

**DEADLINE: February 2, 2024**

CANDIDATE MUST BE REGISTERED TO ATTEND STATE CONFERENCE (CDC)

Submit application at: <https://alabamadeca.wufoo.com/forms/state-officer-application-20242025/>

**ALABAMA DECA  
HIGH SCHOOL DIVISION**

**STATE ASSOCIATION OFFICER CANDIDATE APPLICATION**

I submit the name of \_\_\_\_\_, a member of the  
(school) \_\_\_\_\_ Chapter, in District # \_\_\_\_\_ as candidate for the  
following position(s) on the State Leadership Team. (Write in your choices of office 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>).  
\_\_\_\_\_ Association President \_\_\_\_\_ Association Vice-President \_\_\_\_\_ District Vice-President  
School \_\_\_\_\_

Advisor \_\_\_\_\_ Advisor Email \_\_\_\_\_

Home Address: P.O. or Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Will you be enrolled in the Business/Marketing Education Program next year? \_\_\_\_\_

What is your career objective? \_\_\_\_\_

What DECA chapter office(s) have you held? \_\_\_\_\_

Have you had any experience in:

- |   |       |     |       |    |
|---|-------|-----|-------|----|
| A. Public Speaking                        | _____ | Yes | _____ | No |
| B. Writing news stories for local chapter | _____ | Yes | _____ | No |
| C. Committee work                         | _____ | Yes | _____ | No |
| D. Chapter contests                       | _____ | Yes | _____ | No |
| E. Parliamentary procedures               | _____ | Yes | _____ | No |
| F. State conference events                | _____ | Yes | _____ | No |
| G. National conference events             | _____ | Yes | _____ | No |

List activities other than those associated with your DECA chapter. \_\_\_\_\_

List other school offices held. \_\_\_\_\_

Current Class: \_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior

If elected to a state office, can you participate in the following:

International Career Development Conference (April 26-30 2024)	_____ Yes	_____ No
Alabama CTSO Leadership Summit (June 9-13, 2024)	_____ Yes	_____ No
Emerging Leader Summit (July 11-14, 2024, Nashville, TN)	_____ Yes	_____ No
Executive Council (during state summit and conference)	_____ Yes	_____ No
ACE Workshops (September 2024)	_____ Yes	_____ No
JLDC (October 2024)	_____ Yes	_____ No
Ultimate Power Trip (November 14-17, 2024, Charlotte, NC)*	_____ Yes	_____ No
State DECA Conference (February 24-25, 2025, Montgomery, AL)	_____ Yes	_____ No

\*Optional

The State DECA Advisor will evaluate my candidate application and documentation requirements. I have been informed of the *Due Process Guidelines* for association officers.

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Digital Signature of Association Officer Candidate

Date

\*\* *Falsification of the digital signature may result in disqualification or removal from office.*

Submit **ALL** of the following information along with this form to Alabama DECA by **THE DEADLINE of February 2, 2024:**

1. Official school transcript showing a GPA of at least 2.0 on a 4-point scale
2. Photo
3. 100-word essay on “My Vision for Alabama DECA”
4. State Officer Commitment Statement form
5. State Officer Travel and Consent form
6. State Officer Code of Conduct form
7. Due Process Form
8. Photo Consent Form

**Applications will not be accepted after THE DEADLINE.** Members will be notified by email as to their qualification status.

Advisors may be interviewed to determine their attitude toward working with a team member and to inform them of their responsibilities when a team member is elected from their chapter. Those responsibilities may include transportation activities, chaperoning, instruction in parliamentary procedures, and assisting with speech preparations. Such responsibilities will be under the direction of the State DECA Advisor.

## ASSOCIATION OFFICER COMMITMENT STATEMENT

*Directions:* Serving on a successful DECA State Leadership Team is a unique commitment that requires a strong partnership between the team member, the advisor, parents/guardians, and school officials. This form is to be completed and signed by each party and returned to the Alabama Association of DECA.

