



CANDIDATE GUIDE

FOR THE ELECTION OF
STATE PRESIDENT

2024-2025

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Greetings!

Congratulations on your decision to run for Washington DECA 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.

For over 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 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.

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 DECA brand 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, and project 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 virtual New State Officer Orientation on March 19, 2024. 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 at the State Conference, 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 form, 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 soon after you are announced as a State Officer at the State Conference! In the weeks following, State Officers will virtually join the New State Officer Orientation (March 19, 2024) with a parent or guardian. 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 a Program of Leadership for the year. The team meets 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.

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 Presidents devote an average of 10-12 hours a week to prepare for events, manage their duties and responsibilities, and work closely with the State Officer Coach to plan meetings. 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 executing your Program of Leadership. We think of the time commitment as the same as taking another class (which would include attending class each day, completing homework, collaborating with others, and preparing for projects and tests).

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**. Washington DECA takes pride in the success of the State Officer Program and individual State Officer development, but those achievements come with the State Officer's understanding that their priority list year-round is: Faith, family, education, then DECA, in that order. Past State Officers 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, communication, organization 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

- ◆ New State Officer Orientation (virtual, mid-to-late March)
- ◆ State Officer Leadership Training (SOLT)
- ◆ Chapter Leadership Academy (virtual in September)
- ◆ Winter Officer Leadership Retreat (WOLT)
- ◆ State ICDC Meeting (virtual in April)
- ◆ Virtual State Officer Team Meetings (1-2x per month)

Conferences

- ◆ Western Region Leadership Conference (WRLC)
- ◆ The State Officer's Area Conference
- ◆ State Career Development Conference (SCDC)
- ◆ International Career Development Conference (ICDC)

Other events are optional, but highly encouraged. These events will be released during the Officer's term.

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)

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 two 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. 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 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

State President Role

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

The State President is a seasoned DECA member who has the desire to inspire and motivate others. They lead the State Officer 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.

Common activities include **managing social media channels, planning and executing projects, hosting workshops, and recognizing chapter spirit and activities.**

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

Section 2. 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

For more information on specific State President responsibilities, please contact your current State President or the State Officer Coach.

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.

State President Eligibility

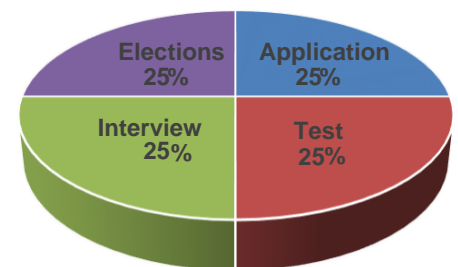
To be eligible to run for State President, applicants must meet the following eligibility requirements. If any requirements are not met, the applicant will not be approved to be a candidate for State President.

- ◆ Secure support and endorsement from your 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 State President position. It is required that each chapter select their best candidate to run for State President. Advisors should reach out to their Area Leader if necessary.
- ◆ **(NEW!)** Attend one Run for State Office Workshop. The virtual workshop will be held twice and interested candidates **MUST** attend either workshop to be considered for State Office. This workshop is led by the current State Officer team and will cover the application process, time commitment, and allow you to answer questions.
 - Option 1: Thursday, December 14, 2023 | 7:30 p.m. – 8:30 p.m. | Zoom
 - Option 2: Tuesday, January 2, 2024 | 4:30 p.m. – 5:30 p.m. | Zoom
 - [Register here.](#) Registration closes 48 hours prior to the session start time.
- ◆ 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.
- ◆ Transcripts
 - Candidates must provide proof of earning a 2.5 cumulative GPA or higher for the 2022-2023 school year via an Official Transcript.
 - **(NEW!)** Candidates must provide a screenshot from their school grading website, of their current grades to nicole@wadeca.org, no earlier than two weeks prior to the candidate application deadline, and the current grades must reflect a cumulative GPA of 3.0 or higher.

State President 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 on the established test dates prior to the election/conference.
- **25% Interview** | Interviews are conducted at the State Conference using an interview rubric.
- **25% Elections** | Campaigning and elections take place at the State Conference.



