning, organization, and implementation of statewide publicity in order to convey information from chapters, districts, and the business community.
- Continually promotes Missouri DECA by compiling a record of all Missouri DECA activities including pictures. Information and pictures for this record will be supplied by all members of the State Action Team.
- Prepares and collects news and feature stories for use on the Missouri DECA social media sites, website, and other DECA publications.
- Leads the state officer team in utilizing the Missouri DECA Facebook page, Instagram and Twitter Accounts to promote and publicize DECA programs, events, conferences, and activities.
- Assists the State President with communication of the State Action Team.
- Assumes a leadership role at the State Career Development Conference.

State Vice President of Community Service

- Supervises the development, implementation, and evaluation of the community service goal of the State Action Team's Program of Activities and assists the District Vice Presidents in carrying out the goal.
- Works with District Vice-Presidents and individual chapters to carry-out successful community service projects.
- Maintains contact with the Muscular Dystrophy Association State Representative, as possible.
- Plans a statewide community service event to be conducted in conjunction with the State Career Development Conference.
- Provides articles and pictures for state publicity.
- Assumes a leadership role at the State Career Development Conference.

State Vice President of Membership

- Conducts the planning, organization, and implementation of statewide membership growth initiatives for professional and alumni membership.
- Assists the president to create and implement strategies to increase awareness and membership across the State.
- Serves as a coordinator for special projects adopted by the State Action Team with membership engagement.
- Supervises the development, implementation, and evaluation of the Membership Development goal of the State Action Team's Program of Activities and assists the District Vice Presidents in carrying out the goal.
- Provides articles and pictures for state publicity.
- Assumes a leadership role at the State Career Development Conference.

2019-2020**Missouri DECA State Officer Candidate Application**

Name _____ DECA District # _____

Executive Officers: *Mark the office for which you will be campaigning for in 2019-2020.

Select ☐ President ☐ **Vice-President Advocacy*** ☐ Vice-President Business Partnerships ☐ Vice-President Communication
☐ Vice-President Community Service ☐ Vice-President Membership

***YOU MUST CHECK WITH YOUR ADVISOR FOR CONFLICTING DATES DISTRICT CDC WITH
 LEGISLATIVE DAY IN JEFFERSON CITY FEB. 10, 2020.**

Date of Birth ____/____/____ Gender _____ Home Phone (____) _____

Home Address _____ Cell Phone (____) _____

City _____ MO Zip _____

E-Mail Address _____

School & District _____ DECA Advisor _____

Parent(s)/Guardian(s) _____

Essay: *Why do you want to serve as a Missouri DECA State Officer? Include personal characteristics, experiences, and achievements that qualify you for this office. Include goals and plans you have for Missouri DECA. Attach your essay of no more than 500 words, double-spaced and Times New Roman, 12 point font.*

Letters of Recommendation: Provide each of the following:

- Administrator Name: _____ Title: _____
- Advisor or Teacher: _____
- Community Member or Employer _____ Title: _____

Signatures of Assurance:

Counselor: I verify that the above named DECA State Officer Candidate has a minimum 2.75 cumulative grade point average on a 4.0 scale or the equivalent.

_____ *Guidance Counselor Signature*

Advisor: I endorse the above named DECA State Officer Candidate's leadership skills, seriousness, integrity, and willingness to serve. Should my student be elected to office, I agree to advise him/her in the completion of the State Officer Program of Activities. I understand that I will receive emails sent to my student in order to keep me informed of State Officer activities and I am responsible to **Assist** with travel arrangements, notify parents/guardians to transport - or transport my officer when necessary.

