

Appendix D

New Jersey State Officer Candidate Information

INFORMATION FOR NEW JERSEY DECA OFFICER CANDIDATES

Are you ready to be a New Jersey DECA State Officer?

Before you answer this question there are several others you should answer first . . .

- Am I physically and mentally ready for the hard work and dedication that it takes to be a successful State Officer?
- Am I a self-starter, the kind of person others can depend upon to carry out the duties of an office without a great deal of supervision?
- Am I willing to spend the time required to complete the many tasks expected of a state officer?
- Am I willing to put the office I am charged with ahead of all other school activities and athletics?

Do I possess these personal qualities?

Social Maturity Leadership Excellent Communication Skills
Critical Thinking Skills Initiative Problem Solving Skills Integrity
Enthusiasm Self-Control

If you answered “yes” to all these questions **You may be state officer material!**

Are you eligible to run for office?

Yes, if you are currently all of the following:

1. Active dues paying student member of DECA (may not be a Senior)
2. Are participating in the co-curricular Program of DECA
3. Have a minimum 2.5 grade point average based on “A” letter grade equivalent to 4.0 for your high school career.

If you fit the above requirements, you may apply to become a candidate for a New Jersey DECA state office.

WHAT DO YOU NEED TO APPLY FOR OFFICE?

Provide the following candidate background materials as a complete packet in the order given below:

1. State officer candidate application with signatures as required.
2. A letter of intent to include your involvement with business, school and other groups as related to marketing education and DECA. Explain your goals and objectives and why you want to run for office. Letter should be single spaced, one page and typed.
3. Letter of approval from your Chapter Advisor.
4. Letter of approval from your School Principal.
5. Official transcript with school’s official seal. The transcript must have a written description of explanation of the grading procedure. The grading procedure should explain the grades in relation to A, B, C, D, and failing. If the school system’s grading procedure grants incomplete as a grade, the “I” must be verified as a NO Grade.
6. State Officer Candidate Agreement with all signatures.
7. Officer Code of Conduct form with all signatures.
8. Signed “Dear Parent” letter
9. Officer Candidate Social Media Disclosure Form
10. State Officer Travel Permission Form with all signatures.
11. State Officer Candidate Requirements Form with all signatures.
12. Resume (maximum of two pages) of activities completed in high school and Marketing Education courses taken.

Candidate applications will not be processed unless all of the above items are included.

Deadline Date: December 13, 2024

WHAT HAPPENS NEXT?

If all of the potential candidates materials have been received by the deadline and are complete and meet the GPA requirement of 2.5, the candidate and his/her Chapter Advisor will be asked to attend the State Officer Candidate Screening Session.

Chapter Advisors must attend the screening session with their student for the student to be eligible to run for office.

All materials to complete the application process must be mailed to:

**NJ DECA State Advisor
Kean University
Townsend Hall, Office T209
1000 Morris Avenue
PO Box 411
Union, New Jersey 07083-0411**

POSITIONS AVAILABLE FOR NJ DECA

Potential candidates will be asked to indicate which office they seek on the application. The present State Officers, serving as the Nominations Committee, will recommend a slate of candidates for State Office. The State Advisor will make the final decision regarding all eligible candidates for the slate.

State President

Northern Region Vice President

Central Region Vice President

Southern Region Vice President

State Recording Secretary

Vice President of Public Relations

Vice President of Media

*****IMPORTANT INFORMATION FOR ADVISORS OF POTENTIAL CANDIDATES*****

EACH CHAPTER IS ONLY ALLOWED TO RUN 1 CANDIDATE PER SCHOOL.

The State Advisor reserves the right to fill offices as needed

OFFICER POSITION DESCRIPTIONS

These responsibilities are in addition to planning and executing the state and personal programs of work, meeting mandatory attendance requirements and adhering to the State Officer Agreement.

A. President

- a. Presides at all Officer and Member Meetings
- b. Prepares agenda 7 days in advance of all meetings and sends to Officer Team and State Advisor. Agendas will include the following items:
 - i. Attendance
 - ii. Approval of Prior Meeting Minutes
 - iii. Review and Approval of Expenses
 - iv. Regional Reports
 - v. Advisory Committee Report
 - vi. Old Business
 - vii. New Business
 - viii. Items for the Good of the Order
- c. Sets Advisory Committee Schedule for Officers
- d. Ensures that all officers complete assigned tasks by deadlines.
- e. Writes one article per issue for newsletter
- f. Supports Social Media Efforts
- g. Completes all other tasks assigned by the State Advisor

B. Regional Vice Presidents

- a. Presides over the District Conferences in their District
- b. Serves as either Public Relations, Community Service, Competitive Events or Membership Liaison
- c. Supports Social Media Efforts
- d. Write newsletter articles as required.
- e. Completes all other tasks assigned by the State Advisor

C. Recording Secretary

- a. Takes minutes and attendance at all meetings.
- b. Provides minutes to State Advisor and all officers within 10 days of the end of each meeting
- c. Makes any meeting minutes corrections as needed.
- d. Supports Social Media Efforts
- e. Write newsletter articles as required.
- f. Completes all other tasks assigned by the State Advisor

D. Vice President of Public Relations

- a. Creates 4 Newsletters per year.
- b. Deadlines for submission to the State office for each issue are:
 - i. September 30
 - ii. November 30
 - iii. January 31
 - iv. March 31

E. Supports Social Media Efforts

F. Write newsletter articles as required.

G. Completes all other tasks assigned by the State Advisor

H. Vice President of Media

- a. Spearheads all Social Media efforts
- b. Develops Social Media Schedule
- c. Creates Social Media Content
- d. Write newsletter articles as required.
- e. Completes all other tasks assigned by the State Advisor

WHAT HAPPENS AT THE SCREENING SESSION?