STEPS TO APPLYING FOR STATE 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/state-president. Completing this form will ensure:

- ◇ You are included on the list of applicants to be scheduled for a test and interview
- ◇ You 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:

Attend a Run for State Office Workshop (virtual)

To be eligible to run for State Office, applicants must attend ONE Run for State Office Workshop. If this requirement is not met, the applicant will not be approved to be a candidate for State Office. The virtual workshop will be held twice. This workshop is led by the current State President and will cover the application process, time commitment, and allow you to answer questions.

- ◇ Option 1: Thursday, December 14, 2023 | 7:30 p.m. – 8:30 p.m. | Zoom
- ◇ Option 2: Tuesday, January 2, 2024 | 4:30 p.m. – 5:30 p.m. | Zoom
- ◇ [Register here](#)

Registration for the session will close 48 hours prior to the session start time.

All registrants will be sent a Zoom link to join the meeting, on the day of the meeting.

STEP 4:**Complete and submit the WA DECA Candidate Application (online)**

All State Officer applicants must submit their completed application at the form on the **Run for State Office** webpage (www.wadeca.org/run-for-office/state-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 a State 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. Your proctor can be your advisor.
- 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 two letters of recommendation. The first letter must be from a DECA advisor and the second letter can be of your choice (please refrain from providing letters of recommendation from family members).
- f. Provide your grades.
 - a. Candidates must provide proof of earning a 2.5 cumulative GPA or higher for the 2022-2023 school year via an Official Transcript.
 - b. Candidates must provide a screenshot from their school grading website, of their current grades to nicole@wadeca.org, no earlier than two weeks prior to the candidate application deadline, and the current grades must reflect a cumulative GPA of 3.0 or higher. The screenshot must include the current date.
- g. Answer the Candidate Questions on Form Z. (Typed responses).
- h. Forms A-F, your resume, official high school transcript, letters of recommendation, and responses to Candidate Questions (Form Z) all must be uploaded to the Candidate Application as **PDF files**. The screenshot of your current grades can be a photo file.

- i. Go to www.wadeca.org/run-for-office/state-president to access the online Candidate Application. Complete the online form, then submit your application!
- j. 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 for assistance.

Recommendations

It is recommended that you complete the application well in advance of the application deadline to avoid missing your deadline, **as late applications will not be accepted**. 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.

Deadline

Applications for position of the State President should be submitted online by **5:00 p.m. PST on January 22, 2024** through the online application form at www.wadeca.org/run-for-office/state-president.

STEP 5:

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/state-president. 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 a State 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 dates. Share this information with your local chapter advisor. Advisors may serve as proctors.
- ◆ **January 23** – Local chapter advisor will receive testing information and provide this information to your proctor.
- ◆ **January 24 or 25, 2024** – Testing date options for State President Candidates

STEP 6:**Approved Candidate Notification**

After review of application and test scores, qualified candidates for State President will be announced. If there are 5 or more applicants for State President candidacy, the top 4 scoring applicants will be approved for campaign and election. The scoring is calculated by finding the average between the test score and application score.

All applicants for State President candidacy and their advisors will be notified by Washington DECA whether they have qualified for the next stages in the process: Campaign, Interview and Election.

◆ **January 31, 2024** | Applicants and their advisors receive notification of approved candidates

STEP 7:**State President Virtual Voting Delegate Question + Answer Session**

As an approved candidate, candidates may only engage in official campaign activities at SCDC, unless otherwise asked by the state. Any campaign activities (virtual, digital or in-person) outside of the opportunities provided are not allowed. If selected for campaign, interview and election, the only time in which candidates may publicly appear and declare their run for State President is during the Washington DECA State President Virtual Voting Delegate Question + Answer Sessions. The session date will be **Tuesday, February 20, 2024**, time TBA. Candidates must attend.

During the virtual session, voting delegates will be introduced to the State President candidates and view the campaign handouts provided by candidates. Campaign handouts must be approved by the State Officer Leadership Coach and candidates are limited to a one-page PDF flier that contains no movement and is no larger than 8.5x11 inches, either landscape or portrait.

Candidates will engage with voting delegates in a group panel/townhall format during this session. This session will be facilitated by the current State Officer Team and the voting delegates will have a chance to ask questions to ALL candidates. During this session, Voting Delegates will also be briefed on the voting process.

