

**Application Packet**

**District Vice-Presidents**

**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) as a District VP 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 District VP fulfills all of their responsibilities.
* **Serve** as an ongoing mentor to your District VP.
* **Arrange** additional time to work with your District VP.
* **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 and Missouri DECA. Training/directing our District VP 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 District VP 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 District VP. 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 a District VP comes many important responsibilities. *Please strongly consider running for DVP 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 District VP will spend one to two hours bi-weekly working on their assignments and responsibilities. Prior to conferences and DECA events the amount of time required tends to spike as DVP’s 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 DVP**.

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 an officer training meeting 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 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 DVP 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 DVP is right for you. If you decide to run for DVP, be assured that it 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.

**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 **September 21, 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 District Vice President.
3. **Two letters of recommendation**. From any of the following:
	1. An administrator
	2. An advisor or a teacher
	3. A community member or an employer
4. **Signatures of Assurance** in the form of
	1. A DECA chapter advisor’s signature endorsing the candidate,
	2. A counselor’s signature verifying a minimum 2.75 cumulative grade point average on a 4.0 scale, and
	3. 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.

###### Internet Permission Form

**Required Conference Attendance** All Missouri DECA District VPs are required to attend each of the following conferences. **Candidates who will not be able to attend these conferences should not apply.**

* District Vice President Leadership Training Conference, Jefferson City, MO – November 11, 2020
* District Competitive Events Conference – Determined by individual district (February)
* State Career Development Conference, March 18-20, 2021, Crown Center, KC, MO (MO DECA pays)

**Email Confirmation** Each candidate will receive an email from the State Office prior to the Fall Leadership and State Officer Election 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 two steps in the election process. All officer candidates are **required to wear a DECA blazer** for the testing, campaign session, and the election session (all on Sunday). 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 Oct. 1 from 4:00pm-7:00pm. The test will evaluate the candidate’s knowledge of DECA, marketing, and parliamentary procedure. Candidates will complete the test virtually. A study guide (“Missouri DECA Information Resource Manual”) and objective sheet are available from your Chapter Advisor and on the Missouri DECA website.
* Candidates must score the **minimum of 70%** .

### Step Two: Election Session of District Vice-Presidents

* The election of each District Vice-President will take place during each district meeting on Sunday evening.
	+ Candidates for office should be prepared to deliver a 2 ½-minute speech before the voting delegates. A timekeeper will signal 2 minutes. Any candidate exceeding 2 ½-minutes will be signaled to stop. Candidates giving speeches of less than 2½-minutes duration will **not** be penalized.
	+ Props may **not** be used during the speech nor will another person be allowed to speak on the candidate’s behalf.
	+ Campaign materials are **not** allowed in the election session.
	+ Each chapter will have two voting delegates who will be seated in the front during their District Meeting on Sunday evening. Candidates will give their speeches on Sunday and the ballots will be cast by each of the two voting delegates from each chapter on Sunday at the District Caucus Session.

**Determination of Winner** The winning candidate for each office, including District Vice President, will be determined by cumulative rank. The test 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.

**District Vice-President Candidates**

Below is a tentative schedule of District Vice-President officer candidate activities at the Fall Leadership and State Officer Election Leadership Conference for planning purposes. Check your program upon arrival for updates. Candidates are also required to attend all events for all conference delegates, including the dinner session and general session.

###### Sunday, October 13

5:00 p.m. District VP Candidate Testing –

10:00 p.m. District Meetings – DVP Candidates’ Speeches and Voting

###### Monday, October 14

12:00 p.m. District VP’s Announced

# 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.

**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:

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

###### Short Answer:

1. *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.

1. What are the dates of this year’s Central Region Leadership Conference?

**Maintain Contact with State Officer Advisors All Missouri DECA District Vice Presidents 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 DVP.

### Further Responsibilities

* Attend the District Career Development Conference in the capacity as DVP 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.

######  District Vice Presidents

* The District Vice Presidents preside over all district meetings and activities as deemed necessary by the District Advisors and District Competitive Events Directors.
* Serve as a liaison between the Missouri Association of DECA and the local chapters within each district.
* Maintains consistent communication with each chapter in their district.
* Provides articles and pictures for publicity.
* Assists the State Action Team with special projects within their districts, carries out the State Action Team Program of Activities, and performs duties as directed by the State President.
* All District Vice Presidents assume a leadership role at the State Career Development Conference.

# Responsibilities of Missouri DECA District VP

**General Responsibilities** It is vital that each Missouri DECA District VP understands his or her responsibility to the Missouri DECA Association. Each member of an effective team recognizes that contributions to the team goals will advance the entire state organization at a greater level than concentration on individual goals. District Vice Presidents provide leadership in multiple ways – from to develop District CDC to presiding over the Award Ceremony.

***For Office Use ONLY #***

*2020-2021*

**Missouri DECA District VP Candidate Application**

Name DECA District #

* District Vice President Candidate - District #

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 District Vice President? 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 two 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 District Vice President 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 District Vice President Candidate’s leadership skills, seriousness, integrity, and willingness to serve. Should my student be elected to office I understand that I will receive emails sent to my student in order to keep me informed of their 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 I am in support of this candidate becoming an elected District VP of Missouri DECA.

Guardian: 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*

*2020-2021*

**Missouri DECA District VP Candidate Application**

Name Office Sought

* DVP Candidate

**Acceptance of Responsibility and Understanding of Election Process:** I recognize that the following obligations are a part of a Missouri DECA District VP’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 attend the conferences as listed above and other events as assigned by the State DECA Advisors and State Officer Advisors. These conferences are mandatory. State Officer Leadership Training Conference – November 3-4, 2018, The Lodge, Lake Ozark \*Central Region Leadership Conference – November 16-18, 2019, Detroit, MI State Career Development Conference Planning Meeting – January 12-13, 2019-Crown Center, KC, MO District Competitive Events Conference – Determined by individual districts State Career Development Conference – March 24-26, 2019 Crown Center, KC, MO \*International Career Development Conference – April 26-May 1 Orlando, FL (it is recommended the NEW State President attend) |
|   | 3. | I will adhere to the conduct code and dress code established in the Missouri DECA Comprehensive Consent Form. |
|   | 4. | I will clear absences associated with DECA in advance with all of my teachers and employer. |
|   | 5. | I will adhere to dress guidelines established for District VPs at the State CDC. |
|   | 6. | I understand that I will not be allowed to participate if this application packet is incomplete, inaccurate, or postmarked later than **September 21, 2018.** |
|   | 7. | I understand that I will be required to take a written test, and deliver a 2 ½-minute maximum campaign speech at my District Meeting on Sunday evening. |
|   | 8. | 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. |
|   | 9. | I have read, understand, and will adhere to all rules, guidelines, and responsibilities associated with serving as a Missouri DECA District VP. |
|  |  |  |

Applicant Signature Date

Administrator Signature Date

Parent/Guardian Signature Date

Submit completed application Missouri DECA

**POSTMARKED** by c/o Missouri Dep. of Elem. and Secondary Ed.

**September 23, 2019,** to: 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 **September 21, 2021,** 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

*Revised August 2020*