There are Three Stages to the Screening Process:

1. **STATE OFFICER CANDIDATE EXAMINATION**, a 50 question, multiple-choice, written test. The exam will cover such areas as knowledge of DECA, competitive events, leadership and parliamentary procedure. All questions will be taken from the following sources:
 - The New Jersey DECA state handbook.
 - The **2024-2025** DECA Guide
 - Robert's Rules of Order, newly revisedA minimum test score of 80% correct will be required for a student to progress to the next stage of officer candidacy. These scores will also be announced to the Voting Delegates at the Meet the Candidates Session at the State Career Development Conference.
2. **STATE OFFICER CANDIDATE INTERVIEW**. The Nominations Committee will interview all potential candidates. The members of the Nominations Committee are the current State Officers (not running for DECA office) and the State Advisor. The evaluation sheet which follows will help candidates prepare for the interview.

If a candidate is not in attendance at the screening session, he/she will be disqualified unless the committee feels the individual has a reasonable cause.

UNACCEPTABLE REASONS ARE:

- (a) conflicts with sports events
- (b) could not find location
- (c) forgot to check schedule

Women may carry purses, if they wish, to the nominating interview. Otherwise, no materials are to be taken to the interview.

3. **EVALUATION/RANKING**. The Nominations Committee will rank the candidates based on the interviews, the examination, the application and the essay, providing that all other qualifications have been met. All applicants must understand that the office for which they applied to run may not be the office to which they are assigned by the Nominations Committee. **Only candidates interviewed by the Nominations Committee will be qualified for state office.**

Advisors of qualified candidates will be notified within 72 hours of the screening as to whether or not the applicant is a candidate and for which state office he/she will be running. Once a candidate has been declared for an office, he/she DOES NOT have the option of changing his/her decision and run for another office.

Those candidates who qualify to run for state office must attend **both** of the NJ DECA State Conference election sessions. Officer candidates must compete at their conference. The financial responsibility for attending and running their campaign is solely that of the candidate.

TIMETABLE FOR 2024-2025 POTENTIAL STATE OFFICER CANDIDATES

- 12/13/24** Last day for accepting completed application forms and required supporting data into the NJ DECA State Office.
- 1/17/25** State Officer Candidate Examination and Screening Interviews
- 3/3-3/6** NJ DECA State Career Development Conferences dates when State Officer candidates are expected to be present to participate in the State Officer Candidate activities:
- Conference Prep & Registration
 - Opening Sessions and Introduction of Candidates
 - Meet the Candidates Sessions and Campaign Booth and Elections
 - Closing Session and Announcement of 2024-2025 State Officers.
 - NJ DECA Officer-Elect Orientation Luncheon after Closing session at SCDC.
- 4/2/24** 2023 and 2024 State Officer Transition Meeting
- 4/26-4/29** International Career Development Conference. Includes required participation in the State Officer Leadership Academy as well as representing NJ DECA as a Voting Delegate.
- July 2025** State Officer Training, Kean University, Union NJ

OFFICER CANDIDATE CHECKLIST

The Following items must be included in the state officer candidate packet for it to be considered complete:

- _____ State officer candidate application with signatures as required.
- _____ A letter of intent to include your involvement with business, school and other groups as related to marketing education and DECA. Explain your goals and objectives and why you want to run for office. Letter should be single spaced, one page and typed.
- _____ Letter of approval from your Chapter Advisor.
- _____ Letter of approval from your School Principal.
- _____ Official transcript with school's official seal. The transcript must have a written description of explanation of the grading procedure. The grading procedure should explain the grades in relation to A, B, C, D, and failing. If the school system's grading procedure grants incomplete as a grade, the "I" must be verified as a NO Grade.
- _____ State Officer Candidate Agreement with all signatures.
- _____ Officer Code of Conduct form with all signatures.
- _____ Signed "Dear Parent" letter
- _____ Officer Candidate Social Media Disclosure Form
- _____ State Officer Travel Permission Form with all signatures.
- _____ State Officer Candidate Requirements Form with all signatures.
- _____ Resume (maximum of two pages) of activities completed in high school and Business/Marketing Education courses taken.

OFFICER CANDIDATE REQUIREMENTS

The Chapter Advisor for each state officer candidate will be briefed on the extraordinary requirements and duties for which they are assuming responsibility when acting as Advisor to a state officer. These duties and responsibilities, not the least of which is a commitment to provide their officer with transportation combined with an unusual amount of additional time and effort, must be given priority. The rewards, training and growth experienced by state officers and their Advisors are valuable experiences.

It is an honor for the local chapter to provide a member to serve as a state officer.

Advisors are required to attend all functions and activities with their state officers. On occasion, in an extraordinary circumstance, an advisor who cannot attend a particular function or activity may delegate a parent or a chaperone approved by your principal or school administrator. A travel permission form has been developed to satisfy your requirement. This form must be filled out by the advisor and the school administrator and turned into the State Advisor. All State Officers and an Advisor or other Chaperone are required to attend the following events:

- ii) Officer Candidate Interview. **Advisor must also attend.**
- iii) State Officer Candidacy Sessions at the State Career Development Conference.
- iv) Officer Orientation Luncheon at the State Career Development Conference
- v) Officer Transition Meeting (both years, as they are incoming and outgoing)
- vi) Officer Installation Banquets (both years, as they are incoming and outgoing)
- vii) Officer Meetings (conducted a minimum of once a month)
- viii) Chapter Officer Leadership Training Workshop (COLT Conferences)
- ix) District, State, Power Trip and International Conferences
- x) State Career Development Conference Planning Sessions (held in December)
- xi) Special State/District Ceremonies (as required)
- xii) Department of Education sponsored Conference(s)
- xiii) Chapter Events

xiv) DECA Emerging Leader Summit or Other Summer Officer Training. Training will comprise an overnight component that will require students to be chaperoned. (ELS may be held at an out of state location and may be substituted for State Officer Training in state at the discretion of the State Advisor. This decision will be made when the ELS locations are announced.) Students/Advisors/Chaperones should be prepared to keep the dates for training available. This is a required event to serve as an officer, and all officers must attend the event in its complete entirety to serve as an officer. We agree if a student is not available for the outlined training dates, they will be removed from their position, and we agree to reimburse New Jersey DECA for all incurred expenses on the officer's behalf, including travel and clothing.