STEP 8:**State Career Development Conference**

As an approved candidate at SCDC, candidates may only engage in official campaign activities at SCDC. Any campaign activities outside of the opportunities provided are not allowed. If selected for campaign, interview and election, a separate email will contain information regarding the deliverables below.

1. **Candidate Questionnaire & Headshot.** Candidates submit this in advance and the information will be posted on the Washington DECA website and social media platforms upon the start of the conference.
2. **Campaign Poster.** Candidates will create a campaign poster within the provided guidelines. This poster will be on display during the conference.
3. **Campaign Handout.** Candidates may distribute a campaign handout during SCDC. The handout must be approved by the State Officer Leadership Coach prior to the conference.
4. **Candidate Interview.** Candidates will engage in a 10-12 minute interview with select members of the Washington DECA community, including board members, staff, former state officers, and alumni.
5. **Candidate Speeches.** Candidates will be introduced at the Opening Session where they will deliver a campaign speech (maximum of 3 minutes).

STEP 9:**Elections and State President Selected!**

Voting will take place during SCDC. 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 achieve 75% of the vote from the ballots and a no confidence option must be provided on the ballot.

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.

STEP 10: Term of Office

Please note that if you are State President candidate, you will need to be in attendance at the State Conference Awards Session for the stage rehearsals and during the live program. The State Officer Leadership Coach will coordinate your transportation if you are housed in the Washington DECA hotel block during SCDC, otherwise your parent/guardian will need to provide transportation to the Meydenbauer Center.

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 in the spring, 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 State President-elects are officially in their roles as a State Officer, they may only work with their State 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.

CAMPAIGNING GUIDELINES AND REGULATIONS

Prior to SCDC

No campaigning is allowed prior to SCDC. Campaigning outside of your local DECA chapter prior to SCDC is NOT allowed. This includes any social media, websites, chapter visits, emails, phone calls, etc., unless approved by Washington DECA.

Social Media Use

Candidates may not purposely campaign outside of their own local chapter prior to being announced as an official candidate at the State Career Development Conference. This includes sharing information about your candidacy on social media platforms prior to SCDC. Social media activity related to your campaign is NOT PERMITTED until Opening Session concludes during SCDC.

Also, candidates may not launch any social media campaign activities that incur expenses for the campaign. For example, using the free-of-charge features of social media platforms is allowed. Launching campaign websites, providing online giveaways, and/or paying for social media advertisements is NOT ALLOWED. Social network channels need to be monitored so as not to become a forum for debate on your campaign.

Candidate Questionnaire & Headshot

Each candidate will complete a questionnaire with campaign short-answer questions and submit a high-resolution photo/headshot in DECA professional attire. Answers to the campaign questions and candidate photo will be published on the Washington DECA website. **The questionnaire must be completed and submitted to Washington DECA no later than February 10, 2023.** Approved candidates will be provided with an online link upon notification of candidacy where they can submit these materials.

One (1) Campaign Poster

Each candidate is allowed to design and decorate a maximum 2x3-foot (24"x36") poster to display in the Meydenbauer Foyer. **This poster must be turned in during the Candidate Interview on Day 1 of the conference.** No edits may be made to the poster after this time. Candidates may spend up to \$100 on the production of the poster and expenditures must be documented on the Campaign Budget.

One (1) Printed Handout

Candidates will be allowed one (1) item type of printed material (brochures, flyers, cards) to handout. A schedule for when and to who you can distribute your printed materials, will be available at a later date. A sample handout will need to be provided no later than February 20, 2024 for approval. Any alterations to your handout after February 20 may result in disqualification.

The following are unacceptable items to incorporate as part of the campaign and/or handout:

- ◆ Candidate t-shirts or wearable merchandise (even if your peers are wearing them)
- ◆ Distribution of any food or beverage items (candy, popcorn, water, etc.)
- ◆ Stickers
- ◆ No giveaways of monetary value (includes fair-market value of "donated items")
- ◆ A LinkTree, or any site or QR code that provides access to more candidate work, achievements, etc.

Candidate Interview

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 10-12 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.

Candidates should bring the following items to turn in at their interview:

- ◆ **Campaign Poster.** Once submitted, the poster will be put on display at the conference and no edits to the poster can be made.
- ◆ **Sample Campaign Handout.** If the candidate chooses to make a campaign handout, the handout must be approved by the date above.
- ◆ **Campaign Budget.** Each candidate should prepare a listing of ALL campaign expenditures and revenues, including in-kind donations listed at fair market value.

