



CANDIDATE GUIDE

2018-2019

STATE PRESIDENT

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Greetings!

Congratulations on your decision to run for State President! No matter what the outcome of your election, you are embarking on an exciting and challenging journey that will provide you with leadership experience and life-long lessons.

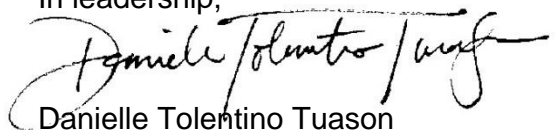
Over the past 70 years, Washington DECA has established a rich history and legacy of leadership excellence. While countless DECA members have made a profound difference in their schools and communities, only a select few have the opportunity to serve in state leadership positions. It is both an honor and a privilege to earn a title and role on the Washington DECA State Officer Leadership Team.

This candidate guide includes the information you need to proceed with your campaign and the forms you need to complete for your application. It's never too early to start preparing. **We highly recommend reaching out to your current state president if you have questions about the State Officer Leadership Program and its benefits.** As the state officer leadership coach, I am available to answer questions about the specific deadlines, dates, and procedures for this process.

At Washington DECA, we love to see members who want to take their DECA experience and service to "the next level," and running for state president is definitely one of the best ways to do just that. Should you be elected, you will find yourself making new, life-long friends; meeting countless DECA members near and far; taking on new challenges; and growing – not only your skills and your experience, but also your network. Truly, it will be an experience that will change your life.

I am happy to answer any questions you have, so please feel free to email me at danielle@wadeca.org.

In leadership,

A handwritten signature in black ink that reads "Danielle Tolentino Tuason".

Danielle Tolentino Tuason

Washington DECA State Officer Leadership Coach

Direct: 562.682.8531 | Email: danielle@wadeca.org

Dear Parent(s)/Guardian(s),

Your son/daughter has made a very important decision that will prove to be the beginning of a challenging, yet potentially life-changing experience with rich rewards. The process and experience of being a candidate will provide valuable life lessons and a memorable experience.

If elected to serve on the Washington DECA State Leadership Team, your son/daughter will be part of an influential role representing one of the largest and most respected student associations in the world. Washington DECA is committed to engaging, equipping, and encouraging the team to reach their full potential as young leaders, representatives, and ambassadors of the DECA organization. During their year of service, the State Leadership Team gains invaluable experience in leadership, communication, and management skills that are rare to find in college graduates, much less in high school students.

Responsibilities and Mandatory Dates

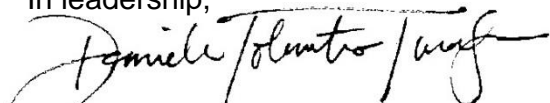
As part of this experience, they will attend mandatory and optional activities/events as a representative of Washington DECA. While this **will** affect school attendance, we hold each state leader to a high standard of time management and academic excellence. Please review the projected calendar included in this candidate guide (SO Form C) to ensure that you and your son/daughter fully understand the requirements of the program. Additional information will be provided at the Emerging Leader Welcome Retreat immediately following the State Career Development Conference on March 2, 2019. It is **mandatory** for at least one parent/guardian to attend. We also invite the parent/guardian in attendance to join us for the Awards Session prior to the retreat, where the state officers will be officially announced and recognized.

Safety

Washington DECA has a Code of Conduct and strict policies and guidelines designed to protect your son/daughter while fulfilling state officer duties. One of our main concerns is student driving, and we ask for your help and supervision in managing this aspect of the program. Please review the Transportation Release (SO Form G), outlining your responsibilities to provide transportation and when they may be allowed to drive on their own. With your help, we can ensure a safe and positive experience.

Please do not hesitate to contact me if you have any questions about the State Officer Leadership Program. I look forward to working with your son/daughter in this process and thank you for your support!

In leadership,



Danielle Tolentino Tuason

Washington DECA State Officer Leadership Coach

Direct: 562.682.8531 | Email: danielle@wadececa.org

So...just what IS the State Officer Leadership Program all about, anyway? How does it fit into your already busy life? Is it the right fit for you? Here are answers to some of the most frequently asked questions:

What do state officers do?

The year kicks off immediately following your election to the team after the State Career Development Conference. The team meets monthly via online video conferencing to receive updates, collaborate, and learn about leadership. There will be an Emerging Leader Welcome Retreat that serves as an orientation for state officers and parents/guardians. Then in the spring, the team meets for State Officer Leadership Training Camp – here you'll learn from leadership experts, create action plans, set goals, and create an overall Program of Leadership for the year. At the Washington DECA conferences, state officers take on conference hosting responsibilities throughout the conference and onstage. Area presidents also have responsibilities in their own areas including, but not limited to: visiting chapters at other schools, recruiting judges or speakers for events/CDCs, and maintaining communication within their area.

What type of skills do state officers learn?

While the State Officer Leadership Program concentrates on the development of leadership skills and experience, there are countless skills that state officers develop along the way:

Public Speaking	Business Etiquette	Time Management
Servant Leadership	Social Media Training	Personal Accountability
Human Relations	Communications	Project Management
Civic Stewardship	Professional Presentation	...and many more

How much time commitment is necessary?

Most state officers devote an average of 5-7 hours a week to keep in contact with their area chapters, prepare for events, and manage their other duties and responsibilities. You can expect your time commitment to increase prior to conferences and events, and in the beginning of the school year as you are setting up chapter visits.

Can state officers do other extracurricular activities/sports or have a job outside of school?

A state officer position is best suited to someone who wants to further their DECA career and make DECA their top priority. However, past area presidents have certainly held part-time jobs, competed at state-level athletics, or balanced other school government or after-school activities along with performing at their best for Washington DECA. There are times when your state officer duties may interfere with other activities. It is important to be aware of the dates and committed to attend the mandatory events on SO Form C.