- xv) DECA Summer Camp (will not require a chaperone)

Parents, school administrators, or marketing teachers from the same school are acceptable chaperones. Advisors and/or chaperones are expected to provide their students with assistance when requested by the student(s) or state staff. District and advisor agreement and acceptance of this responsibility is indicated by completion of the application.

Student Signature: _____

Parent/Guardian Signature: _____

Advisor Signature: _____

School Administrator Signature: _____

Date: _____

**NEW JERSEY DECA
STATE OFFICER
CANDIDATE APPLICATION**
(Please Type All Information)

Name: _____

School: _____

Office Seeking: _____

Region (please circle): North. Central South

Home Address: _____

School Phone _____

City _____ State _____ Zip _____

Home Phone _____

Cell Phone (if any) _____

Grade Point Average (unweighted on 4.0 scale): _____

E-Mail Address: _____

DECA Offices Held: _____

DECA Honor or Awards: _____

Other Activities	Organizations	Office(s) Held

Marketing/Business Classes Taken: _____

- Assurances: (Please complete this section with your Advisor and Parent/Guardian) **WRITE OR TYPE YES OR NO**
1. If the committee recommends you for an office other than the one which you have indicated, do you agree to abide by the committee's decision? _____
 2. Do you agree to attend all meetings and meet all officer obligations? _____
 3. Do you agree to abide by all campaign rules and regulations? _____
 4. Do you agree to exhibit a professional attitude and behavior as determined by the New Jersey DECA State Advisor, and further agree to accept removal from office if the State Advisor determines your behavior to be other than professional? _____
 5. Does your local chapter, local chapter advisor, school district administration, and local school board, and family agree to support you if elected to state office? _____
 6. Are you willing to only enter one competitive event at the state conference due to state officer commitments? _____
 7. I certify that I am an active member of NJ DECA and DECA, Inc. and that all information on this application and on my submitted candidate backup materials are factual as presented. _____

I have read and fully understand the statements I have completed above and agree to abide by the final decisions of the NJ DECA State Advisor.

Chapter Advisor

Student Candidate

Student's Parent(s) Guardian

School Administrator / Title

Date

STATE OFFICER CANDIDATE SOCIAL MEDIA DISCLOSURE

From the NJ DECA State Officer Candidate Agreement:

3. A State Officer is expected to dedicate their social media networking outlets (Facebook, Twitter, LinkedIn, Instagram, etc.) to communicating messages to their constituents during his/her term in office. Considering this, you must provide New Jersey DECA and the New Jersey DECA State Advisor visibility into your social media pages, even if they are marked private. This includes, but is not limited to, Twitter, Facebook, Instagram, LinkedIn, Google+, Pinterest, Flickr, Vine and Tumblr. You need to provide your usernames or links to your profiles to the State Advisor by the State Officer Candidate Interview Session. You also must accept the friend/follow request from the State Advisor or their designee to be declared an eligible candidate.

Candidate Name: _____

School Email: _____

Personal Email: _____

Cell Number (if any): _____

Please provide your usernames or links to your Social Media profiles below. If you have more than one account, please list all usernames:

Twitter: _____

Instagram: _____

Facebook: _____

Snapchat: _____

Pinterest: _____

Tumblr: _____

Flickr: _____

TikTok: _____

Linkedin: _____

Sarahah: _____

Other: _____

NEW JERSEY DECA STATE OFFICER Travel Permission Form

Considering insurance and liability issues, and in order to maintain a controlled and safe environment for all DECA members while traveling and participating in DECA activities, a signed copy of this form must be on file for each NJ DECA State Officer.

NJ DECA Officers often attend DECA meetings and events which are an extension of the school day. Thus, the NJ State DECA office and Kean University recognize that extenuating circumstances may sometimes occur when the chapter advisor is not able to chaperone their student officer.

In the event that the chapter advisor or parent cannot chaperone, the building principal or approved school administrator will allow the following adult individuals listed below to accompany that student to all NJ DECA sponsored events. One form of Identification MUST be presented to NJ DECA Staff by the approved adult BEFORE the officer can attend the meeting.

A sign-in sheet will be filled out by attendees at each meeting. Please sign below. The original is to be kept at the school and a copy at the NJ DECA state office.

Furthermore, in the event that a State Officer is permitted to drive a personal vehicle, the school, the district, the parent / guardian, and the student agree to release and hold harmless New Jersey DECA, Kean University, DECA, Inc. and their representatives and affiliates from any claim for injuries, damage, and any other incident resulting from travelling to this activity. However, if a student drives themselves to an event, a chaperone, parent, or guardian **STILL MUST BE PRESENT** to chaperone the student, as the NJ DECA Office may not do so in their stead.

SCHOOL _____

ADVISOR _____

STUDENT'S NAME _____

PARENT SIGNATURE _____ **DATE** _____

Approved Transportation List

<u>Name (Please print)</u>	<u>Relationship</u>	<u>Signature</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

We approve this student to drive a personal vehicle to events: YES NO

School Administrator's Name (Print) _____

Title _____ **Signature** _____ **DATE** _____

Dear Parent:

Your child is considering undertaking an amazing journey. Being a State Officer is a highlight of any high school career and will open doors for your students that can only be imagined beforehand. Being one of only seven out of 8,000 students in New Jersey and one of 500 students out of the 220,000 DECA members each year to hold state office is a unique experience that will be rewarded by experience, monetary support, and in most cases, college admissions and scholarships.

