

**MEMO TO:** New Chapter Advisors

**FROM:** David Wait 

**SUBJECT:** Co-curricular Certification to be a Michigan DECA Chapter

Thank you for your interest in forming a DECA Chapter. Michigan DECA's ultimate goal is for all DECA members to be enrolled in a state approved marketing, management, finance or hospitality program. Because we know that this is not always possible due to funding or policy issues for some school districts, we have established exceptions for schools that currently do not have a state approved program to offer a DECA chapter. (If you are not a state approved program we encourage you to meet with the CTE director to apply to become a state approved program.)

In order to have a Michigan DECA Chapter, the school must meet one of the following:

1. The advisor teaches in a state approved marketing program.
2. The school is in the process of applying to be a State Approved Program.
3. DECA members are enrolled in a marketing class and the chapter advisor is certified to teach marketing classes.
4. Another teacher at the school is certified and teaching marketing.

Would you please take a minute to complete the attached form so we can verify your chapter's status to approve your chapter to participate in Michigan DECA activities?

Thank you for your assistance. Please feel free to contact me if you have any questions, or if I can provide any assistance to your program.

Enclosure

**EMERGING LEADERS  
AND ENTREPRENEURS**

IN MARKETING, FINANCE, HOSPITALITY AND MANAGEMENT

## Michigan DECA Program Status Reporting Form

School Name: \_\_\_\_\_

Michigan DECA's goal is for all members to be enrolled in a state approved marketing, management, finance or hospitality program. Because we know that this is not always possible due to funding or policy issues for some school districts, we have established exceptions for schools that currently do not have a state approved program to offer a DECA chapter. Would you please indicate which classification your chapter falls under so we can verify your chapter's status to approve your chapter to participate in Michigan DECA activities?

\_\_\_\_\_ Our school has a state approved program. The PSN is \_\_\_\_\_

\_\_\_\_\_ Our school is in the process of applying to be a state approved program.

\_\_\_\_\_ We are in the process of adding a marketing, management, finance or hospitality course. Attached is a copy of support materials, such as a proposal to school administration or curriculum committee, or minutes from a school curriculum committee meeting.)

\_\_\_\_\_ The members are enrolled in a marketing course and the chapter advisor is certified to teach marketing classes. Attach a copy of the course description from your school's course catalog.

\_\_\_\_\_ Another teacher \_\_\_\_\_ at the school is certified and teaching marketing.

We also recommend that advisors from non-state approved programs attend at least one of the marketing or DECA professional development activities that are listed below.

- MDE's New Program Application Meeting (held each October)
- Michigan DECA New Advisor In-service (held each October)
- Michigan Marketing Educator's Annual Conference (held each October)
- Summer Marketing Academy (the date will be announced in March)

\_\_\_\_\_  
Chapter Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal or CTE Director's Signature

\_\_\_\_\_  
Date

**Please Fax to: 734-487-4329**