



State Officer Candidate

2019-2020 Application

This form **MUST** be typed.

Name _____

Chapter _____ Michigan DECA District _____

Advisor _____ Parent/Guardian Name _____

Home Address _____ City/State/Zip _____

Email Address _____

Home Phone Number _____ Cell Number _____

Date of Birth _____ Year of Graduation _____

Clothing Information

Please provide accurate measurements.

DECA Blazer Size _____ To view size charts, refer to <https://deca-images.myshopify.com/collections/professional-dress>

Males: Pant Size _____ Waist _____ inches Inseam _____ inches T-Shirt _____

Dress Shirt: Collar _____ Sleeve Length _____

Females - Please list numerical sizes (i.e., 4, 6, 8, etc.) not Small, Medium, etc. for Dress, Blouse and Skirt Sizes.

Dress Size _____ Blouse _____ Skirt Size _____

Woman's T-Shirt Size _____ Men's T-Shirt Size _____

To be completed by Guidance Counselor or School Administrator:

First Semester GPA _____ Cumulative GPA _____ Last Grade in Marketing _____
(Base grade point average: 4.0=A, 3.0=B, 2.0=C, 1.0=D)

Grade Level at Time of Election: Junior (only Juniors can run for office)

Signature of Guidance Counselor or School Administrator

Signature of Candidate

Signature of Advisor

Rank your preference of offices by placing a number 1-8 in each box, with 1 being your first choice:

- 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.

- 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.

- Vice President of Business Partnerships:** This officer will work to promote business partnerships, sponsorships and growth within the State of Michigan.

- 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.

- 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.

- 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.

- 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.

- 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.

*Actual positions will be determined based on the number of votes received, each candidate's desired office ranking, and recommendations from your Chapter Advisor, election committee, and outgoing State Officers.
Positions will be announced during the closing/award session at the State Conference.*

Please type the answer to the following essay question using 300 words or less.

You are at the airport, about to depart for the DECA International Career Development Conference, when you are approached by a couple who asks, "What is DECA?" How would you respond?

Michigan DECA State Officer Candidate's Statement of Support

_____ wishes to apply to run for a Michigan DECA State Office.
Name of Candidate

The candidate's success is closely related to the support he/she receives from his/her family, chapter and school officials. Please indicate your approval and support of him/her pursuing the goal to be an effective State Officer.

"I am in support of this candidate becoming an elected State Officer of Michigan DECA. I will do whatever I can to support and encourage him/her. To the best of my knowledge, all information provided in the application is up-to-date and correct."

Signature of Parent(s)

Date

Signature of Chapter Advisor

Date

Signature of Principal

Date

Signature of Employer

Date

Signature of a Chapter Officer

Date

Michigan DECA State Officer Candidate's Acceptance of Responsibility

I recognize that the following obligations are a part of a State Officer's responsibilities. I plan to perform to the best of my abilities, these and any other duties of the office to which I may be elected.

Initial each item:

- _____ 1. To become knowledgeable about the state and national DECA program of activities, and to be able to discuss it with chapter officers and other interested parties.
- _____ 2. Observe standards of official dress, exemplary personal conduct, and personal grooming while representing DECA.
- _____ 3. Full attendance and participation in the meetings of the DECA State Officers. I will resign my office if I am unable to attend required training workshops.
- _____ 4. Attendance and participation in the State Career Development Conference and State Leadership Conference are required.
- _____ 5. Careful preparations for fulfilling responsibilities in DECA activities in which I am involved.
- _____ 6. Notification to the Michigan DECA staff of all invitations for representation of DECA.
- _____ 7. Responsible and timely reporting of activities conducted as a representative of the DECA association.
- _____ 8. Carrying out of the State Officers' Program of Work in cooperation with the State Executive Council and State Director.
- _____ 9. Follow all guidelines to be an effective State Officer as presented at training.
- _____ 10. Fulfill all responsibilities as spelled out in the State Officer's Program of Work.
- _____ 11. Abide by the State Officer Code of Conduct, from the time that I am a candidate through the end of my term of office. I will resign my office if I fail to follow the State Officer Code of Conduct.