As with all great experiences, holding state office comes with great responsibilities. New Jersey DECA Officers must put DECA commitments above all other non-academic commitments. This includes sports, part-time jobs and other extracurricular activities. Notwithstanding academic and family obligations, the expectation is that DECA will be first. This means that your student may need to make choices in regard to their participation in other areas.

However, this responsibility does not only reside with the student, it also rests with the Chapter Advisor and yourself as the parent. There are required events that officers must attend, and the State of New Jersey, Kean University and New Jersey DECA requires that all students be chaperoned, which is a capacity that I cannot serve in under Department of Education rules. In the instances where your student's advisor cannot attend, a parent/guardian or designated adult over 21 years of age must chaperone the student. **This may result in some financial expense that will not be covered by New Jersey DECA, so you should discuss with your student's advisor which events they can attend and which ones they cannot before allowing your child to run for office. This is especially relevant for the Summer Officer Training which will be held outside of the school year and will require overnight supervision and possible out-of-state travel.**

It is also important that you do not schedule any trips, vacations, camps, or other events that will make your student unavailable at any point during the month of July, as the officer training dates will not be set until April. A student must attend the officer training to serve as an officer. I understand that if the officer does not attend the training on the dates provided, they will be removed from their position and New Jersey DECA will bill the student for the expenses incurred on their behalf. I also understand that the training dates will not be moved for any reason.

This is a serious commitment that offers serious rewards. We spend on average about \$5,000 per officer for clothes, housing, meals and transportation. We train them so they can represent New Jersey DECA at various events. State Officers are offered scholarships, to help with college expenses. Out of the 4 million students who will graduate high school this year, 500 are DECA State Officers, and out of the over 100,000 high school seniors in NJ, 7 are DECA State Officers. This puts these students in a unique position when applying to college that will set them apart from the pack. As with other commitments, such as athletics, it involves some sacrifices and may involve some costs, but it is something that I can guarantee will be the best experience of their high school careers.

I want to make sure that you have a full understanding of the above items. If you would like to discuss this in detail, or have any questions, please feel free to contact me via phone at 908-737-3942 or at jvictor@njdeca.org.

So that we have an acknowledgement that you have read and understand this letter, please sign below and return it with your student's application packet.

Thank you,

Dr. Jeffrey R. Victor
State Advisor / Executive Director

I acknowledge that I have read, understand and agree to be bound by this letter, should my child win the election.

Parent/Guardian Signature: _____

Candidate Name: _____

Parent Telephone Number: _____

Parent E-Mail Address: _____

NEW JERSEY DECA STATE OFFICER CANDIDATE AGREEMENT

Name: _____ School: _____ Date: _____

Being a DECA State Officer is both an honor and a working commitment. Each year only seven people are elected by the student members to represent them on the state level. The primary role of a DECA State Officer is to be an ambassador for the organization.

1. State Officers must represent thousands of New Jersey DECA members, not solely the members of his/her chapter and/or region. They must serve in any capacity as directed by New Jersey DECA staff, serve to promote the growth and development of New Jersey DECA in accordance with the Program of Work during his/her term of office; and to make him/herself available, as necessary, in promoting the general welfare of DECA, Inc. and New Jersey DECA.
2. The entire organization will be judged by other people's impression of you. Consequently, you must always be mindful of the image you project in appearance, in speaking and in manners. State officers must conduct themselves in a mature, businesslike manner at all times.
3. A State Officer is expected to dedicate their social media networking outlets (Facebook, Twitter, LinkedIn, Instagram, etc.) to communicating messages to their constituents during his/her term in office. Considering this, you must provide New Jersey DECA and the New Jersey DECA State Advisor visibility into your social media pages, even if they are marked private. This includes, but is not limited to, Twitter, Facebook, Instagram, LinkedIn, Google+, Pinterest, Flickr, and Tumblr. You need to provide your usernames or links to your profiles to the State Advisor by the State Officer Candidate Interview Session. You also must accept the friend/follow request from the State Advisor or their designee to be declared an eligible candidate. We do not ask for passwords or other access, but need to be able to ensure your activity is representative of your office. If it is discovered that a candidate has a non-disclosed account (secret accounts, rant accounts, fake accounts, "finsta" accounts, etc), they will be dismissed as a candidate immediately.
4. State officers representing New Jersey DECA are expected to wear DECA blazers or designated uniforms at all times. An officer must be neat, honest, intelligent and responsible with a well-developed sense of right and wrong and willingness to maintain the integrity of DECA and their office. They must have the fortitude to carry out all obligations even when alone.
5. State officers must maintain at least a 2.5 out of 4.0 cumulative unweighted average during their term. Keep in mind that DECA does not take preference over your education. However, DECA activities shall take precedence over any other athletic or extra-curricular activity. Requests for adjustments in other activities shall be made to accommodate DECA activities, not the other way around.
6. Officers will be allowed one excused absence, at the discretion of the State Advisor. If a student misses two or more events or a part thereof, the student will be considered to have resigned, and the position vacated. Being missing on a day of a multiple day event counts as one absence for each day or partial day, not as one absence for the whole event.
7. State Officers and Candidates will abide by all the policies described in the DECA State Officer Code of Professional Conduct.
8. Due to the time commitments involved at the State Conference, State Officers may only enter one competitive event at the State Career Development Conference.
9. The example that you set will affect each member's enthusiasm, involvement, and emotions toward DECA through its many members. In reaching for higher goals in self-improvement, you will instill in those you meet the desire for self-improvement and the attainment of higher goals.
10. State officers and candidates make a commitment of time and energy for sixteen months.
11. State officers will have certain expenses paid for throughout the year. These expenses are outlined in the State Officer Handbook, distributed at State Officer Training.