Can you balance state officer duties with a full IB or AP course load?

We have had several state officers who have balanced the duties of their position with a full IB or AP course load at school. Time management and a full understanding of your state officer obligations is key to success.

When do state officers meet?

The following events are mandatory for state officers:

Meetings/Trainings

- Emerging Leader Welcome Retreat
- State Officer Leadership Training (SOLT) Camp
- Winter Leadership Retreat
- Virtual State Officer Team Meetings (Monthly)

Conferences

- Fall Leadership Conference (FLC)
[or Western Region Leadership Conference (WRLC) when it is held in the state of Washington]
- Area Conference
- State Career Development Conference (SCDC)
- International Career Development Conference (ICDC)

Other events are optional, but highly encouraged. **Please refer to SO Form C for specific event dates.**



Is there a cost involved?

The State Officer Leadership Program has been training tomorrow's leaders for more than 50 years, and Washington DECA is committed to keeping the financial investment in program participation at a manageable level. Conference costs, lodging, meals, transport, speaker fees, and training/activity costs are partially-subsidized by Washington DECA and areas. While the total cost of the program is well over \$6,000, the state officer and his/her family is responsible for the following:

- Wardrobe (\$350, invoice from Washington DECA)
- Local travel to events/meetings/conferences (varies, arranged by state officer)
- ICDC travel and conference registration (varies, coordinate with your local chapter and/or Area)

Please refer to SO Form C for additional financial information.

What traits make a great state officer?

- Drive to succeed (DECA state officers are as successful as they choose to be)
- Dedication to duty
- Personable and open-minded
- Positive and enthusiastic
- Eager to learn

Ultimately, the decision to run is yours to make, but we definitely advise candidates to speak with three key groups before deciding to run for office:

Your Support Network

First, secure your support network; **discuss it with friends, family, and your DECA advisor** – they will be valuable allies. Make sure they understand the commitment you are preparing to make and that they are informed about how they can support you if you are selected to serve.

Current State President

Don't forget to **email your current state president** too – they are waiting to hear from you and eager to share their experiences so you can be fully prepared. Their contact information is available at <http://washingtondeca.org/meet-state-officers2>.

Questions?

Finally, if you have any questions regarding the overall process, applications forms, or campaigning, please contact:

Danielle Tolentino Tuason
Washington DECA State Officer Leadership Coach
danielle@wadeca.org

"Through being a state officer, I was given the amazing opportunity to job shadow Jenny Hogan, Traffic Reporter for KIRO-TV. I had the chance to sit live on set and see everything that happens behind the scenes. As an aspiring news anchor, I will always remember that incredible experience. I can easily say that my time spent as a Washington DECA state officer has been one of the most rewarding experiences of my life."

- Kiran Jassal, Area 4 President (2009-2010)

"The experience of being a Washington DECA state officer is not really something you can describe in just one paragraph. The countless opportunities it has offered me have made my term one of the best years of my life. While it is amazing to run workshops, speak in front of 1,000's of members, and connect with members in my area, state, and even all over the world, becoming a state officer connects you to something bigger. It is training, experiences, and opportunities not many high school students have. I encourage anyone who is thinking about running for state office to do it. It is a life-changing decision to make in high school that you won't regret; one that affords you options not available to others and that you will benefit from for the rest of your life."

- Tyler James Dyer, Area 5 President (2012-2013)

"Being a state officer will push you in so many different ways to become a better leader, better student, better community member, and better businessperson. You will be asked to step out of your comfort zone, your mental limits will be tested, and it can be challenging at times. However, you will be surrounded by an incredible team who will be there with you in every step of your leadership journey."

- Erika Kumar, Area 4 President (2016-2017)

"The day I was announced as a state officer, I soon realized it was going to be a life changing moment in my life. And it has been that and so much more! I have witnessed the truest meaning of DECA and have seen how much of an impact I can make on someone else's DECA experience. I have been challenged as a leader, but I have also been able to open doors to new opportunities. I have connected with members all over the state and the world and I continue to do so! It is an honor to be part of such a great organization like Washington DECA, and I am excited for the continuous leaders that will be born from this experience! Let one incredible journey begin with the step of running for office!"

- Alondra Perez, Area 6 President (2015-2017)

"Before I became a state officer I thought that I was utilizing DECA to the max. After becoming Area 9 President and eventually State President, I realized I was not even close to getting the full potential that DECA has to offer. The skills you learn as an officer are skills that allow you to enhance classroom learning and go beyond. Being sociable is one of the most important traits a person can have. Before becoming an officer I was scared to go up and meet someone new. Now, one year later, I cannot wait to shake someone's hand. To do that takes a great deal of confidence. I truly believe being a state officer for Washington DECA has transformed me as an individual more than any other experience ever has before."

- Landon Wood, Area 9 President (2015-2016) and State President (2016-2017)

The state president serves as the student leader and voice for the DECA members across Washington state. This role requires strong leadership and time management skills along with great communication and people skills.

State President Duties

The state president is a seasoned DECA member who has the desire to inspire and motivate others. They lead the state officer leadership team in **creating and executing a Program of Leadership**, outlining the focus areas and goals for the year. They are responsible for **supporting their team** in achieving these goals, as well as **motivating all DECA members** within the organization. The state president will also be called on to **represent DECA**, speak at events, visit chapters, and lead sessions at Washington DECA conferences.

Specifically, the Washington DECA Bylaws describe the duties of the state president as follows:

Section 1. STATE PRESIDENT

- To provide leadership for members of the state association
- To initiate and maintain communication with the executive officer team
- To initiate and maintain communication with state presidents of other Career and Technical Student Organizations
- To help initiate and maintain contact with key supporters
- To promote the development of additional scholarships for students
- To promote the implementation of civic consciousness activities on state and local levels
- To develop strategies for successful partnerships with organizations important to the state association
- To assist with all state and area activities as requested
- To develop and carry out additional duties and responsibilities as designated in the State Officer Program of Leadership

The State Officer Leadership Team is the core group of DECA members providing leadership to the statewide organization. To ensure success, the DECA mission-based officer positions provide the defined roles and responsibilities needed to support the overall mission and goals of DECA.

