



2018-2019 State Officer Candidate Guidebook

By completing this packet, you are about to embark on an exciting and challenging journey. You are on the road to becoming a State Officer for one of the largest State Associations in DECA. For more than a half century, Michigan DECA has established a rich history of leadership. Many members continue on to pursue successful careers in marketing and management. A select few lead the association as State Officers.

The road to becoming a State Officer requires dedication. The opportunity to develop your campaign, share your expertise with members and improve your speaking skills will prove worth the effort.

As an elected State Officer for Michigan DECA, your perseverance must continue. As a team member, you will collaborate to propel the organization by planning conferences, developing a successful program of work, and work to grow the membership base of our State Association. Be prepared to commit a large portion of your time to your officer team as well as Michigan DECA.

This packet outlines the steps involved in a campaign for the Michigan DECA State Executive Council, including forms you will need to complete. This guidebook outlines your candidacy and the process for running for State Office. Please read this guidebook carefully even if you have ran before.

Best wishes to you in your pursuit of excellence as a State Officer!

I'm limitless,
spontaneous
and fearless.
I can take
direction
and also
give it.

-Ester Dean

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State Officer Candidate Information

Running for and holding a State Office is exciting and challenging. The rewards are many:

- Personal growth
- Development of life-long leadership skills
- Travel to exciting places and meet new people
- Plan Michigan DECA State Leadership, District and State Career Development Conferences
- Visit high schools and universities
- Recognition for chapter and community

Interested individuals should:

- Talk to your parents, advisor, employer, and principal to discuss the responsibilities and activities.
- Obtain permission for absences from school, work, and family activities.

Interested individuals MUST:

- Be an active member in an affiliated Michigan High School Division chapter
- Have held a responsible position at the chapter level
- Candidates may only run in their Junior (11th grade) year of school
- Be recommended by the chapter advisor and school administrators
- Have good speaking and writing skills
- Complete the application with two letters of recommendation. See the application procedures for specific instructions
- Attend the State Officer Candidate Screening Interviews in Lansing, Michigan
- Follow the Michigan DECA State Officer Campaign Guidelines

All candidates must complete the State Officer Candidate Application and bring the **original plus four (4)** copies of the application to the State Officer Candidate Screening. Only one copy of recommendations received are required in sealed envelopes. There will NOT be a copier available at the location of the screening, and candidates will not be considered without the copies. Do not put them in folders, binders, covers, etc.

All candidates must attend the candidate screening on **Saturday, February 3, 2018**, in Lansing. At the screening, all candidates must pass the qualification exam and interviews.

State Officers are only allowed to compete in **individual** competitive events that compete Saturday morning at the State Conference.

Training occurs during the International Conference, the CTSO State Officer Workshop, and the DECA Emerging Leaders Summit. The areas of training are:

- Responsibilities and duties
- Public speaking
- Meeting and greeting people
- Writing letters and articles
- Goal setting
- Team building

Candidate Screening Procedures

State Officer Candidate Screening

Candidates must register by **January 31, 2017** to attend the screening. A registration form is available at <http://mideca.org/members/running/>

All potential candidates must attend the State Officer Candidate Screening at the Radisson Lansing, located at 111 North Grand Avenue, Lansing, MI 48933 on **Saturday, February 3, 2018**.

Tentative Agenda:

9:00 a.m.	Registration
9:15 a.m.	Candidate Orientation
9:30 a.m.	Candidate Testing
10:30 a.m.	Candidate Interviews and Screening Begin
12:30 p.m.	Adjournment

Candidates may leave when they have completed all parts of the screening process. The election committee will approve of candidates to run for office, and a list will be posted on Michigan DECA's website.

State Offices

Potential candidates will not select a specific office to run for. The Election Committee will slate up to sixteen candidates based on the candidate application and screening process. The State Executive Council will consist of eight officers.