12. State officers must attend all planned activities. Each chapter advisor or (in an emergency) a qualified representative will chaperone his/her student (state officer) to all activities. If a state officer is absent from more than one activity, the State Advisor may replace or dismiss the student from office. This is the decision of the State Advisor. Furthermore, Summer Officer Training is a required activity and **NO PORTION OF THE TRAINING MAY BE MISSED IN ORDER TO SERVE AS AN OFFICER**. There is no excused absence for training, and if any portion of training is missed, the officer will be immediately dismissed, and billed for any incurred expenses for travel, uniforms, etc. The state officers must attend the following conferences, workshops and meetings:

- **Incoming and Outgoing Year State Officer Transition Meeting**
- **Summer Leadership Training/Planning Session or DECA Emerging Leader Summit (Selection will be at the discretion of the State Advisor) -**
- **NJ Department of Education Conference(s), as needed**
- **New Jersey DECA Chapter Officer Leadership Workshops (COLT)**
- **DECA Power Trip**
- **New Jersey DECA State Conference Planning Session - (Full School Day)**
- **District Conferences for the Region in which they reside in (as required)**
- **State Officer Candidate Screening Sessions**
- **NJ DECA State Career Development Conference**
- **Incoming and Outgoing Year DECA International Career Development Conferences (must participate in a competitive event or a leadership academy).**
- **National Officer Candidate speeches and meet the candidate sessions at ICDC**
- **National Officer Election Session at ICDC (NJ currently has 15 votes)**
- **State Officer monthly meetings**
- **President or a Designated Officer must attend NJ DECA Advisory Committee meetings**
- **President or a Designated Officer must also attend NJ CTSO Leadership Council quarterly meetings, if held.**
- **DECA Summer Camp (if held)**
- **DECA Emerging Leader Series**

13. The School Board of Education must be made aware of the state officer candidate's interest in running for a position, so that the Board is supportive of the student's activities, both financially and in spirit. The signature of the school official on these documents is verification of this notification and support for both the student and advisor.

14. Students who are removed from office, are considered to have resigned or abandoned their office or voluntarily resign during their term are responsible for reimbursing New Jersey DECA for all expenses they incurred during their term of service, including uniforms, travel expenses, meals and all other expenses.

15. **The behavior of state officers is crucial to the success of New Jersey DECA. Behavior which is unbecoming of a New Jersey DECA State Officer as determined by a committee of the officers or the State Advisor will not be tolerated. Failure to comply with these principles/behaviors will result in the disqualification of candidates and forced resignation or dismissal of the State Officer by the State Advisor.**

16. **We agree to hold New Jersey DECA, the New Jersey DECA Foundation, Kean University, the State of New Jersey, DECA, Inc., and any of the entities staff, affiliates, consultants, and any other associated entities harmless for any and all actions arising from this agreement, or any other past, present, or future interaction with the organization and we waive our rights to any legal action as a result of same.**

If you are willing to abide by the above statement and believe in the goals of DECA, sign below indicating your agreement to conduct yourself as described above. Please secure the required signatures as indicated below:

Student Signature & Date

Chapter Advisor Signature & Date

Parent/Guardian Signature & Date

School Principal or Superintendent Signature & Date

STATE OFFICER CODE OF PROFESSIONAL CONDUCT

As the elected representatives of the student members of DECA's High School Division, State Officers assume and accept a high degree of responsibility to conduct themselves as good ambassadors for NJ DECA, and to always represent all of the members of NJ DECA in a professional and up-standing manner.

By signing the State Officer Code of Professional Conduct, individual officers abide by the policies described below and assume responsibility for their conduct while serving as a State Officer. The specific areas of violation are listed to provide guidance to the officer and are not to be considered as all-inclusive.

Category 1. Professional Responsibilities and Standards

As a State Officer, I will:

- A. Abide by the State Officer Dress Code while representing the association.
- B. Complete and Submit all reports and assignments on time and correctly formatted.
- C. Attend and participate in all called meetings and conferences.
- D. Comply with all conference rules and regulations including curfews, dress codes, etc.
- E. Follow instructions given by the State Advisor or his/her designee.
- F. Not use tobacco products while in the presence of student members or advisors.
- G. Not use profanity or other vulgar or inappropriate language or behavior.
- H. Not lie, cheat or steal (that is not a Category 2 offense)

Not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a State Officer (follow the higher standard of conduct of either the function or the State Officer Code of Conduct). Obtain advance approval from the state officer liaison for all activities where the officer is representing DECA. Officers may not independently solicit invitations to meetings or conferences. Ensure my social media accounts are maintained in a professional manner.

Category 2. Conduct Unbecoming a State Officer

As a State Officer, I will not:

- A. Violate the Law, including but not limited to:
 - 1. Consuming or possessing alcoholic beverages or other controlled substances.
 - 2. Theft or other felony crimes
- B. Represent someone else's work as my own.
- C. Engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes) written or verbal comments and all forms of physical contact).
- D. Discriminate against others.
- E. Violate one or more of the Professional Responsibilities and Standards

Violations of the State Officer Code of Professional Conduct may result in removal from office. A violation does not necessarily have to be associated with the officer's representation of DECA. Commission of a Category 2 offense will result in the automatic and immediate resignation of the officer or removal by the State Advisor.

The State Officer and their chapter advisor will be notified in writing of any violation when the penalty is assessed by the State Advisor.