The interview makes up 25% of the overall score for a State President candidate. The interviews are judged based on the interview rubric (see Appendix 2 for interview rubric). Interviewers are encouraged to concentrate on their poise, conduct, sincerity, and overall impression at the interview.

Candidate Speeches at Opening Session

Candidates will be introduced on Day 1 of the conference at the Opening Session. They will also deliver a speech. Speeches should be no longer than 3 minutes. Candidates will be requested to attend a rehearsal with the production company to prepare for their time on stage, on Day 1 of the conference. The candidate is responsible for finding transportation to the rehearsal if their chapter is not arriving to SCDC by the rehearsal time. Only candidates may participate in the speech (no additional speakers/presenters on behalf of the candidate will be allowed).

Other General Campaigning Rules and Guidelines

- ◆ Candidates or candidate representatives are not permitted to actively campaign in any areas of the conference, including all hotels, shuttles or at other properties.
- ◆ Additional correspondence sent from the Washington DECA office will officially become addenda to these rules.
- ◆ 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, State Officer Coach 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, they should contact Washington DECA immediately to gain clarification and prevent later issues.

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

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 via phone) with involved individuals
3. Present findings to the Executive Director and jointly decide action based on an assessment of the misconduct in question

Voting Procedures

1. Voting delegates will have the opportunity learn about and connect with candidates through the following:
 - a. Opening Session Speeches on Day One
 - b. "About the Candidate" feature on Washington DECA website and social media
 - c. Question and Answer Session virtually prior to State Conference
 - d. Campaigning on Day 2 of the State Conference in a designated space within the conference venue
2. Voting will take place at the State Career Development Conference on Day 2 of the conference. Voting delegates should follow the instructions in the conference program to cast their vote.
3. Voting delegates are based on the allocation for each school as determined by Washington DECA. Washington DECA determines voting allocations based on chapter membership size.
4. Voting delegates are encouraged to obtain feedback from their non-voting chapter members and to take their input in consideration when casting their vote on behalf of their chapter.
5. Only DECA members who are registered for the conference are eligible to be voting delegates. Chapter advisors or persons acting in a chapter advisor capacity are not allowed to participate in the voting.
6. A secret ballot vote will be taken during the times listed in the conference program. The ballot will contain the names of each candidate running for State President. Each delegate will only be allowed to cast one vote for one candidate.
7. The newly elected State President will be announced and installed at the Awards Session on Day 3 of SCDC.

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	
Intent to Apply (online) Due: Today!	Submit Intent to Apply form (online)
Register and Attend Run for State Office Workshop Register here	Option 1: Thursday, December 14, 2023 7:30 p.m. – 8:30 p.m. Zoom Option 2: Tuesday, January 2, 2024 4:30 p.m. – 5:30 p.m. Zoom
Candidate Application (online) Due: January 22, 2024	Submit Candidate Application (online) by 5:00 p.m.
Candidate Exam Testing Access Granted January 23, 2024	Access will be granted to the proctor and advisor as specified on the Online Application.
Candidate Exam Available January 24-25, 2024	Take the exam by January 26. Login credentials will be sent via email.
Applicants and their advisors receive notification of approved candidates January 31, 2024	Approved candidates will continue in the selection process and engage in campaigning activities at the State Career Development Conference.
State President Virtual Q+A Session Virtual Handout – Submitted February 13, 2024	Your virtual campaign handout must be sent by this date for approval to nicole@wadeca.org .
Printed Handout for SCDC – Submitted February 20, 2024	Your campaign handout must be sent by this date for approval to nicole@wadeca.org .
State President Voting Delegate Q+A Session February 20, 2024, Virtual, time TBA	Approved candidates will be introduced online and allowed to provide one virtual handout. They will engage in a Q+A session with voting delegates and the current State Officer team.
State Career Development Conference February 29 – March 2, 2024	Applicants will participate in an interview, deliver speech, and meet with members during the conference. Voting will also take place. The newly elected State Officer Leadership Team will be announced at the Closing Awards Session.
New State Officer Orientation March 19, 2024, Virtual	This is a required for the Newly Elected State President. A parent/guardian may be required to also attend this meeting with the State President.