Screening Procedure:

1. Each candidate must bring the original and four (4) stapled copies of the completed state officer application to the screening. Only one copy of recommendations received are required in sealed envelopes. **Applications will not be accepted if they are in a folder, binder, report cover, etc; only stapled copies will be accepted.**
2. Each candidate must gain the support of their advisor, parents and school officials.
3. Each candidate must agree to the State Officer Code of Conduct and State Officer Assurances.
4. Each candidate must submit two letters of recommendation using the Recommendation Form found in the candidate application packet. Suggested resources for these recommendations include: school officials, teachers, counselors, employers, community members and leaders, etc. Recommendations may not be provided by the DECA chapter advisor, parents, relatives, or classmates. These recommendations must be submitted with the application. Any recommendations received by the candidate in a sealed envelope may not be opened by the candidate. *Please note: candidates are not required to bring four copies of sealed recommendations.*
5. Michigan DECA will email each candidate's advisor a Recommendation Form designed for chapter advisors when we receive the candidate's screening registration. This form must be received by February 2, 2018.

6. Each candidate will participate in five activities on the day of screening:
 1. The State Officer Examination
 2. Candidate Interview
 3. Present a two minute speech on “*DECA and What it Means to Me.*” The audience is the screening committee, and the purpose of the speech is to convince the committee of your belief in DECA and it’s goals and your dedication to the organization. The speech should be viewed as a sales presentation on your behalf.
 4. Participate in an evaluated interpersonal skills activity.
 5. Photos will be taken for publication in *Spotlight on DECA* and on www.mideca.org

State Officer Screening Policies

1. Candidates must register for the screening by January 31, 2018 using the online form.
2. Chapters may not have more than two candidates.
3. A DECA blazer and/or other suitable professional dress is appropriate.
4. There is a \$15.00 candidate screening fee. Make checks payable to Michigan DECA.
5. The Election committee will evaluate each candidate during the screening process on the criteria provided and may slot a maximum of sixteen candidates to run for state office.

The Qualifications to run for a State Office:

- Active membership in an affiliated Michigan High School Division chapter
- Must have held a responsible position at the chapter level
- Recommended by the chapter advisor and school administrators
- Have good speaking and writing skills
- Candidates may only run in their Junior (11th grade) year of school

Campaign Rules and Guidelines

1. All candidates will participate in the State Officer Candidate Screening on **Saturday, February 3, 2017**. The election committee will approve candidates to run for office. The results will be posted on Michigan DECA's web site by the end of the day on February 12th.
2. **Only after being approved to run for a state office by Michigan DECA** (after the State Officer Candidates has been posted), may candidates mail campaign materials to chapters. *If you have any questions about campaigning, contact the Michigan DECA Office.*
3. Each candidate is required to submit a description of their campaign plans to the Election Committee by March 1. This information will be reviewed, to make sure all activities meet the campaign guidelines, and will be kept confidential until after the election.
4. **Approved candidates must EMAIL a one page (8 1/2" x 11") black and white State Officer Candidate Flyer by March 1st** that will be printed and distributed in a special packet for voting delegates. Faxes of flyers WILL NOT be accepted.
5. **Because the focus of the campaign should be on the candidate's skills, the following are prohibited:** stickers, food, balloons, animals, any objects that can be thrown or tossed, including frisbees, balls, etc. or imprinted clothing items (hats, shirts, scarves, etc.) used during any campaign. *Please refrain from spending large amounts of money on your booth or campaign materials; looking at past campaigns, this has little connection to winning the election.* Candidates are required to submit the Campaign Summary Form to Michigan DECA by March 1st; with their intended campaign materials prior to State Conference.
6. Michigan DECA may develop a personal campaign biography for each candidate using the candidate's application and information obtained during the screening process. This biography may be printed in **Spotlight on DECA**, published on Michigan DECA's web site, and/or included in chapter registration packets at the State Conference.
7. All candidates are required to meet with the State President at the State Conference at the time indicated in the State Conference program. No campaigning, or setting up of campaign tables is to start until the close of this meeting. **Candidates missing this meeting will not be allowed to set up their campaign booth.**
8. All candidates will be assigned a 6' display table. The location of the tables will be assigned prior to the Conference and cannot be changed. **Tables are to be staffed only on Friday from 7:00 p.m. to 8:50 p.m.** All materials must be removed by 9:00 p.m. on Friday. Electricity will not be provided at the campaign tables.
9. All Campaign signs are to be confined to the campaign area. No signs may be posted to any walls or be distributed out of the designated campaign area. This includes hallways, meeting spaces or the ballroom during any session.
10. The candidate is responsible for the actions of his/her campaign workers. Please advise them of rules and regulations.
11. Candidates will give their campaign speech during the Opening Session at the State Career Development Conference. Candidates will have up to two (2) minutes for their speech.
 - No electronic equipment (lights, recording, additional microphones, etc.) may be used during the speech and/or demonstration., except those provided by Michigan DECA.
 - Demonstration time used by supporters will be counted as part of the candidate's time limit.
 - All demonstrations for a candidate must take place on the ballroom floor and not on the stage. No one except the candidate will be allowed on the stage.
12. The election will take place on Friday night immediately following the Opening Session.
13. **No campaigning can take place after 10:00 p.m. on Friday.**