DECA Mission Statement

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, and management in high schools and colleges around the globe.

Mission-Based Officer Position Descriptions

There are six (6) mission-based officer positions on the Washington DECA State Leadership Team. As emerging leaders, DECA encourages leadership teams to practice real-world leadership by adopting a structure that mirrors business and industry. DECA officer positions are aligned with the DECA mission to ensure that each aspect of the mission is represented with great leadership.

 President

Practice the “Entrepreneurial” and “Management” elements of DECA’s Mission Statement. Serves as the liaison between the State Officer Leadership Team and the Executive Officers of DECA Inc. Establishes vision, management, and organization for the team and ensures each state officer has the training, support, accountability, and resources to deliver a powerful DECA experience for every Washington DECA member.

 VP of Leadership

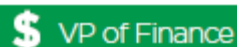
Practices the “Emerging Leaders” element of the DECA Mission. Responsible for providing support and leadership to all statewide non-competitive event career and leadership activities.

 VP of Career Development

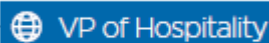
Practices the “Careers” element of the DECA mission. Responsible for providing support and leadership to statewide participation, preparation, and performance in Competitive Events.

 VP of Marketing

Practices the “Marketing” element of the DECA mission. Responsible for providing support and leadership to statewide membership, branding, and promotional campaigns.

 VP of Finance

Practices the “Finance” element of the DECA Mission. Responsible for providing support and leadership on statewide philanthropy efforts.

 VP of Hospitality

Practices the “Hospitality” element of the DECA mission. Responsible for providing support and leadership statewide to the Washington DECA membership and connecting members to a welcome, value-filled, fun educational experience through outreach efforts.

Appointment to a Mission-Based Officer Position

The position of State President is elected at the State Career Development Conference. All other mission-based officer positions are appointed positions. These positions will be appointed to the elected area presidents. Appointments to mission-based officer positions will take place after the election and finalized at the State Officer Leadership Training.

When appointing mission-based officer positions, the leadership committee will consider the following:

- Interest – Applicants will express interest in mission-based officer position(s) on this area president application form.
- Experience – Existing skills/talents OR desire to learn necessary skills and develop talent for the position
- Vision – Does the state officer have vision and ideas for the mission-based officer position, and the drive to see the vision through to the end?

With a mission-based officer position, the state officer will hold dual titles with their title of area president.

Which mission-based officer position is the right fit for me?

When thinking about applying for a mission-based officer position, consider the following:

- These mission-based positions require special skills or talents that connect with the job description for the position(s) OR the desire to learn new skills and gain experience in leading in one of these mission areas.
- The expectations include taking on an additional leadership role on the team, leading state level projects, coordinating additional meetings, and helping to keep the team accountable on mission-related projects and tasks.
- The purpose of these positions is to provide statewide leadership, so in addition to serving and leading the members of your area as area president, the actions you will take in the mission-based officer position will serve and lead members statewide.

To be eligible to run for state office, applicants must meet the following eligibility requirements. If any requirements are not met, the applicant will not be approved to be a candidate for state office.

- Secure support and endorsement from local chapter, advisor, parents, and school. To be a state officer is a commitment that will impact other areas of your life, and so you will want to ensure you have a strong support system during your campaign and term of service.
 - *Only one candidate from a chapter may run for office at the State Career Development Conference. It is advised that each chapter select their best candidate to run for state president. If a chapter endorses two or more candidates for state president, only the top-scoring qualified candidate will move on to the campaign and election at the State Career Development Conference.*
- Submit a completed state officer candidate application with all required signatures.
- Only active members of Washington DECA who will continue to be active members throughout their term during the school year are eligible for candidacy.
- GPA of 2.5 scholastic average or higher based on an “A” letter grade being equivalent to 4.0 for each of the previous two (2) completed semesters of school prior to the area election. As part of the application process, applicants must submit a copy of their current transcript with the application.

SELECTION ELEMENTS

There are four elements considered in the selection of **state presidents**. Combined scores will be used to select qualified candidates as follows:

25% **Application**

The applications are judged based on the application rubric. Applicants are encouraged to concentrate on accuracy, completion, and professionalism when preparing their application.

25% **Test**

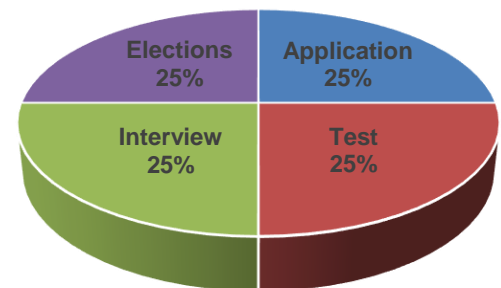
Candidate tests are conducted online (via DLG) on the established test dates prior to the election/conference.

25% **Interview**

Interviews are conducted at the state conference using an interview rubric concentrating on five indicators: character, leadership, service, work ethic, teamwork and personal growth.

25% **Elections**

Campaigning and elections take place at the state conference.



STEP ONE: Go to www.wadeca.org and Complete the Intent to Apply form

To begin the process for state officer candidacy, go to www.wadeca.org and complete the Intent to Apply online form on the **Run for State President** page (<http://washingtondeca.org/run-for-state-president>).

Completing the Intent to Apply form will ensure that you:

- Are included on the list of applicants to be scheduled for a test and interview
- Receive all communications and updates regarding the candidacy process from the state officer leadership coach

Deadline

Today! Complete this step as soon as you start thinking about running for office as a potential opportunity for you. Even if you are still contemplating your decision to run for office, submitting an Intent to Apply online form is equivalent to making an inquiry. It is your way of expressing interest and is not a commitment.

