



CANDIDATE GUIDE

FOR THE ELECTION OF
AREA PRESIDENT

2023-2024



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Greetings!

Congratulations on your decision to run for a position on the Washington DECA State Officer Leadership Team! 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 75 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 necessary information needed to proceed with your campaign. It's never too early to start preparing your journey to elections! **We highly recommend reaching out to your current Area President if you have questions about the State Officer Leadership Program and its benefits.** An email to your Area Leader is also a good idea so you can be clear on expectations in your Area. As the State Officer Leadership Coach, I am available to answer questions about the specific deadlines, dates, and procedures in your Area.

At Washington DECA, we love to see members who want to take their DECA experience and service to “the next level,” and running for Area 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.

If you have any questions or concerns throughout the campaign process, I am happy to assist, so please feel free to email me at nicole@wadeca.org.

In service,

Nicole Cowan

Washington DECA State Officer Leadership Coach

Direct: 206.285.1195 | Email: nicole@wadeca.org

Dear Parent(s)/Guardian(s),

Your student 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 significant life lessons and a memorable experience your student will look back on throughout their lifetime.

If elected to serve on the Washington DECA State Officer Leadership Team, your student will be part of an influential role representing one of the largest and most respected student associations in the world. Not only that, but your student will be supported in their leadership growth as they represent the largest Career and Technical Student Organization in Washington.

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, State Officers gain invaluable experience in leadership, communication, project delegation 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 student leader to a high standard of time management and academic excellence. Please review the projected calendar included in this candidate guide (SO Form B) to ensure you and your student 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 4, 2023. 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 designed to protect your student 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 F), 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 student in this process and thank you for your support!

In service,

Nicole Cowan

Washington DECA State Officer Leadership Coach

Direct: 206.285.1195 | Email: nicole@wadeca.org

MAKING THE DECISION | 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. 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 the State Officer Leadership Training— here you'll learn from leadership experts, create action plans, set goals, and create an overall Program of Leadership for the year. The team meets 1-2 times per month via online video conferencing to receive updates, collaborate, and learn about leadership. At 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/conferences, 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 8-10 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, and as you are executing your Program of Leadership.

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 commitments to attend the mandatory events listed on SO Form B.

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 (end of SCDC)
- ◇ State Officer Leadership Training (SOLT)
- ◇ Winter Officer Leadership Retreat (WOLT)
- ◇ Virtual State Officer Team Meetings (1-2x per month)

Conferences

- ◇ Fall Leadership Conference (FLC)
[or Western Region Leadership Conference (WRLC) when held in Washington state]
- ◇ The Officer's Area Conference
- ◇ State Career Development Conference (SCDC)
- ◇ International Career Development Conference (ICDC)

Is there a cost involved?

The State Officer Leadership Program has been training tomorrow's leaders for more than 75 years, and Washington DECA is committed to keeping the financial investment in program participation at a manageable level. Conference costs, lodging, meals, transportation, speaker fees, and training/activity costs are partially subsidized by Washington DECA and Chapters. While the total cost of the program is over \$6,000, the State Officer and their family is responsible for the following:

- ◇ Wardrobe/Uniform
- ◇ Local travel to events/meetings/conferences (for Officers local to conference venues)
- ◇ ICDC travel and conference registration (coordinate with your local chapter and/or Area)

Please refer to SO Form B 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 advise candidates to speak with three key groups before deciding to run for office:

1. 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.

2. Area Leader

Next, **contact your Area Leader** to get a good feeling for what is involved in serving as an Area President. Their contact information is available at www.wadeca.org/area-leaders.

3. Area President

Don't forget to **email your current Area 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 www.wadeca.org/state-officers.

Questions?

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

Nicole Cowan

Washington DECA State Officer Leadership Coach

nicole@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, Former Area 4 President

"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, Former Area 6 President

"Being a State Officer gave me the opportunity to put my leadership skills to the test. I believe that being a State Officer is one of the greatest opportunities to help you grow as a leader. My involvement with the Ronald McDonald House Charities, DECA events, other high schools and DECA members from across the state has helped me to become a better communicator and leader. If you are looking for a way to set yourself up for future success, then look no further. The State Officer position will help you do that."