Campaign Violations

- Possible violations must be reported to the Michigan DECA Director as soon as they occur.
- If the violation is correctable (i.e., campaign material in an improper location), the candidate will be warned once and required to correct it.
- Any additional correctable violations will result in being banned from any form of campaigning. However, the candidate will remain on the ballot.
- If the violation is not correctable (i.e., using electronic equipment during a speech or demonstration), the candidate will be banned from any form of campaigning. However, the candidate will remain on the ballot.

Election Process

(Prior to the election)

1. Review responsibilities and commitments of office.
2. Review the election process.
3. Prepare your State Officer Candidate Flyer, which will be copied and distributed to voting delegates at the State Conference. Michigan DECA must receive the completed flyer by **EMAIL** no later than **March 1**. Failure to do so will mean that your flyer will not be printed. Flyers may not exceed one 8 1/2" x 11" page, and will be copied in black and white.
4. Prepare your campaign. After being approved by the Election Committee, you will receive a set of mailing labels and a tentative list of the number of votes for each chapter. You may mail campaign materials to Michigan DECA chapters.
5. Submit a list of planned campaign materials on the Campaign Summary Form to Michigan DECA by March 1st.
6. Attend the Candidate Briefing meeting on Friday at the State Conference.
7. Turn in one sample of each campaign material/item and the Campaign Materials Form at the candidates' meeting. It would be helpful to have the items in a bag with your name on it.
8. Set-up your campaign table immediately following the candidates' meeting. When we look at past officer candidate campaigns, we feel that it is important to have a nice looking booth; it shows that you are creative and organized. We have not found any connection to spending large amounts of money to winning the election.
9. Clean-up your campaign table by 8:50 p.m. on Friday.
10. Give a two minute campaign speech at the Opening Session at the State Conference. Make sure your speech has content that is of interest to the student members.
- 11. No campaigning can take place after 10:00 p.m. on Friday.**

National Officer Candidates

Potential candidates must complete the following items:

1. Only individuals that have fulfilled their requirements as a Michigan DECA State Officer can run for National Office.
2. All candidates for national office must complete the National DECA Candidate Application before **February 1, 2018** and submit it to Michigan DECA. The application and more information can be found in the National DECA Officer Candidate Packet found on www.deca.org
3. Candidates will be interviewed by the election committee, along with the State Officer Candidates.
4. Candidates will take the State Officer Exam.
5. Candidates must submit a campaign theme and detailed budget by February 1, 2018.
6. Candidates must have raised at least \$1000 by March 1st. Family and chapter support does not count as part of this \$1000.
7. Candidates must be approved by the election committee to run at the national conference.
8. Candidates will give a three (3) minute speech at the State Conference.
9. Michigan DECA reserves the right not to endorse candidates when they are not able to fulfill these items or if the election committee feels that the officer will not be able to fulfill the responsibilities of being a National Officer.
10. The candidate's chapter Advisor must attend and participate in the candidate screening process.

