

Steps to Applying for Executive Office

1. Decide which position you want to run for (WRVP or President)
2. BY January 20, 2025 at 5:00 pm PST | Complete the [Intent to Run form](#)
3. Upon completing the Intent to Run form, review the Candidate Application. (Will be emailed to you and you will be notified which pages to submit to WA DECA).
4. Wait for official approval from Washington DECA Executive Director to continue the Candidate Application (around February 3, 2025).
5. February 9, 2025 at 5:00 pm PST | Submit the specified application pages, resume and cover letter, to State Officer Coach via email at nicole@wadeca.org.
6. February 10-11, 2025 | Attend interview with Executive Director and interview panel.
7. February 12, 2025 | Receive notification of Washington DECA decision to move you forward in the application process.
8. February 19, 2025 at 11:59 pm PST | Completed Candidate Application due to State Officer Coach via email.
9. February 24, 2025 (tentative based on DECA Inc. application deadline) | Submit Candidate Application to DECA Inc.
 - a. The official due date for the Candidate Application will be announced this winter.
The state officer coach will work with the candidate to submit the application.
10. March 9, 2025 | Submit your proposed social media calendar, proposed slogan, logo
11. March 16, 2025 | Submit draft of your candidate poster, handout and speech
12. Date TBD | Take the candidate exam
13. March 18 – April 18, 20225 | Work with state officer coach to form your campaign team, prepare for caucusing, interviews, speech complete marketing materials