- Michael Barnhart, Area 11 President (2010-2011)

"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, Former Area 4 President

"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, Former Area 9 President and State President

The Area President serves as the student leader and voice for the members in their Area. This role requires strong leadership and time management skills along with great communication and people skills.

The Area President is a very active position and although it has a clear job description, specific **expectations do vary from one Area to the next**. Area Presidents work closely with their advisor, their Area Leader, and Washington DECA to achieve their goals.

Common activities include **managing social media channels, planning and executing projects, hosting workshops, recognizing chapter spirit and activities**, and assisting with or **planning Area events**. Area Presidents **speak at DECA Conferences** and are often called on to **represent DECA** at community events.

Specifically, the Washington DECA Bylaws describe the duties of the Area President as follows:

Section 2. AREA PRESIDENT

- To represent and serve as the leadership of their respective Area
- To work with and under the direction of the Area Leader in each respective Area
- To visit DECA chapters in respective Areas to encourage the development and growth of Marketing Education and DECA
- To lead a plan to develop new chapters and reactivate inactive chapters
- To assist with the recruitment of judges for local Area
- To develop and initiate a program for chapter and member recognition
- To promote the implementation of civic consciousness activities on local levels
- 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

For more information on specific Area responsibilities, please contact your current Area President and/or Area Leader.

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.



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.



Practices the “Emerging Leaders” element of the DECA Mission. Responsible for providing support and leadership to all Statewide noncompetitive event career and leadership activities.



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



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



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



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 are based on application responses and interview performance.

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 the Area President position. It is required that each chapter select their best candidate to run for Area President.
- ◇ Submit a completed State Officer candidate application with all required forms and 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 grading periods of school year prior to the Area election.

AREA PRESIDENT SELECTION ELEMENTS

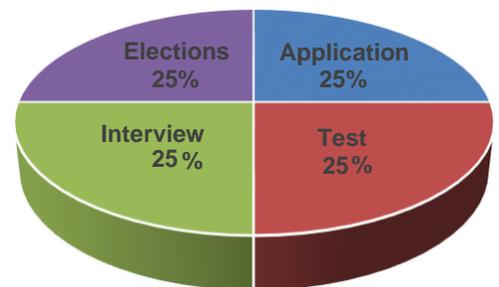
There are four elements considered in the selection of Area Presidents. Combined scores will be used to select qualified candidates as follows:

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 by Washington DECA stakeholders and staff 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 Area conferences.



IMPORTANT NOTE: Application dates/deadlines vary by Area.

STEPS TO APPLYING FOR AREA PRESIDENT

STEP 1:

Get familiar with the application process!

To begin the process for State Officer candidacy, print out this entire application and read through it carefully.

STEP 2:

Complete the Intent to Apply form (online)

Next, let us know you are interested in applying by completing the Intent to Apply form.

Find the form at www.wadeca.org/run-for-office/area-president. Completing this 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

Intent to Apply form Deadline

Due: 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 3:

Complete and submit the WA DECA Candidate Application (online)

All Area President applicants must submit their completed application at the form online by uploading the supporting documents on the **Run for Office** webpage (www.wadeca.org/run-for-office/area-president). If you have any questions regarding the application, please contact the Washington DECA State Officer Leadership Coach at nicole@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 1 for application rubric). Applicants are encouraged to concentrate on accuracy, completion, and professionalism when preparing their application.

WA DECA Candidate Application Instructions

- a. First, print Forms A-F at the end of this Candidate Guide and obtain signatures. 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.
- b. Identify who your proctor will be for the Online Candidate Exam. You need to secure this information in advance along with the proctor's contact information, as it will be requested in the Candidate Application.
- c. Complete the [5 Voices Assessment](#) and record your **top 2 voices**. You need to secure this information in advance, as it will be requested in the Candidate Application. Your results will not impact your application in any way.
- d. Create a 1-page resume. (Same format as a job application).
- e. Obtain your *official high school transcript*. (Showing last two grading periods of current year on a 4-point scale).
- f. Answer the Candidate Questions on Form Z. (Typed responses).
- g. Forms A-F, your resume, official high school transcript and responses to Candidate Questions (Form Z) all must be uploaded to the Candidate Application as **PDF files**.
- h. Go to www.wadeca.org/run-for-office/area-president to access the online Candidate Application. Complete the online form and upload your PDF documents. Then, submit your application!
- i. Once the application is submitted, you will receive an email confirmation within 3 business days that your application was received. If you do not receive an email confirmation, please email nicole@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 over a week 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 and signatures.