Travel Information

Required Meetings and Conferences

Michigan DECA State Officers are expected to attend a number of meetings and conferences throughout their term:

- International Career Development Conference - **April 20-25, 2018, Atlanta, Georgia**
- CTSO State Officer Workshop - **3 days in May 2018, Location TBD**
- Emerging Leaders Summit - **5 days in July 2018, Chicago, Illinois**
- State Officer Meeting - **2 days in August or September 2018, Detroit, Michigan**
- Central Region Leadership Conference - **4 days in November 2018, Detroit, Michigan**
- District Conferences - Officers must attend their own district conference and at least 3 others. A hotel stay the night prior to each conference is required.
- State Officer Screening - **2 days in February 2019, Lansing, Michigan**
- State Career Development Conference - **March 6-10, 2019, Detroit, Michigan**
- International Career Development Conference (*optional*) - **April 26-May 1, 2019, Orlando, Florida**

Michigan DECA does reimburse most in-state conference and meeting expenses for travel, lodging, meals, and supplies necessary for carrying out an officer's duties. However, each officer should expect some personal expenses such as:

- Coordinated clothing to match with the DECA blazer (\$150 - \$200)
- Airline luggage fees (\$25+ each way per bag) is the responsibility of the officer for all airline travel.
- The 2018 International Career Development Conference - Newly elected officers will receive a \$100 travel scholarship to assist with the cost of attending the conference. In order to receive the travel scholarship, a Thank-you Letter must be written to the sponsor and a copy received at the Michigan DECA Office by the deadline given. Newly elected officers will travel with their chapters, unless the officer's chapter is not attending the ICDC, in which case the officer will travel with Michigan DECA. The remaining amount, including registration, transportation, meals, etc. will be the responsibility of the officer and/or chapter. Newly elected officers will room together in order to get to know your officer team. Newly elected officers will not have much time to spend with their chapter, due to their leadership training and officer duties at the conference.
- State Officer Emerging Leader Summit - Each officer (or chapter) will be required to pay \$450.00 of the estimated \$1200.00 cost, and most of their meals. A \$250 deposit will be due by June 1st, and the balance due by July 1st in order to attend.
- 2019 International Conference (*This is optional*) - Michigan DECA will assist with registration, lodging, and some transportation expenses. The remaining amount is estimated at \$400-600, which is due by March 1st. More information will be provided at the February officer meeting. All meals will be the responsibility of the officer.
- Miscellaneous: A few other personal items.

State Officer's Chapter Advisor Responsibilities

The success of our state officer team depends largely on the support of each state officer's chapter advisor. Responsibilities of these advisors are:

- Ensure their state officer receives communications from the state office.
- Ensure their state officer responds in a timely manner to all requested materials or information.
- Ensure their state officer attends all meetings and activities.
- Assist their state officer to arrange for excused absences when they are attending DECA Conferences and meetings. I will help arrange excused days off from school/work, and travel assistance for him/her to participate in required activities.
- Assist with transportation for your state officer to and from events as needed.
- Ensure their state officer is meeting all deadlines for articles and payments.
- Edit all assignments before they are submitted to the state office (speeches, articles, etc.) At least three (3) articles for **Spotlight on DECA** are assigned to them throughout their term of office. Articles are to be proofread by the Chapter Advisor and an English teacher.
- Assist in planning and preparing state officer speeches, scripts, skits, sessions and other documents.
- Encourage and support the state officer team in fulfilling their mission and goals to serve Michigan DECA.
- Ensure their state officer abides by all policies and procedures as outlined in the State Officer Candidate Guidebook, State Officer Handbook, State Officer Code of Conduct, Contract and any other such items that may be communicated to them in writing or verbally by the State Director and/or State Officer Coordinator.