STEP TWO: Complete and Submit the Washington DECA Candidate Application

All applicants must submit their completed application by completing the online form and uploading the supporting documents online on the **Run for State President** page (<http://washingtondeca.org/run-for-state-president>). If you have any questions regarding the application, please contact the Washington DECA state officer leadership coach at danielle@wadeca.org.

The application makes up 25% of the overall score for an area president candidate. The applications are judged based on the application rubric (See Appendix A for application rubric). Applicants are encouraged to concentrate on accuracy, completion, and professionalism when preparing their application.

Online Application Instructions

1. Download and print the forms in this Candidate Guide.
2. Complete the forms/gather documents that need to be included in your online application. Some of the forms require signatures from other parties, including parent(s)/guardian(s), local chapter advisor, principal, CTE director, and (if applicable) work supervisor. You are also responsible for identifying who your proctor will be for the Online Candidate Exam. You need to secure this information in advance and their contact information will be requested on the online application form.

The documents you need to complete include:

- a. One Page Resume
 - b. High School Transcript
 - c. SO Form A: Candidate Information
 - d. SO Form H: Candidate Questions
3. Scan your documents to PDF files that you can upload to the online application.
 4. Go to <http://washingtondeca.org/run-for-state-president> to access the online application. Complete the online form and upload your PDF documents. Then submit your application online.
 5. Once the application is submitted, you will receive an email confirmation that your application was received. If you do not receive an email confirmation with a copy of your application, please email danielle@wadeca.org to ask for assistance.

Recommendations

It is recommended that you complete the application well in advance of the application deadline to avoid missing your deadline – required signatures may take more than a few days to obtain, so plan ahead and inform the involved parties ahead of time to give them ample time to review the documents and provide approval signatures.

Deadlines

Application deadlines vary by area. Applications should be submitted online by the deadline at 11:59 p.m. through the online application at <http://washingtondeca.org/run-for-state-president>.

- January 23, 2019 – State President Application Deadline

STEP THREE: Complete the Candidate Exam through Online Testing

The test has 50 objective questions (multiple choice, true/false, matching) covering general DECA knowledge, the Code of Conduct, and the Washington DECA organization. A test study guide is posted to the Washington DECA website at <http://washingtondeca.org/run-for-state-president>.

For the online application, you were responsible for securing your own proctor to administer your online test. Failure to complete the test may result in immediate disqualification. Information regarding access to the test will be sent to your local chapter advisor and your proctor should coordinate with your advisor to obtain this information.

The test makes up 25% of an area president candidate's overall score. The test is 50 questions long and is worth one point each. Test scores will be divided by 2 in order to be properly weighted at 25% of the candidate's total score. For example, a test score of 40/50 will be recorded on the cover sheet as 20/25. Odd numbers divided by 2 are to be recorded to the tenth's place (e.g. 20.5)

Dates

- Now – Secure and schedule a proctor to administer your test on the testing day for your area. Share this information with your local chapter advisor.
- Before exam – Local chapter advisor will receive testing information and provide this information to your proctor.
- Testing Date Options
 - Tuesday, January 29, 2019
 - Wednesday, January 30, 2019

STEP FOUR: Approved Candidate Notification

After review of application and test scores, qualified candidates for state president will be approved. If there are 5 or more applicants for state president candidacy, the top 4 scoring applicants will be approved for campaign and election.

All applicants for state president candidacy and their advisors will be notified by Washington DECA whether they have qualified for the next stage in the process: campaign, interview and election.

- February 4, 2019 – Applicants and their advisors receive notification of approved candidates

STEP FIVE: Participate in Candidate Interview

Approved candidates will participate in an in-person interview at the State Career Development Conference. The interview representatives may consist of the current or past state officers, chapter advisors, board members, and/or business and community leaders. Interviews will be approximately 7-10 minutes in length.

Before the conference, you will receive an appointment time for an interview at the State Career Development Conference.

Failure to attend the interview may result in immediate disqualification.

The interview makes up 25% of the overall score for an area president candidate. The interviews are judged based on the application rubric (See Appendix B for interview rubric). Interviewers are encouraged to concentrate on their poise, conduct, sincerity, and overall impression at the interview.

Dates

Interviews take place at the State Career Development Conference.

STEP SIX: Campaigning, Speech, and Voting at SCDC

Candidates will engage in campaigning prior to voting at the State Career Development Conference. Please take note of the following important rules and procedures for campaigning, speech and voting:

Campaigning Rules

Prior to SCDC

1. Campaigning prior to SCDC, outside of your local DECA chapter, is NOT allowed. This includes any social media, websites, YouTube, chapter visits, phone calls, etc.
2. Candidates are required to pay a \$60 campaign booth fee that will be invoiced to the candidate and must be paid prior to SCDC. Each candidate will have a skirted table (booth) in the designated campaign area at SCDC. Candidates should make plans for the booth to be staffed by campaign supporters and the candidate.

At SCDC

3. Campaigning will be allowed **ONLY AT THE BOOTHS** in the designated campaign area as indicated in the conference program. Candidates or candidate representatives are not permitted to actively campaign on other floors of the hotel or at other properties.
4. Candidates and their representatives will have access to the designated campaign area one (1) hour prior to campaigning start time each day for set up.
5. Campaigning at SCDC is allowed on the designated campaign dates: March 1, 2018 (Day 1) & March 2, 2018 (Day 2)
 - a. Please adhere to the designated campaign times as indicated in the conference program.
 - b. Social media campaigning is allowed **ONLY** on designated campaign dates.
 - c. Campaigning must cease when the doors open for Opening Session seating. No campaign signage is allowed in the Opening Session venue.
 - d. On Day 1 of campaigning, all campaign materials at the booths must be cleaned up and removed by 8:45 p.m. Materials may not be left overnight.
 - e. Campaigns must cease on Day 2 of campaigning at 1:00 p.m. and **ALL** campaign materials must be removed from the campaign area by 2:00 p.m. that day.