I _____, understand and agree to this Code of Conduct:

Officer Signature

Date

I have read the above and understand this code of conduct as it pertains to the state officer candidate and agree to hold New Jersey DECA, the New Jersey DECA Foundation, Kean University, the State of New Jersey, DECA, Inc., and any of the entities staff, affiliates, consultants, and any other associated entities harmless for any and all actions arising from this agreement, or any other past, present, or future interaction with the organization and we waive our rights to any legal action as a result of same.

Officer Signature

Date

Chapter Advisor Signature

Date

School Official Signature

Date

Note: This form is to be signed by all officer candidates, their advisor, and parent and school official as part of their application for state office.

State Officer Infraction Policies and Procedures

An infraction of the State Officer Agreement and/or Code of Professional Conduct may result in the dismissal of the offending officer:

The policy whereby a state officer may be relieved of duty is:

1. The State Advisor will send a written notice to the officer within one (1) week after the infraction. The notice will point out the officer's infraction and request a letter of the officer's intent to continue as an officer, if the offense is a category 1 offense. If the violation is for a category 2 offense, it is considered incurable, and the officer will have been considered to have resigned from office and removed by the State Advisor. Said letter must be sent to the state advisor within ten (10) days of receipt of the notice of infraction.

An improvement must be shown within two (2) weeks of receiving the notice of infraction.

2. Should the officer's performance not improve within two (2) weeks after the infraction, the State Officer Action Team, the State Advisor and New Jersey DECA will consider the office vacant.
3. The officer will receive a written notice of removal from the State Advisor. The State Advisor will be responsible for filling the vacancy in accordance with the NJ DECA Constitution.
4. Copies of all the above written communications will go to the DECA Advisory Committee and DECA Chapter Advisor of the school at which the officer is a student.

Officer Dress Code

Female Officers

- Professional Business: DECA Blazer, shell, skirt, hosiery and shoes
- Business Casual: Khaki pants and polo shirt, hosiery and shoes

Male Officers

- Professional Business: DECA Blazer, dress shirt, tie, dress slacks, hose and shoes
- Business Casual: Khaki pants, polo shirt, hose and shoes

State Officer Elections

Elections will be held at the New Jersey DECA State Career Development Conference.

Voting

The Nominations Committee will determine those individuals who are qualified for state officer candidacy. Only candidates declared eligible can seek nomination. The number of total votes allowed for each chapter is listed in the NJ DECA Handbook. Voting will be by secret ballot and votes from each chapter may be divided among the candidates for any given office. They do not have to be a “block” decision. Only Voting Delegates will be allowed to vote. Candidates declared eligible will be announced at the opening sessions. It will not be necessary for candidates declared eligible to be nominated from the floor.

Campaigning

Virtual Campaigning Guidelines will be released at a later date.

Each candidate will be expected to attend the Meet the Candidates session at State Career Development Conference in order to be introduced to all the voting delegates, present a brief speech (maximum 3 minutes) and answer any questions. The topic for each candidate’s speech will be “This is who I am. This is a description of me, and what I will do for NJ DECA if elected.”

Rules to Remember

1. There is to be no campaigning at the Meet the Candidates Session.
2. Each State Officer Candidate must compose a goal statement/fact sheet. This sheet may be a maximum of two sides of one 8 ½” x 11” sheet of paper.
3. No state officer campaigning will be permitted prior to the state career development conference. This includes announcing and/or promoting your candidacy on any form of Social Media.
4. All chapters are expected to encourage and observe good taste in the promotion of their candidates. Because of the “public eye” focused on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in “putting our best foot forward.”

Any violation of the above requirements, as determined by the State Advisor, will result in the disqualification of the officer candidate.

HELPFUL CAMPAIGN HINTS

Listed below are a few commonly asked questions for state officer candidates. We have provided some possible answers to these questions. The best hint that we can give you is to remember that the voting delegates are looking for a candidate with strong goals and the self-motivation to achieve these goals. They also want someone who can identify with the most DECA members. Someone who is a good public speaker and is natural and sincere in the way they conduct themselves.

What qualities does a State Officer need?

- The ability to speak comfortably and effectively to any audience
- Strong goals for DECA
- Enthusiasm for themselves and DECA
- Motivation to achieve goals
- Self-confidence
- Good communication skills, both written and verbal
- A professional presence
- The understanding to help others believe in themselves and accomplish their goals.

What does a successful State Officer campaign consist of?

- Strong goals
- Effective communications with all DECA members
- Visibility to all members
- A strong theme, having one slogan and color scheme
- Strong support from your local chapter
- Details of prior planning. Planning ahead will get best prices on campaign material
- The availability of a handout with your goals on them

How can I pay for my campaign?

- Make presentations at local businesses and community organizations
- Ask for financial support from your local chapter. Look at fund-raising ideas
- Ask for discounts rather than money donations, businesspeople may be more responsive
- Make a detailed budget and stick to it
- Focus on funds for items that show you and your platform, booth and brochures
- If you have extra campaign funds, use them to provide recognition for your supporters.

ELECTION EXPENSE TALLY FORM

Duplicate this form, fill it out as required, and bring it with your receipts to the conference. This form and the receipts are to be presented to the advisor assigned to supervise the election sessions.

Candidate Name: _____

School Name: _____

Office: _____

Supplies for Campaign - Maximum Cost \$400.00 per candidate.

<u>Material(s)</u>	<u>Where Purchased</u>	<u>Costs</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	TOTAL	_____

HAND IN ALL RECEIPTS TOGETHER WITH THIS FORM TO THE STATE ADVISOR BEFORE THE "MEET THE CANDIDATES" SESSION AT THE STATE CONFERENCE.

I ATTEST THAT ALL CAMPAIGN SUPPLIES WERE PURCHASED IN ACCORDANCE WITH THE PROCEDURES STATED IN THE CURRENT NEW JERSEY DECA HANDBOOK.