### State Leadership Team Applicant

If elected to serve DECA as a member of the State Leadership Team I agree to:

- Remain committed to my education and family obligations.
- Make DECA state service my **top** priority after my education and family responsibilities.
- Take the **EXTRA STEP** as a state leader and promote growth and success of chapters.
- Attend **all** required meetings, activities, and events in their entirety.
- Cooperate with my school, advisor, local chapter, state chapter, and national association throughout the year.
- Perform **all** assigned officer responsibilities.
- Keep my school administration, local advisor, and state advisor informed of all activities.
- Maintain the highest degree of personal honor, integrity, and ethics.
- Accept responsibility to pay for expenses not covered by Alabama DECA.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

### Chapter Advisor

If \_\_\_\_\_ is elected to the Alabama DECA State Leadership Team, I agree to:

- Support this team member.
- Ensure that all school policies regarding travel and absences are followed.
- Ensure that school officials are appropriately informed of team activities.
- Assist the officer in making appropriate travel arrangements.
- Monitor the officer's academic program.
- Communicate with DECA state staff regarding any officer performance issues.
- Attend all DECA meetings, workshops, and conferences on the local, district, region, and state levels.
- Assist the team member from my chapter in performance of all duties and responsibilities.
- I will secure the endorsement and support of parents, school officials, and employers, if applicable.
- Carry out duties assigned at Career/Technical Leadership Conference and the State Leadership Conference, which may include administering tests, chaperoning dances, assisting with registration, etc.
- Devote office space and personal time to my State Leadership Team members.
- Inform myself about state and national programs, priorities, and critical issues so ideas and counsel may be given to my team member.
- Present a positive image of DECA and its programs.
- Proofread and initial before mailing all correspondence, newspaper articles, etc., written by my state officer and ensure deadlines are met.
- Review all speeches, workshop presentations, etc. for which my team member is responsible, and practice them with my team member to ensure that he/she is well prepared before attending meetings, workshops, or conferences, including memorization of special parts assigned.
- Assist with financial obligations (through our local chapter) not covered by Alabama DECA for any expenses incurred by the team member or myself, provided funds are available. (DECA blazers will be provided by local chapters, and other uniform items will be ordered by State Advisor at a cost of approximately \$150 each to be paid by officer and/or local chapter).

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

### School Administrator

If \_\_\_\_\_ is elected to the Alabama DECA State Leadership Team, I agree to:

- Support this team member.
- Support the advisor's role throughout the year and his/her attendance at required events.
- Enable the advisor to attend events required of a team member.

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Date

**ASSOCIATION OFFICER TRAVEL AND CONSENT FORM**

School \_\_\_\_\_

Advisor \_\_\_\_\_ School Phone \_\_\_\_\_

Advisor Phone \_\_\_\_\_ Email \_\_\_\_\_

All DECA members must adhere to their local school’s student transportation and chaperone policy or procedures. Please attach a copy of the completed school documentation pertaining to student travel for school activities or complete the form below:

**School Administrator initial each of the following that apply:**

\_\_\_\_\_ The parent/guardian approved the above-named student to utilize public transportation by himself/herself to functions as part of his/her official responsibilities if a school official or parent drops the student off and a representative of the Alabama Association of DECA picks the student up and provides appropriate chaperonage.

\_\_\_\_\_ The above-name student may be transported with representatives of the Alabama Association of DECA in the event that a school employee or parent is unable to participate in functions required of state officers in fulfillment of his/her official responsibilities.

**As a school official, my signature below verifies that the above modes of transportation are not in violation of the local student transportation policy.**

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Date

**My signature indicates that I have read and understand the enclosed student transportation policy. In addition, I agree to adhere to the above mode(s) of transportation.**

Applicant \_\_\_\_\_

Parent/Guardian and phone \_\_\_\_\_

Home Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

I, the undersigned, have reviewed and understand this document that explains the State Leadership Team duties and responsibilities. I hereby grant permission for my son/daughter, \_\_\_\_\_, to submit this application for a State Leadership Team position. I agree to provide adequate hospitalization insurance coverage, as well as any other insurance that we deem appropriate and necessary for the applicant. I hereby release, discharge, and agree to hold harmless the Alabama Association of DECA, its agents and employees, including, but not limited to the State Business/Marketing Education Staff, from all claims, damages, demands, actions, judgments, and executions which the undersigned ever had or now has or may have or which the undersigned’s heirs, executors, administrators, or assigned may have or claim to have against the Alabama Association of DECA, its successors, or assigns for personal injuries, known or unknown, illness or death, and injuries to personal property caused by or arising from DECA activities. I, the undersigned, have read this release and understand all of its terms. I execute it voluntarily and with full knowledge of its significance. I further understand the responsibility of the Alabama DECA State Leadership Team and, if he/she is elected, I agree to cooperate fully to make it possible for \_\_\_\_\_ to attend all state leadership team related functions.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## ASSOCIATION OFFICER CODE OF CONDUCT

Alabama DECA State Leadership Team members are required to perform on a very rigorous and continuous basis. Therefore, it is necessary that those who aspire to become team members be highly qualified, able, and willing to perform. Please read and study the code of conduct very closely. When you are fully convinced that if elected you will, without any reservation, be fully able to carry out the role and responsibility of a DECA State Leadership Team member, then sign and return to Alabama DECA by **the deadline**.