Deadlines

Application deadlines vary by Area. Applications should be submitted online by the deadline at 5:00 p.m. through the online application at www.wadeca.org/run-for-office/area-president.

- ◇ Area 6 & Area 11 President Application Deadline: **November 14, 2022**
- ◇ All other Area President Applications Deadline: **November 30, 2022**

STEP 4:

Complete the Candidate Exam through Online Testing (online)

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 will be posted to the Washington DECA website at www.wadeca.org/run-for-office/. This study guide will be available October 14, 2022. Candidates will have 30 minutes to complete the exam.

For the online application, you are 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

Testing dates vary by Area.

- ◇ **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.
- ◇ **November 16-17, 2022** – Testing Days for Area 6 & 11 President Candidates
- ◇ **December 7-9, 2022** – Testing Days for all other Area President Candidates

STEP 5: Participate in Candidate Interview (virtual)

Candidates will participate in a virtual interview before the Area Conference. The interview reviewers may consist of the Area Leader, current or past State Officers, chapter advisors, board members, and/or business and community leaders. Failure to participate in an interview may result in immediate disqualification.

After submitting your application, you will receive the following information via email:

- ◇ Access to the online interview link and instructions on how to set up your computer for a virtual interview
- ◇ A scheduled time to test out your computer/camera/sound before the actual interview

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 2 for interview rubric). Interviewers are encouraged to concentrate on their poise, conduct, sincerity, and overall impression at the interview.

Dates

Interviews take place virtually before Area conferences and these dates vary by Area. To participate in the interview, it is highly recommended that you have access to a computer with reliable internet and a web camera. If you do not have these resources available, contact nicole@wadeca.org. Please take note of your Area’s interview date/time below and block out the date/time in your calendar.

Area 1	December 7, 2022 from 3:00 PM – 7:00 PM
Area 2	December 7, 2022 from 3:00 PM – 7:00 PM
Area 3	December 8, 2022 from 3:00 PM – 7:00 PM
Area 4	December 8, 2022 from 3:00 PM – 7:00 PM
Area 5	December 7, 2022 from 3:00 PM – 7:00 PM
Area 6	November 21, 2022 from 2:30 PM – 7:30 PM
Area 7	December 9, 2022 from 3:00 PM – 7:00 PM
Area 8	December 9, 2022 from 3:00 PM – 7:00 PM
Area 9	December 9, 2022 from 3:00 PM – 7:00 PM
Area 10	December 9, 2022 from 3:00 PM – 7:00 PM
Area 11	November 22, 2022 from 2:30 PM – 5:00 PM

STEP 6:

Deliver a Candidate Speech at Area Conference (in-person or virtual, dependent upon Area)

Candidates for Area President will present a speech at their Area Conference. The length of the speech and the time the speech is delivered will be determined by the Area Leader and this information will be provided to you before the Area Conference. Typically, speeches are a maximum of 3 minutes, however this is subject to change based on the number of candidates. The speech does not directly apply to the Area President candidate's overall score, but it may influence the delegate vote, which does impact the candidate's overall score.

Voting Procedures

Delegates will submit their votes for Area President at the Area conference. Once completed ballots are collected, ballots and votes will be counted and tabulated.

Voting delegates are based on the Area allocation for each school as determined by Washington DECA or through a designated process determined by the Area. The number of voting delegates per chapter will be announced after November 15, 2022 at posted on the Run for State Office webpage.

Determining Candidate Score for Elections

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

- ◇ The Area Leader or designee 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 an Area President candidate's overall score.

Area Conference Dates

Candidate speeches will be delivered and elections held at Area conferences.