Candidate's Signature

Date

Chapter Advisor's Signature _____

STATE OFFICER CANDIDATE INTERVIEW RATING SHEET

NAME _____ OFFICE SEEKING _____

1. **PRE-INTERVIEW** 10 9 8 7 6 5 4 3 2 1
 Introduced self properly Physically poised and ready
 Stated the office seeking Stood until invited to sit down
 Spoke clearly and forcefully
 Good first impression
POINTS _____

2. **APPEARANCE** 10 9 8 7 6 5 4 3 2 1
 Good color coordination Hair clean and neat
 Clothing clean and well pressed Facial appearance is clean and natural
 Wore DECA Blazer Good posture Pleasant smile
 POINTS _____

3. **ATTITUDE** 10 9 8 7 6 5 4 3 2 1
 Attentive Alert and responsive
 Enthusiastic Sincere and conscientious
 Self-Confident (supports own convictions) Competitive & open-minded
Socially at ease and comfortable
POINTS _____

4. **PROFESSIONAL MANNER** 10 9 8 7 6 5 4 3 2 1
 Courteous Ability to remember names
 Poised Sense of humor
 Ability to take criticism Conversational
POINTS _____

5. **SPEECH** 20 19 18 17 16 15 14 13 12 11
10 9 8 7 6 5 4 3 2 1
 Proper grammar Word selection
 Good diction Appropriate use of gestures
 Speaks clearly and smoothly Good eye contact
 POINTS _____

6. **QUESTION RESPONSE** 30 29 28 27 26 25 24 23 22 21
20 19 18 17 16 15 14 13 12 11
10 9 8 7 6 5 4 3 2 1
 Organization of answer Thinks question through before answering
 Answers are logical and reasonable Word Usage
 Maintains cool Answers questions directly & readily
 (Concise, speaks to the point, Interesting to listen to
 doesn't get flustered or shaken)
POINTS _____

7. **POST INTERVIEW** 10 9 8 7 6 5 4 3 2 1
 Thanked the committee Left promptly
 Remained poised Remained eager
POINTS _____

Please make additional comments on reverse side.

DECA INC. STUDY GUIDE

FOR STATE AND INTERNATIONAL OFFICERS

The following terms and information are presented for your preparation to become a DECA officer:

Advisors	Adults charged with the responsibilities of giving guidance to the chapter and state associations.
Alumni Division	Support Division - to provide a means by which former DECA members can maintain an association with DECA; encourage support for DECA on the local, state and/or international level; and promote the purpose of DECA.
Blue and Gold	Official DECA colors
Board of Directors (DECA, Inc.)	Twelve (12) individuals representing various segments of the DECA organization who provide leadership for DECA, Inc.
Budget (Chapter)	Document identifying the amount of money needed by the chapter to carry out the program of work which is prepared annually.
CAB	Congressional Advisory Board - made up of senators and representatives from Congress who help to support DECA on the national level.
Charter States	The 17 states which adopted the national constitution and the official name in 1948; Arkansas, Georgia, Indiana, Kansas, Kentucky, Louisiana, Michigan, Missouri, North Carolina, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Virginia, and Washington.
Chapter	Local unit of DECA (not clubs)
Chartered Associations	Consists of local school chapters within a state, province, territory, or equivalent geographic unit and perform four (4) major functions. <ol style="list-style-type: none">1. To act as a unifying body by providing an opportunity for the chapters to work and plan together on a statewide basis.2. To set standards which local chapters must meet before a charter can be granted.3. To act as a clearing house for information and ideas which will benefit DECA locally, statewide, and nationally.4. To act as a liaison between the DECA, Inc. organization and local DECA Chapters in carrying out programs and projects.
Chartered Association Advisor	Also known as a State Advisor. This is New Jersey DECA's principal executive, responsible for organizing and administering the organization. NJ DECA's Chartered Association (State) Advisor is Jeffrey Victor.

Competitive Events	Individual Series Events (One Member Event)	<ul style="list-style-type: none"> -Accounting Applications -Apparel and Accessories Marketing -Automotive Services Marketing -Business Services Marketing -Business Finance -Entrepreneurship -Food Marketing -Hotel and Lodging Management -Human Resources -Marketing Communications -Quick Serve Restaurant Management -Restaurant and Food Service Management -Retail Merchandising -Sports and Entertainment Marketing
	Principles Events (One Member Event)	<ul style="list-style-type: none"> -Principles of Business Management & Administration -Principles of Finance -Principles of Hospitality and Tourism -Principles of Marketing
	Team Events (Two Member Event)	<ul style="list-style-type: none"> -Business Law and Ethics MDM -Buying and Merchandising MDM -Entrepreneurship TDM -Financial Analysis MDM -Hospitality Services MDM -Marketing Management MDM -Sports and Entertainment Marketing MDM -Travel and Tourism Marketing MDM
	Business Operations Research Events (One to 3 Member Event)	<ul style="list-style-type: none"> -Business Services Operations Research Event -Buying & Merchandising Operations Research Event -Finance Operations Research Event -Hospitality and Tourism Operations Research Event -Sports & Entertainment Marketing Operations Research Event
	Business Management and Entrepreneurship Events	<ul style="list-style-type: none"> -Innovation Plan -Start Up Business Plan -Independent Business Plan -International Business Plan -Business Growth Plan -Franchise Business Plan
	Project Management Events (One to 3 Member Event)	<ul style="list-style-type: none"> -Business Solutions Project -Career Development Project -Community Awareness Project -Community Giving Project -Financial Literacy Project -Sales Project
Marketing	Integrated Marketing Campaign Events (One to 3 Member Event)	<ul style="list-style-type: none"> -Integrated Marketing Campaign Event - Integrated Marketing Campaign Product - Integrated Marketing Campaign Service
	Professional Selling and Consulting Events (One Member Event)	<ul style="list-style-type: none"> -Hospitality & Tourism Professional Selling -Professional Selling -Financial Consulting