Name of Candidate: _____

School: _____ Position Seeking: State 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 for previous school year (Showing grades on a 4-point scale) <input type="checkbox"/> Screenshot of your Current Grades (Photo file accepted) <input type="checkbox"/> 1 Letter of Recommendation from a DECA Advisor <input type="checkbox"/> 1 Additional Letter of Recommendation <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 qualification decision

If you qualify for the next stage in the election process:

	Complete Candidate Questionnaire and send headshot by deadline
	Create virtual Session handout. Submit for approval
	Create SCDC handout. Submit for approval
	Attend the State President Voting Delegate Q+A Session
	Create your campaign poster and campaign budget
	Receive your in-person candidate interview time
	Prepare your campaign speech
	Ensure transportation to SCDC for your interview time and stage rehearsal

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 B 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 (2024-2025).

Candidate Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

SO FORM B: Acceptance of Responsibility (page 1 of 2)



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 13,000 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 3.0 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:

New State Officer Orientation (Virtual)	March 19, 2024
ICDC (Anaheim, CA) <i>Not a required event.</i>	April 26 – May 1, 2024
State Officer Leadership Training (Tacoma, WA)	May 18-21, 2024
Western Region Leadership Conference (Bellevue, WA)	November 7-9, 2024
Local Area Conference	December 2024 or January 2025 (Varies)
Winter Officer Leadership Retreat (Olympia, WA)	Late January or Early February 2025 (Dates TBA)
State Career Development Conference (Bellevue, WA)	March 2025 (Dates TBA)
ICDC (Orlando, FL) <i>Required event.</i>	April 25-30, 2025
State Officer Team Meetings (Virtual)	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 2)

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
Spring and Winter State Officer Leadership Training	\$500	WA DECA
Meals and Lodging at Required Conferences/Events	\$300-\$500	WA DECA
ICDC 2025 (<i>Required</i>)	\$1,200	Chapter / WA DECA
State Officer Transportation to Required Conferences or Events (flights, mileage, train, etc.)	Varies	Varies based on location
State Officer Materials	\$20-\$100	Officer
State Officer Wardrobe	\$350	State Officer
Optional Outreach Opportunities/Events/Chapter Visits	Varies	Varies

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, 2025.

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: State President School: _____

PARENT/GUARDIAN'S CONSENT

I have reviewed this State 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 State 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 earned a 2.5 cumulative GPA or higher for the 2022-2023 school year and currently has a 3.0 cumulative GPA of current course load.

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 trainings. 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 350 words or less for each question.

1. Describe your most significant accomplishment or recognition that is NOT DECA-related. Why is it important to you, and what has it taught you?
2. What do you think is the most important skill, trait, or characteristic a leader must possess?
3. Describe a situation where you had to adapt to unexpected changes or challenges. How did you approach the situation, and what did you learn from it?
4. Much of the State Officer's term requires timeliness and execution of projects which go on to influence members and advisor in our state. On a scale from 1-5, with 5 being the most, how would you rank yourself in your drive to set and reach deadlines? Please provide a detailed example.
5. Provide an example of a project or initiative where you played a key role in fostering collaboration among team members.
6. 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?

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:

LEADERSHIP	Rating:	0	1	2	3	4	5	6
TEAMWORK	Rating:	0	1	2	3	4	5	6
CRITICAL THINKING	Rating:	0	1	2	3	4	5	6
RECEPTIVITY	Rating:	0	1	2	3	4	5	6
RELIABILITY	Rating:	0	1	2	3	4	5	6
DIVERSITY, EQUITY, INCLUSION & BELONGING	Rating:	0	1	2	3	4	5	6

Interview committee will also consider the following:

APPEARANCE / PROFESSIONALISM

Good color coordination, professional and neat clothing, hair clean and neat, facial appearance clean and natural, good posture, pleasant smile, courteous, poised, good introduction, thank you, proper grammar, good diction, appropriate word selection

Rating: 0 1 2 3 4 5

ATTITUDE / PERSONALITY

Attentive, enthusiastic, self-confident, supports own convictions, socially at ease and comfortable, alert and responsive, sincere, conscientious, open-minded, positive attitude, charismatic, friendly, conversational, supports own convictions

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

Total Score _____ Official Score _____ (Total Score divided by 2)