



# STATE OFFICER CANDIDATE

## 2023-2024 CANDIDATE APPLICATION PROCESS

### **Before Friday, January 27, 2023**

Candidates must register for the State Officer Candidate Screening by completing the Candidate Screening Registration Form with their chapter advisor. Completed forms are to be scanned and emailed to Ms. Day at Michigan DECA by Friday, January 27, 2023.

Michigan DECA will email each candidate's advisor a Recommendation Form designed for chapter advisors when we receive the candidate's screening registration.

### **Before Monday, January 30, 2023**

Candidates must complete the online Candidate Information form by the end of the day on January 30, 2023. This form collects basic information of the candidate and will be shared internally only by Michigan DECA and the election committee. Information needed for this form includes:

- Basic contact information for candidate and parents (phone numbers, addresses, etc.)
- Clothing sizes (please know your sizes before filling out the form)
  - Gentlemen: DECA blazer, dress shirt (neck size and sleeve length), dress pants, polo shirt, and t-shirt.
  - Ladies: DECA blazer, dress shirt, dress slacks/skirt, dress, polo shirt, ladies' t-shirt, and unisex t-shirt.
- Information about DECA conferences attended, DECA chapter activities, community activities, and your future plans.
- Rank your State Officer position preferences. *Note: 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.*

### **Before February 4, 2023**

Complete the Candidate Signature Packet and gather the required signatures and Recommendations. The original copy must be brought to the State Officer Candidate Screening in Lansing, Michigan on February 4, 2023.

**No scans of the signature packet will be accepted**, these pages must be the originals signed by all parties.

Each candidate must submit two recommendations using the Recommendation Form found on the last page of the signature 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. Any recommendations received by the candidate in a sealed envelope may not be opened by the candidate.

### **Saturday, February 4, 2023**

All potential candidates must attend the State Officer Candidate Screening in Lansing, Michigan on **Saturday, February 4, 2023, from 9:00 a.m. to 1:00 p.m.** Candidates that do not attend **will not** be considered.



# STATE OFFICER CANDIDATE

## 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 or accept termination if I fail to follow this code.**

\_\_\_\_\_  
Printed Name of Officer Candidate

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Officer Candidate

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Date



# STATE OFFICER CANDIDATE

## 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/they as a Michigan State Officer. 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 (if applicable) Date

\_\_\_\_\_  
Signature of a Chapter Officer Date

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### TO BE COMPLETED BY GUIDANCE COUNSELOR OR SCHOOL ADMINISTRATOR:

First Semester GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Last Grade in a Marketing Course \_\_\_\_\_  
(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 Michigan DECA Office)

\_\_\_\_\_  
Signature of Guidance Counselor or School Administrator



# STATE OFFICER CANDIDATE

## 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. Attend 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 or accept termination if I fail to follow the State Officer Code of Conduct.

\_\_\_\_\_  
Printed Name of Officer Candidate

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date



# STATE OFFICER CANDIDATE

## 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.”*

\_\_\_\_\_  
Printed Name of Officer Candidate

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature of Officer Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date



# STATE OFFICER CANDIDATE

## 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 to be 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 Director.**

\_\_\_\_\_  
Printed Name of Officer Candidate

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Officer Candidate

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Date



# STATE OFFICER CANDIDATE

## SAFE DRIVING PLEDGE

*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](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 is 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 is not a big deal when texting a friend and watching TV, but it can be deadly behind the wheel.

Hands-free will not 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.***

\_\_\_\_\_  
Printed Name of Officer Candidate

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature of Officer Candidate

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Date



# STATE OFFICER CANDIDATE

## RECOMMENDATION FORM

This form needs to be completed by two (2) adults. Parents, relatives, or classmates may not provide recommendations. Photocopy this form as necessary. Attach these recommendations in sealed envelopes with the application.

**Please do not use your Chapter Advisor as a recommendation, as they have a separate form that will be emailed to them once the online application is received.**

Candidate's Name \_\_\_\_\_ School \_\_\_\_\_

Recommended by \_\_\_\_\_ Relationship \_\_\_\_\_

Check each characteristic:

	Very Good	Good	Fair	No Info	Not Applicable
<b>Dependability</b> - prompt, sincere, consistent, truthful follows directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership</b> - 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"/>
<b>Industrious</b> - 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"/>
<b>Mental Alertness</b> - attentive, interested, eager to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b> - 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"/>
<b>Ability to Get Along with Others</b> - adaptable, friendly, tactful, respectful of others, sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Appearance and Grooming</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attitude</b> - positive, honest, practices self-discipline, enthusiastic, motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please leave any additional remarks on the back of this form.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/Position

**Thank you for your time! Please give to the candidate in a sealed envelope.**