State Officer Internet Policy

Using Facebook, Twitter, Instagram, YouTube, other Social Media, or Websites

Please keep in mind that as an Officer for Michigan DECA, you are a public figure. As an Officer you represent your school, your state association and even International DECA. As you post content to personal Web pages, blogs, Facebook, Twitter, Instagram, YouTube or other sites, keep in mind that people you do not know (including potential employers) might “look you up” in cyberspace or Google your name. Be sure your personal materials including comments, photographs, video or sound files would not embarrass you if they were viewed by Michigan DECA staff, business partners, instructors or others.

E-mail Address

You will be assigned a Michigan DECA email address for correspondence. If you choose to forward this email address to a personal email address, this personal email address must project a professional image. Be sure to check e-mail every few days during your term of office as travel opportunities are often offered via e-mail.

Code of Conduct Statement:

As an Officer of Michigan DECA, I will represent my organization, state and school with respect. This means that, for my term of office, any content I post on such things as, Facebook, Twitter, Instagram, YouTube or other sites and my email address may be reviewed by an authorized adults such as my advisor, parent or guardian. I agree to add the Michigan DECA State Director and State Officer Coordinator as a “friend” on Facebook, Twitter, and other social networking sites for the duration of my term of office. I also understand that these web sites will be monitored and I may be requested to remove material.

If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my advisor, school and/or state advisor.

Your pledge to this Internet Policy is included in the Candidate Application Form.

State Officer Safe Driving Pledge

We've all heard that texting and driving, just using the phone while you're driving, or playing with the technology screen while driving is dangerous. Unfortunately, that's not enough to stop some of us.

Each day in the United States, approximately nine people are killed and more than 1,000 injured in crashes that are reported to involve a distracted driver. Distracted driving is driving while doing another activity that takes your attention away from driving. Source: June 9, 2017 https://www.cdc.gov/motorvehiclesafety/distracted_driving/index.html

Multi-tasking is something a lot of us are convinced we do well. You might be surprised to learn that's not true at all, for teens and adults. We often think we are great multi-taskers: we can carry on a text conversation while doing homework, binge watch a show online and wash the dishes, right? Well... not really.

When we multi-task, our brain is really switching back and forth between doing various tasks. Depending on the task and the person, switching can be very quick and appear seamless. But really, every time the brain switches tasks, it slows its reaction time. That's not a big deal when texting a friend and watching TV, but it can be deadly behind the wheel.

Hands-free won't cut it either. A driver on the phone can miss up to 50 percent of the driving environment. And that distraction can linger: studies show up that distractions continue up to 27 seconds after the calls ends.

Today's technology brings a new distraction for drivers - the infotainment system. Technology has become a big part of the driving experience. Some features, including new safety systems, improve the driving experience. Others, like voice-controlled systems that promise to do everything from calls, texts, emails and even posting to social media platforms, present new distractions. Remember that these features are included in the car for convenience, not safety. All drivers should avoid the dash to the dashboard. Only use the infotainment system when the car is in park!

The distractions while driving include, but are not limited to:

- *Texting - looking at texts and also sending texts*
- *Talking on the phone*
- *Using car infotainment systems while driving*
- *Programming a GPS*
- *Grooming - brushing hair, applying makeup, etc.*
- *Reading*
- *Looking for things in the glove box, dropped items, or reaching for a purse or backpack*
- *Eating*
- *Fumbling while performing what seems like a simple task*
- *Being distracted by other passengers*
- *Reacting to interesting road signs, events or accidents on the side of the road, beautiful scenery, etc.*

I pledge to remove distractions while I am driving to and from all DECA activities. I further pledge that if I am running late for a meeting or activity, I will pull into a safe parking spot and text the person that is expecting me at the meeting. It is better to be a few additional minutes late, than to be distracted while driving.

This Safe Driving Pledge is included in the Candidate Application Form, and requires the appropriate signatures.