Any negative material or content about other candidates will NOT be tolerated and will be immediately addressed by Washington DECA.

Speech at Opening Session

1. Candidates will present a 2-3 minute speech on stage during the Opening Session.
2. Campaigning must cease when the doors open for Opening Session seating. No campaign signage is allowed in the Opening Session location. Campaign materials (flyers, handouts, hand-carried signage, etc.) cannot be distributed before, during, or after Opening Session.

Voting Procedures

1. Voting delegates will have the opportunity to connect with candidates for State President at the campaign booth.
2. Voting will take place at the State Career Development Conference at the time and location indicated in the conference program.
3. Voting delegates are based on the allocation for each school as determined by Washington DECA.

1 – 18 members	1 voting delegate
19 – 36 members	2 voting delegates
37 – 54 members	3 voting delegates
55 – 72 members	4 voting delegates
73 – 90 members	5 voting delegates
91 – 108 members	6 voting delegates
109 – 126 members	7 voting delegates
127 – 144 members	8 voting delegates
145 – 162 members	9 voting delegates
163 – 180 members	10 voting delegates
181 – 198 members	11 voting delegates
199 – 216 members	12 voting delegates
217 – 234 members	13 voting delegates
235 – 252 members	14 voting delegates
253 – 270 members	15 voting delegates
271 – 288 members	16 voting delegates
289 – 306 members	17 voting delegates
290 – 324 members	18 voting delegates

Determining Candidate Score for Elections

To determine the candidate's score for the election portion:

- The elections manager will determine the percentage of total votes earned by each candidate. (This is calculated by taking the **Number of Votes for a Given Candidate** divided by **Total Number of Completed Ballots**.)
- A total of 25 points are available for all candidates. Based on the percentage of total votes earned, this will determine what percentage of the 25 points the candidate will receive. (This is calculated by taking the **Percentage of Total Votes Earned** multiplied by **25 points**.)

The delegate vote makes up 25% of the candidate's overall score. Where only a single candidate is running for election, that candidate must still achieve 75% of the vote from the ballots.

STEP SEVEN: State President Selected!

The candidate who receives the highest combined score on the application, test, interview, and delegate vote will be elected state president. The winner of the State President position will be announced at the Closing Awards Ceremony.

The term of office for ALL state officers **begins immediately after the conclusion of the State Career Development Conference**, and they will serve simultaneously with the outgoing team in an apprenticeship capacity. At the conclusion of the State Officer Leadership Training camp, the apprenticeship period will end, and the team will officially be in their roles as state officers. Following the next State Career Development Conference, they will assume the role of apprentice for the incoming State Officer Leadership Team and will serve as state officers until the conclusion of the next State Officer Leadership Training camp.

Although the president-elect is officially a state officer, they may only work with the current state president and state officer coach during the orientation/transition period. They should not plan to create initiatives or commentary that leads members to engage or take action until the apprenticeship period is complete.

Additional Rules

1. Additional correspondence sent from the Washington DECA office will officially become addenda to these rules.
2. Any candidate who violates the Conduct Code and/or Rules of Candidacy set forth by Washington DECA will be brought before a committee to be considered for disqualification. This committee will consist of the Election Supervisor, the Executive Director, and one or more members of the Management Team.

Washington DECA prides itself on conducting fair and equitable elections. **If a candidate has questions about the rules laid out in this guide, he or she should contact Washington DECA immediately** to gain clarification and prevent later issues.

Misconduct prior to and during the State Career Development Conference

Misconduct by candidates, as described in this guide, will be brought to the attention of the Washington DECA elections supervisor who will discuss the misconduct immediately with the candidate in question. If the candidate is in violation of the rules they will be asked to rectify the situation. If the infraction cannot be rectified, the elections supervisor and the executive director will disqualify the candidate.

Misconduct following the announcement of election results

Misconduct by candidates, which is discovered after the close of the State Career Development Conference, will be immediately brought to the attention of the Washington DECA elections supervisor who will begin the following process under the supervision of the executive director:

1. Gather list of all involved persons (candidates, advisors, parents, etc.)
2. Conduct independent interviews (in person or on phone) with involved individuals

3. Present findings to the executive director and jointly decide action based on an assessment of the misconduct in question

Candidate Appeal Process

Candidates may appeal decisions made by the elections supervisor and executive director in either case above. The process for candidate appeals is as follows:

1. Turn over initial information used as formation of original decision to the Washington DECA Management Team
2. Management Team will review information and assign one member to conduct independent interviews/investigations as necessary
3. Management Team representative may ask for additional information from involved individuals or outside observers
4. After information is gathered, the Management Team – being the executors of Washington DECA's conduct policies – will render a final decision and send that in written form to all involved parties.

The decisions made by Washington DECA at any point during the misconduct or appeals processes are final. By signing and submitting the candidate application forms, the candidate agrees to abide by all decisions made by Washington DECA and forfeit all right to take professional action against Washington DECA.