_____ *DECA Chapter Advisor Signature*

Parent or Guardian: I am in support of this candidate becoming an elected state officer of Missouri DECA. I will do whatever I can to support and encourage him/her and see that he/she completes the term of office. I understand the election process and am aware that the candidate can only advance if the application packet is completed. **I understand that I may need to assist with transporting my officer when necessary.**

_____ *Parent/Guardian Signature*

2019-2020

Missouri DECA State Officer Candidate Application

Name _____ Office Sought _____

- ☐ President ☐ Vice-President Advocacy ☐ Vice-President Business Partnerships ☐ Vice-President Community Service
☐ Vice-President Communication ☐ Vice-President Membership

Acceptance of Responsibility and Understanding of Election Process: I recognize that the following obligations are a part of a Missouri DECA State Officer's responsibilities. I agree to meet the following expectations and others set forth by the Missouri DECA State Advisor and Missouri DECA State Officer Advisors. **Initial each item.**

Initials

- _____ 1. I will be a dues-paying member of local, state, and national DECA.
_____ 2. I will carry out the State Officers' Program of Activities and submit reports to the State Officer Advisors according to established deadlines and specifications.
_____ 3. I will attend the following conferences and other events as assigned by the State DECA Advisors and State Officer Advisors. These conferences are mandatory.
_____ Emerging Leaders Summit, _____ – July ____, 2020
_____ Fall Leadership Conference, Branson – October 11-12, 2020
_____ *Central Region Leadership Conference – December ____, 2020
_____ State Career Development Conference Planning Meeting – January ____, 2021 – Crown Center, KC, MO
_____ District Competitive Events Conference – Determined by individual districts
_____ State Career Development Conference – March 21-23, 2021 Crown Center, KC, MO
_____ *International Career Development Conference – April 23-27, 2021 Nashville, TN
***NOTE:** President is required to these events, other officers are encouraged to attend.
_____ 4. I will adhere to the conduct code and dress code established in the Missouri DECA Comprehensive Consent Form.
_____ 5. I will clear absences associated with DECA in advance with all of my teachers and employer.
_____ 6. I will adhere to dress guidelines established for State Officers at the State CDC.
_____ 7. I understand that I will not be allowed to participate if this application packet is incomplete, inaccurate, or postmarked later than **February 14, 2020**.
_____ 8. I understand that I will be required to take a written test, screening interview process, Q & A session. Since each is a step as a qualifier to the next part of the process, I realize that I might not be allowed to continue at any one of these steps. I also understand I must wear a DECA blazer for the testing, opening/campaign session, interviews, and the election session.
_____ 9. I understand that if I am removed from office or cannot fulfill my duties, I will be financially responsible to reimburse Missouri DECA for the expenses the association incurred on my behalf.
_____ 10. I have read, understand, and will adhere to all rules, guidelines, and responsibilities associated with serving as a Missouri DECA State Officer.

Applicant Signature

Date

Administrator Signature

Date

Parent/Guardian Signature

Date

Submit completed application
POSTMARKED by
February 14, 2020, to:

Missouri DECA
c/o Missouri Dep. of Elem. and Secondary Ed.
P.O. Box 480
Jefferson City, MO 65102
Email cindy.shannon@dese.mo.gov

Missouri DECA Internet Permission Form

Missouri DECA maintains a website which offers pertinent information to schools, DECA advisors and students. Information about the State Action Team would be useful as a means to contact the officers. We would like to include a picture of each officer with his/her name, school information and e-mail address. In order for Missouri DECA to accomplish this, permission is needed for students under the age of 18.

Thank you for your consideration and prompt attention to this matter.

I hereby authorize Missouri DECA to display _____'s,
(student name)

picture, school information (school, address, and phone number) and e-mail address on the Missouri DECA website.

Parent/Guardian's Signature

Date

Please return, with application, by **February 14, 2020**, to:

Missouri DECA
P.O. Box 480
Jefferson City, MO 65102
OR
Email: Cindy Shannon
Cindy.shannon@dese.mo.gov

Missouri DECA
P.O. Box 480
Jefferson City, MO 65102
573/522-6541

<http://dese.mo.gov/careered/bmit-deca-officer-packet.htm>

Revised November 2019