State Officer Responsibilities

A Michigan DECA State officer works as a member of a team in establishing common goals and objectives and acts as a liaison between Michigan DECA and the student membership. Officers also act as the voice of DECA to those not familiar with the organization.

An officer is a dedicated and enthusiastic individual with the motivation and integrity to represent what he/she believes. As a flexible member of the team, he/she accepts the responsibility of being a leader as well as a follower. With the personal qualities of a public relations person, the officer should convey professionalism through commitment, attitude, skill, knowledge, and style in order to ensure a successful year.

All officers are expected to contribute articles to the state newsletter, *Spotlight on DECA*, and also Michigan DECA's web site. Three articles are due each year.

Michigan DECA will cover reasonable travel and meal expenses associated with the required, in-state activities.

The eight (8) State Officer Positions and Duties of each office:

The top eight candidates that receive the most votes will be elected as Michigan DECA State Officers. Actual positions will be determined based on the number of votes received, each candidate's desired office ranking on their application, and recommendations from their Chapter Advisor, the election committee, and outgoing State Officers.

- A. **President:** The President shall preside over all business meetings of the State Association and of the State Executive Council and share in program planning. The President shall be responsible for the Program of Work and making sure all goals are met. The President shall foster unity and synergy within the team.
- B. **State Secretary:** The Secretary shall keep accurate minutes of each State Executive Council meeting and shall also serve in this capacity on the State Election Committee. The Secretary shall be keep accurate minutes of every meeting and email them to other members. The Secretary shall work with the President in accomplishing the Program of Work, making sure the President is aware of goal accomplishment.
- C. **Vice President of Business Partnerships:** This officer will work to promote business partnerships, sponsorships and growth within the State of Michigan.
- D. **Vice President of Community Service:** This officer shall coordinate the state civic consciousness project, and promote it to the chapters. This officer will also work with the recognition component and follow-up after its completion.

- E. **Vice President of Chapter Development:** This officer shall promote DECA membership throughout the state and encourage chapters to participate in the national membership campaign. This officer will also create enthusiasm for special projects among chapters, such as the 7-UP Challenge, Stock Market Game, Virtual Business Challenge, and School Based Enterprise Certification.
- F. **Vice President of Public Relations:** This officer shall coordinate all public relations activities, including the state newsletter and social media content. They shall also compile the annual history of the association and submit a scrapbook of the year at the end of their term of office.
- G. **Vice President of Career Development:** This officer shall promote participation in DECA's Competitive Events and be knowledgeable of the events. This officer will also connect events with marketing careers, and highlight several marketing-related careers on the web and in the state newsletter throughout the year.
- H. **Vice President of Leadership Development:** This officer shall promote leadership activities, such as the State Leadership Conference, Central Leadership Conference, and the Leadership Development Academy at ICDC. This officer will also encourage others to run for a State Office. He or she will research leadership tips to be put on the web site monthly, and provide guidance to chapter officers.

Your Responsibility to...

(1) The Organization

Your foremost responsibility as an officer is to represent the DECA members throughout the organization.

The entire organization will be judged by other people's impressions of you. Consequently, you must always be mindful of the image you project in appearance, speaking and manners.

You are charged with the responsibility of projecting yourself as a professional student leader.

You are charged with the responsibility of developing enthusiasm for Michigan DECA.

The growth of Michigan DECA during your term of office will depend on the performance of your duties and impression you leave with people who are interested in our activities.

As a state officer, you should select a few priority items as ones which will command your major attention and expertise, and concentrate on their further development.

(2) DECA Members

As a state officer you have the challenge to provide guidance, leadership and inspiration to all DECA Members. The example which you set will affect each member's enthusiasm, involvement and emotion toward DECA.

You must at all times exhibit the qualities of leadership that will contribute to the growth of DECA.

You will inspire leadership in direct proportion to the degree that you, as an individual, give leadership.

You will instill in those you meet the desire for self-improvement and the attainment of higher goals.