Timeline & Deadlines

Today	Submit Intent to Apply Online Form
January 23, 2019	Deadline! Submit Online Application
January 25, 2019	Online Testing Access Granted <i>Applicant should secure proctor and inform local advisor by this date</i>
January 29-30, 2019	Testing Days
February 4, 2019	Applicants and their advisors receive notification of approved candidates
February 28 - March 2, 2019	State Career Development Conference <i>Applicants will participate in interview, campaign, and deliver speech at the conference</i> <i>Voting will take place at the conference</i> <i>Newly elected State Officer Leadership Team will be announced at Closing Session</i>

Application Forms Checklist

Name of Candidate: _____

School: _____

Position Seeking: **STATE PRESIDENT****ONLINE APPLICATION FORM**

- SO Form A: Candidate Information
 - To access, visit: <http://washingtondeca.org/run-for-state-president>

FORMS (to be scanned to PDF format and uploaded to the Online Application)

- SO Form B: Declaration of Intent
- SO Form C: Acceptance of Responsibility
- SO Form D: Consent/Endorsements
- SO Form E: Employer Consent
- SO Form F: Code of Conduct Agreement
- SO Form G: Transportation Release
- SO Form H: Candidate Questions (Type responses separately and attach in PDF format)

ATTACHMENTS (to be scanned to PDF format and uploaded to the Online Application)

- One-Page Resume (same format used for a job application)
- High School Transcript (showing grades on a 4-point scale)

**Submit an Online Application by 11:59 p.m.
on the application deadline date of January 23, 2019.**

Questions? Please contact:Danielle Tolentino Tuason, State Officer Leadership Coach | danielle@wadececa.org

SO FORM B: Declaration of Intent

⇒ **Please initial each statement to confirm your declaration of intent in running for and serving as state officer if elected.**

_____ If elected, I will attend and participate in all meetings and conferences as called by the constitution and the Executive Director (see Form C for dates).

_____ I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the best of my ability.

_____ I further understand that if I fail to fulfill my officer responsibilities and obligations, and/or I violate the Washington DECA Conduct Code, I can be removed from office and I may be liable to return to DECA the cost expended for my participation during my term in office.

_____ I will be enrolled in a DECA class at my school and pay DECA Member dues during the year I serve as state officer (2019-20).

Candidate Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

SO FORM C: Acceptance of Responsibility (page 1 of 3)



Please initial beside each of the following responsibilities to indicate your acceptance as a potential Washington DECA state officer:

- _____ I will always conduct myself in a businesslike manner and remember that I represent over 11,000 Washington DECA members.
- _____ I will wear a DECA blazer when representing Washington DECA.
- _____ I will provide leadership for chapter officers and members; arrange and conduct chapter visits in my area; and speak at DECA events when requested.
- _____ I will notify the state officer coach of any invitation to represent the state association.
- _____ I will maintain a 2.5 or higher semester GPA throughout my term in office.
- _____ I commit to full attendance and participation at each of the conferences and team trainings included below, and I understand that I may not arrive late, leave temporarily, or be dismissed early from these events except by extremely limited permission of Washington DECA:

Emerging Leader Welcome Retreat (Bellevue, WA) <i>Immediately following SCDC</i>	March 2, 2019
ICDC (Orlando, FL) <i>Not a required event.</i>	April 26 – May 1, 2019
State Officer Leadership Training Camp (Olympia, WA)	May 19-21, 2019
Fall Leadership Conference (TBA, WA)	October 2019
Local Area Conference	Dec/Jan (varies)
Winter Leadership Retreat (Seattle, WA)	January 25-26, 2020
State Career Development Conference (Bellevue, WA)	March 5-7, 2020
ICDC (Nashville, TN) <i>Required event.</i>	April 28 – May 3, 2020
State Officer Team Meetings (Virtual)	Monthly
State Officer Work Sessions and Meetings with Coach	As Scheduled
Assigned Activities/Events	Varies/Optional

- _____ I will promptly submit all required assignments and monthly reports to the state officer coach.
- _____ I will fulfill all responsibilities as outlined in the state officer Program of Leadership.
- _____ I will not engage in any activities or communications that compromise the DECA brand or our relationships with advisors, sponsors, or education, business/marketing community at large.
- _____ I will abide by the Washington DECA and state officer Code of Conduct while I am a candidate and consistently through my term as a state officer.
- _____ I understand that there are certain financial responsibilities on the part of myself and my chapter and/or area as a result of being a Washington DECA state officer.

SO FORM C: Acceptance of Responsibility (page 2 of 3)

The financial investment into the state officer program ranges from conference fees and travel expenses, to food and beverage, and training costs. While Washington DECA remains dedicated to managing the financial investment associated with being a state officer, it is important that candidates have a clear expectation of the program as a leadership training program.

Conference costs, lodging, meals, transport, speaker fees, and training/activity costs are partially subsidized by Washington DECA and areas (see summary of costs below). While the total cost of the program is well over \$6,000, the state officer and his/her family are responsible for the following:

- Wardrobe (\$350, invoice from Washington DECA)
- Local travel to events/meetings/conferences (varies, arranged by state officer)
- ICDC travel and conference registration (varies, coordinate with your local chapter and/or area leader)

Washington DECA is committed to providing assistance for any student who has financial need. Students should approach Washington DECA for confidential assistance in meeting these obligations as needed.

Event/Item	Estimated Cost (per officer)
State Officer Transportation to Required Conferences/Events (flights, mileage, train, etc.)	Varies
State Officer Wardrobe	\$350
State Officer Leadership Training Camp	\$200
Meals and Lodging at Required Conferences/Events	\$300-\$500
ICDC 2020 (<i>Required</i>)	\$1,200
Optional Conferences/Events	Varies
Chapter visits and other outreach opportunities	Varies
State Officer Materials	\$20-\$100

SO FORM C: Acceptance of Responsibility (page 3 of 3)

By signing below, I understand that ALL financial commitments involved with being a state officer are the responsibility of the officer and their parent(s)/legal guardian(s). If elected, the officer and parent(s)/legal guardian(s) agree to pay off all balances to Washington DECA by May 1, 2020. Furthermore, I understand that any termination from officer will result in all costs until the date of termination (including those covered by Washington DECA) being billed to the officer and his/her family. I recognize that the above obligations are part of an officer's responsibilities, and I agree to perform to the best of my ability these and other duties of the office to which I may be elected.