The following are the dates for Area Conferences by Area:

AREA 1

January 7, 2023

Lake Stevens High School

AREA 2

January 12, 2023

TBD

AREA 3

January 5, 2023

Meydenbauer Center

AREA 4

January 6, 2023

Meydenbauer Center

AREA 5

January 7, 2023

Hazen High School

AREA 6

December 13, 2022

Three Rivers Convention Center

AREA 7

January 7, 2023

Bonney Lake High School

AREA 8

January 11, 2023

TBD

AREA 9

January 11, 2023 (Tentative)

Cowlitz Convention Center

AREA 10

January 9, 2023

Yakima Convention Center

AREA 11

December 12, 2022 (Tentative)

Spokane Community College

STEP 7:**Area President Selected!**

The candidate who receives the highest combined score on the application, test, interview, and delegate vote will be elected Area President.

If only one candidate runs for a position, the candidate must complete the application, interview, and test and achieve over 50% of a vote where a “No Confidence” option is given on the ballot.

The Area President is elected at their Area conference and presented at SCDC. 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, 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.

Although Area President-elects are officially in their roles as a State Officer, they may only work with their Area President and State Officer Leadership 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.

Timeline & Deadlines for Area 6 & 11 Candidates

Intent to Apply Due: Today!	Submit Intent to Apply form (online)
Candidate Application (online) Due: November 14, 2022 (Area 6 and 11 only)	Submit Candidate Application (online) by 5:00 p.m.
Candidate Exam November 16-17, 2022	Take the exam by November 17! Login credentials will be sent via email.
Online Virtual Interviews See chart below.	Ensure you have an interview scheduled on this day. Zoom location and other details will be sent via email prior to the interview.

Timeline & Deadlines for Area 1, 2, 3, 4, 5, 7, 8, 9, 10 Candidates

Intent to Apply Due: Today!	Submit Intent to Apply form (online)
Candidate Application (online) Due: November 30, 2022	Submit Candidate Application (online) by 5:00 p.m.
Candidate Exam December 7-9, 2022	Take the exam by December 9! Login credentials will be sent via email.
Online Virtual Interviews See chart below.	Ensure you have an interview scheduled on this day. Zoom location and other details will be sent via email prior to the interview.

Candidate Online Interview Date/Times

Area 1	December 7, 2022 from 3:00 PM – 7:00 PM
Area 2	December 7, 2022 from 3:00 PM – 7:00 PM
Area 3	December 8, 2022 from 3:00 PM – 7:00 PM
Area 4	December 8, 2022 from 3:00 PM – 7:00 PM
Area 5	December 7, 2022 from 3:00 PM – 7:00 PM
Area 6	November 21, 2022 from 2:30 PM – 7:30 PM
Area 7	December 9, 2022 from 3:00 PM – 7:00 PM
Area 8	December 9, 2022 from 3:00 PM – 7:00 PM
Area 9	December 9, 2022 from 3:00 PM – 7:00 PM
Area 10	December 9, 2022 from 3:00 PM – 7:00 PM
Area 11	November 22, 2022 from 2:30 PM – 5:00 PM

Candidate Speeches and Elections @ Area Conference | December 2022 – January 2023

AREA 1

January 7, 2023

Lake Stevens High School

AREA 2

January 12, 2023

TBD

AREA 3

January 5, 2023

Meydenbauer Center

AREA 4

January 6, 2023

Meydenbauer Center

AREA 5

January 7, 2023

Hazen High School

AREA 6

December 13, 2022

Three Rivers Convention Center

AREA 7

January 7, 2023

Bonney Lake High School

AREA 8

January 11, 2023

TBD

AREA 9

January 11, 2023 (Tentative)

Cowlitz Convention Center

AREA 10

January 9, 2023

Yakima Convention Center

AREA 11

December 12, 2022 (Tentative)

Spokane Community College

State Career Development Conference (March 2-4, 2023)

March 4, 2023	<i>Announcement of 2023-2024 State Officer Leadership Team at SCDC. New Officer Orientation Meeting immediately follows the conference for Newly Elected State Officers and their parents/guardians.</i>
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Name of Candidate: _____