(3) Self and Family

Remember you have a responsibility to yourself and your family. Keep your parents informed of what you do as a state officer. Their support and guidance is very important to your success as an officer.

In selecting your personal priorities, keep in mind that DECA **does not** take precedence over your education. But it does take priority over other extra curricular activities and your employment.

Vince Lombardi said, "Winning isn't everything, but wanting to win is." You owe yourself the obligation to "want to succeed," to achieve as much as you can, and to do the best you can at all times.

(4) Other State Officers

The other state officers will act as a very important support group. Often, only they can relate to the problems and situations you are experiencing.

Avoid forming cliques with a few of the other state officers. There may be several officers you want to spend more time with but the success of the team depends on everyone "getting along" and working together.

If there is a problem with another officer, talk it out immediately. When rooming together, respect everyone's space and possessions. Small problems that aren't immediately resolved or taken care of can grow into larger problems. Speak with the State Director if issues can not be resolved.

Respect all opinions. You are all leaders and often you will need to compromise for the good of the organization. After a decision is made, it is your responsibility to support that decision. Present a uniform front of togetherness.

It is your duty to correspond with other members of your team, as to the progress you are making and as to the activities undertaken.

(5) Your Chapter Advisor

It is extremely important that you keep your chapter advisor informed of your activities at all times. It is suggested that you schedule a ten minute meeting with your advisor each week for the purpose of discussing your activities.

Your chapter advisor's encouragement and support is very important. Do not expect special privileges from your advisor because you are a state officer.

Make sure all your school work is completed on time. If a time extension is needed, talk to your advisor.

(6) Your Local Chapter

Because of the many Michigan DECA activities you will be actively involved in, you will have less time than you would like to spend on local activities.

During your term of office you are not to hold any office on the local level. Encourage others to learn by being a chapter officer.

Do not dominate chapter meetings or discussions. Have the president add you to the agenda, if you have a report to give on state or district activities.

During state activities you are a member of the state team and not a member of your local chapter. This will mean missing chapter meetings and activities.

(7) Michigan DECA

The Michigan DECA State Director and State Officer Coordinator will be working to make your term as an officer a successful and rewarding experience for you, and will assist your efforts whenever possible.

The Michigan DECA State Director must know your capabilities as an individual to represent DECA on any possible assignment. Keep him informed at all times.

Send in all reports and requested information on time.

Copies of all DECA correspondence must be copied and sent to the State Director for approval prior to sending anything out on behalf of Michigan DECA. All correspondence is filed for future reference and for next year's officers.

Be on time to all meetings and activities. Give notice as soon as possible if you can not attend a meeting. Call if you will be late or your plans change.

The State Director and State Officer Coordinator are here to assist you. Take advantage of the help.

(8) Your Employer

Request time off for DECA activities as soon as possible.

Keep employers informed of your DECA activities. They will be supportive, if they understand what you are doing.

State Officer Candidate Study Guide

Why Do You Want To Be An Officer?

When considering the decision to run for a state office, a person must ask themselves many questions to determine if they have the skills, initiative and time to serve as a state officer. Some examples are:

1. Am I prepared to take on the hard work and dedication that is important to being a successful state officer?
2. Am I ready for the make-up work I will receive as a result of being away from school? Am I also ready for time away from my home, family, friends, and job?
3. Am I an effective public speaker with the ability to get people involved and enthusiastic in what I have to say?
4. Can I talk about DECA openly and promote DECA to the best of my ability?
5. Will I take the time to communicate with all of the chapters by means of chapter visitations, telephone calls, and articles?
6. Can other people depend on me to get the required tasks done that a state officer is responsible for?
7. Can I be an active participating member of the State Executive Council?
8. Will I be able to make DECA a priority over other activities?