Candidate Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

SO FORM D: Consent Endorsements**Name of Candidate** _____**Position Seeking:** Area _____ President **School:** _____**PARENT/GUARDIAN'S CONSENT**

I have reviewed this area president candidate application and understand the duties and responsibilities that are involved if _____ is elected to state office. I hereby give my consent and promise of support in fulfilling the obligations of office.

Parent/Guardian Signature _____ **Date** _____**CHAPTER ADVISOR'S ENDORSEMENT**

It is my considered judgment that this candidate has the ability, qualifications, and integrity necessary to do an outstanding job as an area president. I hereby give my consent and promise of support in fulfilling the obligations of the office.

I will also affirm that the candidate:

- a) is a paid and current member of DECA;
- b) is a freshman, sophomore, or junior at the time of election; and
- c) has a scholastic GPA of at least 2.5 (based on a 4-point scale) when his/her grades for the preceding two (2) semesters (or equivalent trimesters) prior to running for office are averaged

Advisor Signature _____ **Date** _____**PRINCIPAL'S AND DISTRICT CTE DIRECTOR'S ENDORSEMENTS**

The above-named student has displayed punctuality, good attendance, responsibility, and overall good citizenship while a member of the high school student body. We therefore endorse him/her for the office being sought and will provide support for the obligations of this officer.

Principal's Signature _____ **Date** _____**District CTE Director's Signature** _____ **Date** _____

SO FORM E: Employer Consent

_____ I am not currently employed (continue to next page)

_____ I am currently employed (please complete the following consent form)

_____ has been selected by members of the
_____ DECA chapter to run for a Washington DECA state officer position.

If elected, state officer duties and responsibilities require that officers be able to attend all mandatory leadership development training sessions; local, state, and national conferences; and other state officer meetings. These events take place both during the week and on weekends.

In order to be eligible for office, each candidate must have the permission and endorsement of their employer. The endorsement indicates that the employer considers the above-named student to be an employee of good standing and believes the student has the necessary capabilities, determination, and dedication to be a good student leader and still be able to maintain a high standard of performance in the workplace.

If it is your opinion that the above-named student meets these criteria, please provide your endorsement below. If elected, the student will continue to work hard, communicate his/her schedule in advance, and share information with you about their progress as a student leader. **Thank you for your cooperation and your support of Washington DECA.**

Name of Supervisor _____

Place of Employment _____

Work Address _____

Work Phone Number _____

Email Address _____

Supervisor Signature _____ **Date** _____

SO FORM F: Permission, Release, and Code of Conduct (Page 1 of 3)

Your signature on SO FORM F Permission, Release, and Code of Conduct form acknowledges compliance with the following policies:

Attendance at any Washington DECA sponsored conference of activity is a privilege. The following conduct policies will apply to all state officers, students, DECA advisors, and any other authorized persons attending the activity. Conference participants and state officers shall abide by the rules and practices of Washington DECA and school district policies at all times, to and from the designated point of origin of the activity. Participants and state officers shall respect and abide by the authority vested in the Washington DECA organization.

The following shall be regarded as severe violations of the Washington DECA Conduct Code:

Should a conduct code violation occur for items 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or international conference during that school year. Determination of penalties for violations will be at the discretion of the Executive Director and Board of Directors.

1. **Alcohol and Drugs:** A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other drugs or substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior, or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student, which must be on record with the advisor. Nor shall the student possess, use, sell, or transmit paraphernalia associated with drugs, alcohol, or chemical substances in any form (this includes e-cigarettes, marijuana, and consumables), at any time, or under any circumstances, on public or private properties;
2. **Curfew:** Committing serious violations of curfew regulations outlined in item 9 below;
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations;
4. **Personal Conduct:** Participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life; defacing or stealing public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); other serious violations of personal conduct regulations outlined in item 11 below;
5. **Serious Violations** of the student conduct code of the school district or school that the student represents;
6. **Private Transportation:** Driving or riding in a private automobile during the conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site and are not allowed to drive or ride in a private automobile unless they are not staying overnight because they live within close proximity [20 miles] of the conference site. These students are required to submit the "Permission to use Private Transportation" form to the chapter advisor prior to the conference).
Permission to drive/ride applies to transportation of the student named on the form only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, s/he shall not be in a private automobile again until leaving the site for that day;
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

SO FORM F: Permission, Release, and Code of Conduct (Page 2 of 3)

Should a code of conduct violation occur for items 8 through 14 below, regardless of when exposed, the violating student(s) may be subject to disciplinary action, including being sent home from the conference and/or being declared ineligible for attendance at any other state, regional, or international conference during that school year. Determination of penalties for violations will be at the discretion of the Executive Director and/or Board of Directors.

8. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a participant is registered (unless engaged in a specific assignment taking place at the same time);
9. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after the designated curfew time; making room-to-room telephone calls after the designated curfew time; ordering or having delivered any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time;
10. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code;
11. **Personal Conduct:** Failing to keep adult advisors informed of activities and whereabouts at all times; using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (i.e., a garbage can may be used to adequately prop open the door); having a participant or advisor of the opposite sex in a room without a third person present and the door visibly open;
12. **Social Media:** As a member of Washington DECA, you represent your school, state, and national DECA, Inc. organizations. As you create, post, share, like, and link to content through social media sites (such as Facebook, Twitter, Instagram, YouTube, Pinterest, Tumblr, etc.), keep in mind that people you do not know (including DECA advisors, sponsors, and potential employers) have the ability to review and archive your personal space. Washington DECA will remove any post or any share/retweet that breaks the Washington DECA Code of Conduct or is otherwise derogatory or inappropriate, as determined by Washington DECA in its sole discretion. This includes, but is not limited to, posts and photos that:
 - Use foul language
 - Portray you, your school, or DECA chapters, members, and/or the DECA organization in a bad light
 - Violate trademark law
 - Portray or insinuate illegal behavior (such as underage drinking, texting while driving, etc.)In the event that a photo, video, message, tweet, or other post portrays or insinuates illegal behavior, your parent/guardian, DECA advisor and law enforcement may be contacted by Washington DECA.
13. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.
14. **Additional Conduct Requirements for state officers:** Failing to represent Washington DECA and the DECA brand, including any conduct that, as determined by the Executive Director or the Executive Director's designee in his or her sole discretion, demonstrates unprofessional and/or unethical behavior or misrepresents the organization in any way. Failing to follow through on state officer commitments and directives, including meeting attendance, conference attendance, and fulfilling the Program of Leadership and related responsibilities, shall also constitute a violation of this Section 13.