If elected to the Alabama DECA State Leadership Team, I will:

1. Be totally dedicated and committed to the total program of Career/Technical Education in Business/Marketing education and the Alabama Association of DECA.
2. Fully participate in all appropriate activities, conferences, workshops, etc. for which I have responsibility.
3. Be enrolled in a Business/Marketing education class for the year of service.
4. Work untiringly through preparation and practice to develop myself into an effective public speaker and to project a desirable image of DECA at all times.
5. Conduct myself in a manner that commends respect without any display of superiority.
6. Treat all DECA members equally.
7. Maintain at least an overall "C" average during each grading period.
8. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the Association of DECA.
9. Forego all alcohol, tobacco, and illegal substances at all times during my year of service.
10. Avoid places and actions that could in any way raise questions as to my moral character or conduct.
11. Obey state and federal laws.
12. Work in harmony with fellow DECA State Leadership Team members and will not knowingly engage in conversations detrimental to other DECA members.
13. Communicate to the State DECA Advisor any circumstances that prevent carrying out predetermined plans at assigned conferences.
14. Follow all other policies as listed in the Association of Alabama DECA Policy Manual and the Conference Code of Conduct/Dress Code.
15. Resign my office if there are any changes in marital or parenthood status.
16. Regularly and on time, write all letters, thank you notes, reports, and other correspondence, which are necessary and desirable.
17. Accept and search out constructive criticism and evaluation of my total performance.
18. Evaluate constantly my personality and attitudes, making every effort to improve myself.
19. Maintain and protect my health.
20. Serve as a member of the team, always maintaining a cooperative attitude.
21. Be willing to take and follow instructions as directed by those responsible for me.

I have read, studied, and understand the above points. If elected to the Alabama DECA State Leadership Team, I will carry out my responsibilities in accordance with these statements and understand that the Alabama DECA Advisory Committee's Executive Committee (Chairperson, Secretary, and State DECA Advisor) may remove me from my position at any time if I do not completely adhere to these established standards.

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Signature of Candidate

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Date

## **CAMPAIGNING GUIDELINES FOR ASSOCIATION OFFICER CANDIDATES**

1. Candidates may begin campaigning on the first day of the Career Development Conference during designated campaign times and locations.
2. Each candidate will be allowed to make a campaign speech at the Opening Session. **NO SKITS!**
  - Candidates for District Vice President will have three (3) minutes for speeches (introduction included).
  - Candidates for State President and State Vice President will have four (4) minutes for speeches (introduction included).
3. All chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned conference event. Because of the “public eye” being focused on this event, it is absolutely necessary that delegates reflect the conduct expected and desired in “putting our best foot forward.”
4. Qualified candidates will have a table at the conference to use for their campaigning. Campaign materials may be prepared at the expense of the candidates and local chapters. Any inappropriate language/materials/campaigns/behavior will result in immediate disqualification.
5. **An optional campaign video, up to 60 seconds in length, may be submitted by DEADLINE to be viewed during the Opening Session and during virtual campaign events. Any video submitted late will not be used. Any video including content deemed inappropriate by the Alabama DECA State Advisor will not be used and notification will be sent to the local Advisor.**
6. It is the responsibility of each candidate to produce and submit the campaign video by deadline to the following link ONLY: <https://alabamadeca.wufoo.com/forms/state-officer-application-20242025/>
7. Their respective district-voting delegates at the State Career Development Conference will elect the District Vice President for each district.
8. All voting delegates will elect the State President and State Vice President.
9. All candidates must wear a DECA blazer during all campaigning.
10. A candidate who violates any of these campaign guidelines may be disqualified.

***Newly elected officers must attend the Officer Installation Rehearsal and Closing General Session in business attire. Immediately following the closing of the Awards Session, newly elected officers must attend the briefing for ICDC (National Conference) attendees.***

**DECA ASSOCIATION OFFICERS**  
**DUE PROCESS**

**I. Required Service to Alabama DECA**

- A. Full attendance and participation at the following meetings and conferences:
1. DECA District Meetings/Workshops
  2. Alabama CTSO Leadership Summit (June 9 – 13, 2024)
  3. International Career Development Conference (April 26-30, 2024)
  4. Emerging Leader Summit (July)
  5. Joint Leadership Development Conference (October)
  6. DECA Ultimate POWER Trip – (Nov, 2024)
  7. Winter Executive Council Meeting – (January)
  8. Alabama State DECA Career Development Conference (Feb, 2025)
  9. Other meeting, conferences, and/or trips as deemed required by the Alabama State DECA Advisor.
- B. Fulfill the duties of office that are listed in the Application for State Office that is signed by each officer candidate and his or her advisor.
- C. Complete all other assignments as deemed required by the Alabama State DECA Advisor.