School: _____

Position Seeking *(required)*: Area _____ President

	Star once complete
	Intent to Apply form (online)
	Print and read Candidate Guide
	Complete Candidate Application <ul style="list-style-type: none"> <input type="checkbox"/> FORM A – Declaration of Intent <input type="checkbox"/> FORM B – Acceptance of Responsibility <input type="checkbox"/> FORM C – Consent/Endorsements <input type="checkbox"/> FORM D – Employer Consent <input type="checkbox"/> FORM E – Code of Conduct Agreement <input type="checkbox"/> FORM F – Transportation Release <input type="checkbox"/> Take 5 Voices Assessment <input type="checkbox"/> 1-page Typed Resume. (Same format as a job application). <input type="checkbox"/> High School Transcript. (Showing grades on a 4-point scale). <input type="checkbox"/> FORM Z – Answer Candidate Questions. (Typed responses). <input type="checkbox"/> All files uploaded as PDFs
	Submit Candidate Application by deadline
	Receive email from State Officer Coach providing directions to take Candidate Exam. Be sure to take the exam before the deadline!
	Receive email from State Officer Coach providing confirmation of date/time of Virtual Interview. Ensure your schedule is cleared during the listed date/time on page 15.
	Receive email from State Officer Coach providing details for your Area Conference Speech. Ensure you will be in attendance at your scheduled Area Conference.

REQUIRED FORMS A-F

SO FORM A: 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 (2023-2024).

Candidate Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

SO FORM B: 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 Officer Orientation (Bellevue, WA) <i>Immediately following SCDC</i>	March 4, 2023
ICDC (Orlando, FL) <i>Not a required event.</i>	April 21 – 26, 2023
State Officer Leadership Training	May 2023 (Dates TBA)
Fall Leadership Conference	October or November 2023
Local Area Conference	December 2023 or January 2024 (varies)
Winter Officer Leadership Retreat (Olympia, WA)	January or February 2024 (Dates TBA)
State Career Development Conference (Bellevue, WA)	March 2024 (Dates TBA)
ICDC (Anaheim, CA) <i>Required event.</i>	April 25-30, 2024
State Officer Team Meetings (Virtual)	1-2x per Month
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 B: 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 their family are responsible for the following:

- ◆ Wardrobe/Uniform
- ◆ Local travel to events/meetings/conferences (for Officers local to conference venues)
- ◆ ICDC travel and conference registration (coordinate with your local chapter and/or Area)

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

Event/Item	Estimated Cost (per officer)	Paid By
State Officer Transportation to Required Conferences/Events (flights, mileage, train, etc.)	Varies	Varies based on location
State Officer Wardrobe	\$350	Officer
State Officer Leadership Training	\$200	WA DECA
Meals and Lodging at Required Conferences/Events	\$300-\$500	WA DECA
ICDC 2024 (<i>Required</i>)	\$1,200	Chapter / WA DECA
Optional Conferences/Events	Varies	Varies
Chapter visits and other outreach opportunities	Varies	Varies
State Officer Materials	\$20-\$100	Officer

SO FORM B: 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, 2024.

Furthermore, I understand that any termination from office will result in all costs until the date of termination (including those covered by Washington DECA) being billed to the officer and their 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 C: 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 their 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 them 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 D: 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 their 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 E: Permission, Release, and Code of Conduct (Page 1 of 2)

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

CODE OF CONDUCT: Attendance at Washington DECA activities is a privilege. The following Code of Conduct will apply to delegates, defined as all state officers, students, DECA advisors, chaperones, and any other authorized persons attending the activity. Delegates shall always abide by the rules and practices of DECA and school district policies. Delegates shall respect and abide by the authority vested in the Washington DECA organization. The school district/school assumes responsibility for any damage, accidental or otherwise, that is caused by a member of their school/district delegation at a DECA event. Chapter Advisor represents and warrants to Washington DECA that Chapter Advisor has the express authority to bind Delegate's school district and school to this provision, and such school district and school are hereby bound.