SO FORM F: Permission, Release, and Code of Conduct (Page 3 of 3)

Delegates: By signing the Student Member Permission, Release, and Code of Conduct, I confirm that I have read and agree to abide by the Washington DECA Code of Conduct.

State officers: I understand that as a Washington DECA state officer, violation of the Code of Conduct will result in resignation from office and the penalty of reimbursing Washington DECA for the money spent on training and other officer activities throughout the year.

Candidate Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

SO FORM G: Transportation Release

For any official state officer activity throughout the duration of their term _____
(name of officer) has our permission to ride in a private automobile to, from, and throughout Washington
DECA events coordinated or authorized by Washington DECA.

We understand that Washington DECA policy WILL NOT allow for students to drive themselves to
conferences, meetings, or summer training camps. Transportation to and from all of these events will be
the responsibility of the parent(s)/guardian(s).

By signing this form, the student WILL be allowed to drive, with parental/guardian permission only, to
Washington DECA meetings, chapter visitations, and other authorized DECA events within a 30-mile
radius of their home or school. These would be considered optional events that the state officer may
attend at his/her discretion and availability.

Any exception to the policies listed above must be pre-approved in writing through Washington DECA via
a separate permission slip signed by the parent(s)/guardian(s).

The undersigned are aware of the above provisions and give permission for the named student to drive or
ride in a private automobile in the manner described. Furthermore, the undersigned release Washington
DECA of any and all liability involved in private transportation for Washington DECA sanctioned events.

Candidate Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

SO FORM H: Candidate Questions

Please type responses on a separate document using 500 words or less for each question.

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

How would you respond?

2. Describe your most significant accomplishment or recognition that is NOT DECA-related. Why is it important to you, and what has it taught you?
3. What experiences have you had in your life that make you ready to be a Washington DECA state officer?
4. Why do you wish to be a Washington DECA state officer?
5. If you were selected to serve in this position, what would be your vision for this position? (Goals, ideas, approach for achieving success in one-year of service in this position.)

APPENDIX 1: Application Rubric

	0	1	2	3	Score
On Time (0-2 pts)	More than 24 hours late	Up to 24 hours late with good reason	On Time	N/A	
Complete (0-1 pts)	Incomplete	Complete	N/A	N/A	
Neat and Well-Organized (0-2 pts)	Illegible handwriting and/or highly disorganized	Legible handwriting and well-organized.	Neatly printed or typed, well-organized and easy to read. Exudes professionalism.	N/A	
Answer to Question 1 (0-3 pts)	Little to no value	Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand.	Well-developed answer. Written communication is satisfactory. Supports the DECA brand.	Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand.	
Answer to Question 2 (0-3 pts)	Little to no value	Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand.	Well-developed answer. Written communication is satisfactory. Supports the DECA brand.	Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand.	
Answer to Question 3 (0-3 pts)	Little to no value	Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand.	Well-developed answer. Written communication is satisfactory. Supports the DECA brand.	Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand.	
Answer to Question 4 (0-3 pts)	Little to no value	Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand.	Well-developed answer. Written communication is satisfactory. Supports the DECA brand.	Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand.	
Answer to Question 5 (0-3 pts)	Little to no value	Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand.	Well-developed answer. Written communication is satisfactory. Supports the DECA brand.	Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand.	
Resume (0-3 pts)	Little to no value	Resume needs improvement. Spelling, grammar, and/or formatting is below expectations.	Resume meets expectations. Formatting is satisfactory.	Very high-quality resume. Professionally formatted.	
Overall Impression (0-2 pts)	Candidate might not be well-suited for the job.	Candidate seems capable of the job.	Candidate seems very capable and promising.	N/A	
Total Score (25 pts possible)					

APPENDIX 2: Interview Rubric

Name of Candidate _____ Position _____

Interview committee will ask questions based on the following:

CHARACTER Rating: 0 1 2 3 4 5

LEADERSHIP Rating: 0 1 2 3 4 5

TEAMWORK Rating: 0 1 2 3 4 5

WORK ETHIC Rating: 0 1 2 3 4 5

RECEPTIVITY Rating: 0 1 2 3 4 5

Interview committee will also consider the following:**APPEARANCE**

Good color coordination, clothing clean and well pressed, hair clean and neat, facial appearance clean and natural, wore DECA blazer, good posture, pleasant smile

Rating: 0 1 2 3 4 5

ATTITUDE

Attentive, enthusiastic, self-confident, supports own convictions, socially at ease and comfortable, alert and responsive, sincere, conscientious, competitive and open-minded

Rating: 0 1 2 3 4 5

PROFESSIONALISM

Courteous, poised, good introduction, thank you, proper grammar, good diction, appropriate word selection

Rating: 0 1 2 3 4 5

PERSONALITY

Positive attitude, charismatic, friendly, conversational, attentive, enthusiastic, self-confident, supports own convictions, socially at ease and comfortable

Rating: 0 1 2 3 4 5

PRESENTATION

Ability to present and communicate in an effective manner, speaks clearly and smoothly, appropriate use of gestures, good eye contact

Rating: 0 1 2 3 4 5

Total Score _____

Official Score _____

(Total Score divided by 2)