Signature of Candidate

Date

Signature of Chapter Advisor

Date

Signature of Parent

Date

Michigan DECA State Officer Candidate's Code of Conduct

1. I will abide by Michigan DECA's Delegate Code of Conduct, in addition to this Michigan DECA State Officer Code of Conduct, from the time that I am a candidate through the end of my term of office.
2. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form.
3. I shall follow established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the Michigan State DECA Staff.
4. Official conferences and activities begin when I leave home for the event and when I return home. Therefore, this Code of Conduct is in effect throughout this entire period of time.
5. I will always conduct myself in a professional manner as a representative of DECA.
6. I shall apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, democratic styles rather than dictator styles, maintaining enthusiasm and involvement, and conflict resolution through open communications.
7. I shall refrain from the use of tobacco in any form while representing DECA.
8. I shall wear appropriate dress at all official functions. Denim jeans, skirts or dresses are not professional dress. Denim and jean-like apparel may be appropriate at dances and leisure activities if approved by Michigan DECA Staff, but not during any other official sessions or meetings.
9. I shall immediately remove myself from all situations that could compromise my professional image.
10. I shall refrain from dating fellow State Officers while I am in office. I shall refrain from dating anyone while at a Michigan DECA activity or conference.
11. I shall not deface public property. I will be responsible for any damages caused to rooms or facilities that I am responsible for.
12. I shall keep the Michigan DECA Staff informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in their charge.
13. I shall be prompt and prepared at all times.
14. I shall carry out my duties and responsibilities to the best of my abilities.
15. I shall attend all official conference activities, unless I receive prior approval from Michigan DECA Staff to be absent. If I am unable to participate in all required State Officer Meetings, I will resign my office. Special permission must be received from the State Director to be excused from required meetings.
16. I shall keep my local chapter advisor informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the Michigan DECA State Office, in accordance with policies stated in the State Officer Handbook.
17. I shall follow my local school policies where there are more restrictive than the Michigan DECA policies and guidelines.
18. I shall not be engaged in inappropriate or illicit behavior.
19. I am responsible for reporting any violations of this Code of Conduct committed by myself or by fellow officers.
20. State Officers shall allow Michigan DECA to use conference photographs, video footage, and their names for promotional purposes.
21. I shall not post any inappropriate content, photos or other materials on any social media website. This is in effect from the day I sign this agreement below, to the end of my term, if elected.
22. If other situations arise that are not covered by the Code of Conduct for Michigan DECA State Officers, I shall use my best judgement in the situation. Above all I will act in such a way that it will reflect positively on the Michigan Association of DECA.

"I agree to follow the Michigan DECA State Officer Code of Conduct from the time that I am a candidate through the end of my term of office. I will resign my office if I fail to follow this code."

Signature of Parent or Guardian

Signature of Officer Candidate

Signature of Chapter Advisor

Date

Michigan DECA State Officer Candidate’s 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.

Signature of Parent or Guardian

Signature of Officer Candidate

Signature of Chapter Advisor

Date

Michigan DECA State Officer Candidate's 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!

I, _____ pledge to remove distractions while I am driving to and from all DECA activities. 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 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.

Signature of Officer Candidate

Signature of Parent or Guardian

Signature of Chapter Advisor

Date

Revised 12/2018

Michigan DECA State Officer Candidate's Statement of Responsibility

The following statement must be **HAND-COPIED** below, by the State Officer Candidate.
Re-typing it is not acceptable.

"If elected, I will attend and participate in all meetings (including, but not limited to: State Officer meetings, State Officer training, the State Leadership Conference, the State Career Development Conference, and at least the minimum number of District Conferences) as called by the State Officer guidelines and the State Director. I fully understand the responsibilities and obligations of the position I seek, and if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the State Director or the State Executive Council, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Michigan DECA Code of Conduct or the Michigan DECA State Officer Code of Conduct from the time that I am a candidate through my term of office, I can be removed from office. Should I fail to complete the duties of my office, I will refund Michigan DECA, the amount of money expended for my participation during my term of office."

Signature of Officer Candidate

Date

Signature of Chapter Advisor

Date

Signature of Parent or Guardian

Date

Recommendation for State Officer Candidate

To be completed by two (2) adults. Recommendations may not be provided by parents, relatives or classmates. Photocopy this form as necessary. Attach these recommendations in sealed envelopes with the application.

There is a separate recommendation that will be emailed to the Chapter Advisor once the Candidate Screening Form is received.

Candidate's Name _____ School _____

Recommended by _____ Relationship _____

Check each characteristic:

	Very Good	Good	Fair	No Info	Not Applicable
Dependability - prompt, sincere, consistent, truthful follows directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership - assertive, able to inspire others, resourceful, listens, uses good judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrious - persistent, good work habits, makes good use of time, hard working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Alertness - attentive, interested, eager to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative - accepts responsibility, able to work without supervision, works at a steady pace, starts work without instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Get Along With Others - adaptable, friendly, tactful, respectful of others, sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Appearance and Grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude - positive, honest, practices self-discipline, enthusiastic, motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: *Use the back of this form if necessary.*

Signature

Date

Title/Position