1. **Conference Attendance:** Delegates are to always wear the supplied Conference ID badge, from arrival at the Conference until departure at the end of the Conference. Delegates are to attend all general sessions and assigned activities (including workshops, competitive events, general sessions, etc.) for which a participant is registered (unless permission from advisor).
2. **Curfew:** Delegates are to be in their assigned hotel room from the curfew time designated in the Conference program until 6 a.m.; Delegates should not cause any noise or other disturbance audible from the hallway or another guest room after the designated curfew time; Delegates will not make room-to-room telephone calls after the designated curfew time; Delegates will not order or have delivered any food after the designated curfew time; Delegates will not cause any other unnecessary disturbance or participate in any other inappropriate activity after the designated curfew time;
3. **Dress:** Delegates will abide by regulations established for the Conference, as outlined in the Dress Code.
4. **Hotel Protocol:** Delegates will follow guidelines of all housing facilities which includes but is not limited to:
 - 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
 - Crowding hotel elevators, review posted limits
 - Having a member of the opposite sex in a room where no DECA appointed adult chaperone is present
 - Being out on a hotel room balcony
 - Causing a disturbance to other guests or behaving in an irresponsible manner in any area of the hotel
5. **Pools and Fitness Centers:** Washington DECA reserves the right to deny pool and fitness center usage to delegates without adult supervision.
6. **Personal Conduct:** Delegates are required to keep adult advisors informed of activities and whereabouts; Delegates shall not invade another delegate, volunteer, or staff member's personal space without consent of the individual. Delegates shall treat local business establishments and personnel with respect while following proper compensation and gratuity etiquette. Delegates shall not possess, sell or consume alcohol, drugs, and/or tobacco products at any time during the conference.
7. **Social Media:** As a member of DECA, delegates represent their school, state, and DECA Inc. organizations. As delegates create, post, share, like, and link to content through all social media sites (including but not limited to: Facebook, Twitter, Instagram, YouTube, Pinterest, Tumblr, TikTok.), it is important to keep in mind that people they do not know (including DECA advisors, sponsors, and potential employers) can review and archive the delegates' social media profile and activities. Washington DECA will remove any delegate social media activity that breaks the

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, photos, videos, shares, and retweets that:

- Use foul language.
 - Negatively portray the delegate, school, DECA chapters, members, and/or the DECA organization.
 - Violate trademark laws including competitive event guidelines.
 - Portray or insinuate illegal behavior (such as underage drinking, texting while driving, violence, etc.). In the event a photo, video, message, tweet, or other post portrays or insinuates illegal behavior, the delegate's parent/legally appointed guardian, DECA Advisor, and law enforcement may be contacted by Washington DECA.
8. **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 violations shall be considered a Code of Conduct violation.
 9. **School Code Violations:** Delegates shall not violate the conduct code of the school district or school that the delegate represents.
 10. **Abusive Behavior and Lewd Conduct:** A delegate shall not engage in any lewd, indecent, sexual, or obscene act or expression. A delegate shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person, including but not limited to slurs used against a person based on race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited. This includes harassment or abusive conduct using a mobile device or computer.
 11. **Health and Safety Protocols:** Delegates will abide by posted health and safety protocols for each conference which may include but not limited to; mandatory masks, no handshakes or other personal contact, practicing good hygiene, maintain social distancing, notifying advisor or Washington DECA staff if you are feeling sick. Delegates: By signing the DECA Delegate Permission, Release, and Code of Conduct Form A, I confirm that I have read and agree to abide by the Washington DECA Code of Conduct.
 12. **Additional Conduct Requirements for State Officers:** Failing to represent Washington DECA and the DECA brand, including any conduct that, as determined by Washington DECA Executive Director or the Executive Director's designee in their 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 14.

Candidate Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

SO FORM F: 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 the Washington DECA policy WILL NOT allow for students to drive themselves to
conferences, meetings, or summer trainins. 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 their 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 Z: 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. What do you think is the most important skill, trait, or thing a leader must possess?
6. What is your campaign platform (what you hope to accomplish)?
7. Do you think your top two 5 Voices results match your leadership style/voice? Why or why not?
8. Which Mission-Based Officer Position are you most interested in? *Select One*
 - Vice President of Leadership
 - Vice President of Hospitality
 - Vice President of Marketing
 - Vice President of Career Development
 - Vice President of Finance

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	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)