Special Activities	<p>These events are held only at the ICDC Conference</p> <ul style="list-style-type: none"> - Stock Market Game -Virtual Business Challenge Retail -Virtual Business Challenge Sports -Virtual Business Challenge Personal Finance -Virtual Business Challenge Hotel -Virtual Business Challenge Restaurant -Virtual Business Challenge Accounting
Conferences	International, State, District, COLT, Ultimate Power Trip
DECA	The student-centered organization whose program of leadership and personal development is designed specifically for students enrolled in Business and Marketing Education and related courses.
DECA Advisor	Official DECA publication for DECA advisors
DECA Direct	Official DECA magazine
DECA Emblem	DECA Diamond – the symbol of a job well done and the cooperation between student, teacher, businessperson and parent.
DECA Guide	The catalog for DECA, Inc. awards, written event guidelines, materials, s supplies, and approved sales projects.
DECA Mission Statement	DECA prepares emerging leaders and entrepreneurs in marketing finance, hospitality and management.
DECA, Inc. Representatives	Adults from each Chartered Association of DECA who are legally responsible for DECA, Inc.
DECA Tagline	DECA no longer uses a tagline and should be described using its mission statement. “DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management.”
Collegiate DECA	Post-secondary division of DECA, Inc – to aid in attracting students to careers in marketing, management and entrepreneurship – to develop respect for education in marketing and DECA and to promote understanding and an appreciation for the responsibilities of citizenship in our free enterprise system – represented by national officers consisting of a president and four regional vice-presidents.
Divisions of DECA	<ul style="list-style-type: none"> - High School Division - Collegiate Division - Alumni Division - Professional Division
DECA’s Comprehensive Learning Program	<p><u>Integrates into Classroom Instruction</u> - An integral component of classroom instruction, DECA activities provide authentic, experiential learning methods to prepare members for college and careers.</p> <p><u>Applies Learning</u> - DECA members put their knowledge into action through rigorous project-based activities that require creative solutions with practical outcomes.</p> <p><u>Connects to Business</u> - Partnerships with businesses at local and broader levels provide DECA members realistic insight into industry and promote meaningful, relevant learning.</p> <p><u>Promotes Competition</u> -As in the global economy, a spark of competition drives DECA members to excel and improve their performance.</p>

High School Division	The largest division of DECA, for high school students studying marketing finance, hospitality and management. Executive Officers consist of an Executive President and four Regional Vice-Presidents who are known collectively as the Executive Officer Team. The president presides at all meetings of this division and has the task of giving direction to each regional vice-president.
Honorary Life Membership	The highest award a Chapter, State or DECA can bestow on an individual.
International DECA Officers	Elected representatives for the Collegiate and High School Divisions.
MEA	Marketing Education Association – professional association for marketing educators.
NAB	National Advisory Board – business representatives from donor companies who lend financial and personal support to DECA and serve in an advisory capacity to the DECA Board of Directors.
International Awards Program	Plan to recognize the outstanding accomplishments of individual members and chapters – presented to finalists in chapter and individual competitive events.
Membership Fees (DECA Inc.)	Used to support approximately 1/3 of the total operational cost of DECA Inc. – established by student delegates to the International Career Development Conferences and paid through the State Associations – used to pay part of the national officer expenses – Total \$14 - \$8 for High School and Collegiate DECA and \$6 for NJ State Dues.
Outstanding Service Award	One of DECA Inc.’s most prestigious awards. This award recognizes marketing or business education personnel who have rendered distinguished contributions to further the mission of DECA Inc. at the international level for more than five years.
Parliamentary Procedure	<p>Purposes</p> <ol style="list-style-type: none"> 1. To enable an assembly to transact business with speed and efficiency. 2. To protect the rights of each individual. 3. To preserve the spirit of harmony within the assembly.
Principles of Parliamentary Procedures	<ol style="list-style-type: none"> 1. Only one main motion may be considered at a time. 2. Each member’s rights are equal to those of his/her fellow members. 3. The majority has the right to work its will and its decisions must be followed. 4. The minority has the right to be heard.
Four Types of Motions:	<ol style="list-style-type: none"> 1. Main 2. Subsidiary 3. Incidental 4. Privileged
Two Types of Amendments	<ol style="list-style-type: none"> 1. First Order 2. Second Order
Program of Leadership	Well-rounded plan of student activities developed by the local, state, and national organization officers and members, also known as a program of work.

Professional Division	Support Division – established to provide teachers of Marketing Education a means for identification with DECA beyond that of being a Chapter Advisor – no officers elected, represented on Board of Directors for DECA, Inc.
Regional Conferences	Conferences held within each region to give students the opportunity to participate in worthwhile activities and to assist students in career development.
Regions (DECA, Inc.)	Western, Central, Southern, North Atlantic – each region has 13 or more state or provincial associations.
Shop DECA	The organization within DECA which sells student-related materials, awards, and supplies for DECA members.
Special Projects	Activities developed by DECA which are of a unique nature or have special importance in the instructional program often involve awards.
Jeffrey R. Victor	NJ DECA State Advisor / Executive Director
TBD	DECA, Inc. Executive Director
DECA Guiding Principles	DECA prepares the next generation to be: <u>Academically Prepared</u> - DECA members are ambitious, high-achieving leaders equipped to conquer the challenges of their aspirations. <u>Community Oriented</u> - Recognizing the benefit of service and responsibility to the community, DECA members continually impact and improve their local and broader communities. <u>Professionally Responsible</u> - DECA members are poised professionals with ethics, integrity and high standards. <u>Experienced Leaders</u> - DECA members are empowered through experience to provide effective leadership through goal setting, consensus building and project implementation.