**II. Personal Growth and Conduct**

- A. Become knowledgeable of the State DECA program to be able to discuss it with chapter officers and others.
- B. Avoid expressing personal opinions regarding political and/or controversial problems when representing Alabama DECA.
- C. Observe standards of dress and total personal grooming, as well as standards of personal conduct, as established by the national and state DECA organizations (Conference Code of Conduct).

**III. Consequences of Failure to Perform**

- A. The first time a deadline for any assignment is more than 3 days late, a letter concerning failure to perform will be sent to the officer and copied to the advisor of the officer and the parent/guardians of the officer.
- B. The second time a deadline for any assignment is more than 3 days late, a letter concerning failure to perform will be sent to the officer and copied to the advisor, parents/guardians, career technical supervisor and principal of the officer's school.
- C. The third time a deadline for any assignment is more than 3 days late, the officer must repay the Alabama Chapter of DECA for 50% of the amount of the registration fee for the ICDC. The officer's advisor, principal, career technical supervisor, superintendent, and parents will be notified of the repayment requirement.
- D. The fourth time a deadline for any assignment is more than 3 days late, due process (see IV) for officer's removal from office will begin. The officer's advisor, principal, career technical supervisor, superintendent, and parents will be notified of the process.
- E. The first time a required meeting or any part of a required meeting is missed, due process (see IV) for officer's removal from office will begin if deem appropriate by the Executive Council. The officer's advisor, principal, career technical supervisor, superintendent, and parents will be notified of the process.

- F. Drinking, smoking, immoral behavior, and drug use are serious violations of the Conference Code of Conduct and the State Officer Code of Conduct and will result in immediate due process for officer's removal from office. The DECA State Administrative Board will determine other serious violations of the Conference Code of Conduct and the State Officer Code of Conduct.
- G. Failure to complete a full term (voluntary or mandated) prior to the Alabama State DECA Conference will require that the officer repay 50% of expenses incurred by the officer to date of removal and paid by Alabama DECA.

**IV. Due Process for Officer Removal Procedures**

- A. Documentation of violations of required service or conduct, or failure to fulfill officer responsibilities will, after all other consequences have been exhausted, be brought before the DECA State Administrative Board for a hearing.
- B. Investigations, including gathering facts from involved parties and witnesses, shall be conducted by the DECA State Administrative Board.
- C. Following a hearing, based on a study of the facts, the DECA State Administrative Board will determine whether the violation warrants the removal of the offending officer from office.
- D. An officer can be removed from office only by a majority vote of the DECA State Administrative Board. The quorum for such a vote is the full membership of the DECA State Administrative Board. A tie vote will be decided by a vote of the DECA State Advisor Staff.
- E. The Student officer, his or her advisor, and the principal from the officer's school will be notified simultaneously within two weeks after DECA State Administrative Board action is taken.

**V. Financial Responsibility**

- A. Payment for uniforms will be the responsibility of the State Officer. Payments will be made directly to vendor OR to Alabama DECA. Each state officer will be responsible for his/her own travel expenses.

**I have read the Due Process document and understand the expectations of serving as a DECA Association Officer and the consequences of not completing assignments and/or my term in office.**

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**DECA Association Officer Candidate Signature**

**Date**

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**DECA Association Officer Advisor Candidate Signature**

**Date**



## Photo and/or Video Release

In the case of a minor, please provide the name of the minor: \_\_\_\_\_

Provide the name of the minor's parent or legal guardian: \_\_\_\_\_

I, \_\_\_\_\_, hereby consent to the use of the photographs, to be used by Alabama DECA and the Alabama Department of Education (SDE) in official publications and other media (including all social media), for any and all advertising trade, publicity and art purposes.

I also hereby grant to Alabama DECA and Alabama SDE the rights to copyright or otherwise protect any matter in which said photographs, prints, pictures or reproductions hereof and/or testimonial appear.

I release Alabama DECA and Alabama SDE from any liability in connection with the use, reproduction, and publication of any of the photographs.

Description of photographs:

- Promotional material (school system brochures, annual report, etc.) in support of Alabama DECA and Alabama SDE.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email