Terms you should know

100% Membership	Gimmie 5!
Advisors	HOSA
BPA	ICDC
Central Region Chartered Associations	MDA
C.A.B.	Marketing Representative events
Chapter Award Program	Merit Award Program
Chapters	Michigan DECA Districts
Conferences	Michigan DECA Guide
CTSO	Michigan DECA Office
Current Michigan DECA State Officers	Michigan DECA's State Director
Current International DECA Officers	MME
DECA's attributes and values	N.A.B.
DECA Board of Directors	Online events
DECA's colors	Parliamentary Procedure
DECA's headquarters	Principles events
DECA Guide	Professional selling and consulting events
DECA's Guiding Principles	SCDC
DECA, Inc.	Series events
DECA's Mission Statement	SkillsUSA
DECA's regions	Spotlight on DECA
DECA Week	Team Decision Making events
Dimensions	Written events
Entrepreneurship events	
FCCLA	
FFA	

Information State Officers Need to Know

On the next few pages you will find questions that will assist you the day of screening and on the test.

Possible Questions for Written Essay and Personal Interviews

1. What does ME stand for, and its main purpose?
2. What are the three parts of the marketing education program?
3. What ME class are you in now and what are your plans for next year?
4. What qualities are developed through participation in DECA? How?
5. How does the statement, "*DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management*" relate to you in your leadership development?
6. Can ME help eliminate the dropout rate? How?
7. What can you contribute to Michigan DECA?
8. A good state officer has what traits?
9. Who is the DECA Executive President of the High School Division?
10. Who is the Central Region Vice President?
11. What are the Central Region states?
12. How many districts does Michigan DECA have?
13. What does MME stand for?
14. Who is the Michigan DECA State Director?
15. Who are your current Michigan DECA State Officers?
16. What are geographical units of DECA called?
17. What is DECA, Inc.?
18. What are the series events?
19. What is the Learn and Earn Project?
20. What is the Entrepreneurship Promotion Project?
21. What is the official terminology when referring to district, state and national meetings?
22. What is the term given to the adult that guides a local chapter?
23. What are local organizations of DECA called?
24. The official term used to describe raising money on the local chapter level is _____.
25. Are you allowed to compete while you are a State Officer?
26. When is National DECA Week?
27. Where is the International Career Development Conference this year?
28. What is the name of the National DECA magazine? How many times a year is it published?
29. Who is the Executive Director of National DECA?
30. What is the Official DECA Mission Statement?
31. Where is DECA, Inc. located?
32. Where is the Michigan DECA office located?

33. How would you explain and promote DECA to a group of business people?
34. How much time are you willing to devote to DECA next year?
35. What priority will you give to DECA compared to other extracurricular activities and sports you may be participating in?
36. What qualities are developed by youth who participate in DECA? How do you develop these qualities?
37. How would you say DECA can help you in planning your future?
38. What would you do about a State Officer who refused to accept their responsibilities? What would you say to them?
39. What are the most important qualities needed by a State Officer? Pick three and explain their importance.
40. What can you as an individual State Officer do for your state organization?
41. Why do you want to be a State Officer? Have several reasons ready.
42. What are the main responsibilities of a Michigan DECA State Officer?
43. What do you feel are the primary purposes of DECA?
44. What have you done in your local chapter as evidence of leadership?
45. Do you now hold a job? If so where and how long?
46. What activities have you participated in at school and in your community?
47. What is your career objective? How did you arrive at this choice? What are your plans after high school?
48. Why are you taking marketing education?
49. What priority will you give to DECA if you are elected to a state office?
50. How does DECA's logo, mission statement and guiding principles relate to your career development?
51. What are DECA's official colors?

Resources to Study

Michigan DECA Chapter Handbook at <http://mideca.org/teachers/docs/chapterhandbook/>

Michigan DECA Guide at <http://mideca.org/teachers/docs/guide/>

Current Editions of **DECA Direct** at <http://www.decadirect.org/>

Current editions of **Spotlight on DECA** at <http://mideca.org/members/spotlight/>

Robert's Rules of Order at <http://www.rulesonline.com>

Michigan DECA website at <http://mideca.org>

DECA, Inc. website at <http://deca.org>