2027-2028 ALABAMA DECA
ASSOCIATION OFFICER CANDIDATE APPLICATION

APPLICATION DEADLINE: **January 29, 2027**
CAMPAIGN VIDEO DEADLINE: **February 5, 2027** (will only be submitted/accepted through the same application link)
INTERVIEW DATE: **February 10, 2027** (Campaign speech must be ready for presentation during the interview)

Association Officer Application Process

- Each affiliated chapter may nominate not more than one officer candidate for any one office and not more than a total of TWO nominees.
- CANDIDATE MUST BE REGISTERED TO ATTEND STATE CONFERENCE (SCDC)
- Submit the application with the items below by the application deadline.
    - Completed, typed application
    - Official school transcript showing a GPA of at least 3.0 on a 4-point scale
    - Headshot Photo
    - Association Officer Commitment Statement form
    - Association Officer Travel and Consent form
    - Association Officer Code of Conduct form
    - Due Process Form
    - Photo Consent Form
- Submit online application at: https://alabamadeca.wufoo.com/forms/state-officer-application-20272028/ Prepare a 3-minute campaign speech.
- Interview for qualification for candidacy.
    - Candidates will be required to sit for a virtual interview with our Executive Committee.
    - Interview will count 25% towards the election process, with 75% popular vote at SCDC
    - Be prepared to give speech during the interview. You will receive notification 2 business days following your interview if you have qualified for officer candidacy.
    - Candidates will be emailed the date and time of the interview.
- ***Optional**: Create a 30 second video and submit by the deadline. The video will be played while the candidate is entering the stage to present speech during the Opening General Session.
- Candidates will run "at-large", campaigning to be an Association Officer for Alabama DECA. The six candidates that earn the highest scores during the interview combined with the highest number of delegate votes will be elected as a slate to the officer team. Specific positions will be assigned by the Association Advisor and Executive Committee.

Applications will not be accepted after THE DEADLINE. Members will be notified by email as to their interview date/time and qualification status.

Advisors may be interviewed to determine their willingness 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 Association DECA Advisor.

ASSOCIATION OFFICER PRIMARY RESPONSIBILITIES

Association President

- Preside over and conduct meetings
- Plan and conduct the majority of the chapter visits
- Prepare and oversee the yearly program of work in coordination with other association officers
- Hold officers accountable for completion of assignments prior to deadlines

Vice-President of Leadership

- Assume the role of president in his/her absence
- Responsible for all leadership activities
- Record minutes at all business meetings and executive board meetings
- Responsible for the creation of all non-competitive event activities
- Complete the advocacy impact award if applicable

Vice-President of Marketing

- Responsible for initial recruitment, branding, and promotion
- Promote DECA and its functions
- Manage social media accounts
- Create a social media calendar for consistent content creation
- Complete the membership impact award if applicable

Vice-President of Career Development

- Promote chapter participation in competitive events
- Provide preparation materials for competitive events
- Complete the innovations impact award if applicable
- Plan and organize all fall workshops and champ camps

Vice-President of Community Service

- Oversee all community service events
- Plan and implement strategies for an effective community service campaign
- Serve as liaison for MDA and other national sponsors
- Complete the community outreach impact award if applicable

Vice-President of Chapter Relations

- Responsible for the communications to chapters and chapter advisors
- Officially document and prepare impact award for submission
- Complete the partner/sponsor outreach impact award if applicable.
- Coordinate and develop content/outreach opportunities with corporate sponsors and partners

ALABAMA DECA ASSOCATION OFFICER CANDIDATE APPLICATION

Please type complete responses below:

Candidate's Name: _____ **Chapter Name:** _____

Email Address: _____ **Cell Phone Number:** _____

Current Grade Level: _____ **Cumulative GPA (4.0 scale):** _____

Advisor's Name: _____ **Advisor's Email:** _____

School Name: _____

Years in Business/Finance/Marketing Program: _____

Years as a DECA Member: _____

Have you attended a previous Alabama DECA Career Development Conference? _____
If Yes, What year/s? _____

DECA State Career Development Conference Competitive Event in which you will compete this year:
_____

Career Objective: _____

Have you had any experience in: (*Please answer Yes or No to the following)*

- Public Speaking _____
- Writing news stories for local chapter _____
- Committee work _____
- Chapter competitive events _____
- Parliamentary procedures _____
- State conference events _____
- National conference events _____

If elected as an association officer, will you be available to participate in the following:
(*Please answer Yes or No to the following)*

- Leadership Retreat/Training (March 31-April 3, 2027) _____
- International Career Development Conference (April 16-21, 2027) _____
- Alabama CTSO Leadership Summit (June 6-10, 2027) _____
- Emerging Leader Summit (July 11-15, 2027, Washington, DC)* _____
- ACE Workshops (September 2027) _____
- Alabama DECA Fall Conference (LAUNCH 2027), Nov, 2027 _____
- JLDC (October 2027) _____
- LAUNCH DECA Fall Leadership (first week of November) _____
- Ultimate Power Trip (December 3-5, 2027, San Francisco, CA)* _____
- State DECA Conference (February 19-22, 2028, Montgomery, AL) _____

List DECA Chapter Offices you have held:

_____
_____
_____
_____

List other school activities and offices held:

_____
_____
_____
_____

How will you promote membership as an association officer?

_____
_____
_____
_____

Describe the qualities you believe a good leader should possess and explain why you feel this way:

_____
_____
_____
_____
_____

In 100 words, describe your vision/plan for Alabama DECA if you were to become an officer:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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

_____

Signature of Association Officer Candidate **Date**

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

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.

Association Officer/Executive Committee Applicant

If elected to serve DECA as a member of the Association Officer/Executive Committee 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:

- Endorse and recommend 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:

- Recommend, endorse, and support this team member.
- Support the team member's role throughout the year and his/her attendance at required events.
- 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.
- Assign someone to serve as the local advisor for the state officer should the current advisor's employment status change.
- Provide support for the local advisor as they fulfill their duties as the advisor of a state officer.

_____

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 function 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-named 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 completely dedicated and committed to the total program of Career/Technical Education in Business/Finance/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/Finance/Marketing education class for the year of service.
4. Work untiringly through preparation and practice developing 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. Maintain professional image, which includes no visible tattoos or facial piercings. Hair color must be a natural hair color (no pink, purple, etc.) Nails should be kept neat and short with neutral colored polish.
7. Follow all other policies listed in the Association of Alabama DECA Policy Manual and the Conference Code of Conduct/Dress Code.
8. Maintain and protect my health.
9. Treat all DECA members equally.
10. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the Association of DECA.
11. Forego all alcohol, tobacco, and illegal substances at all times during my year of service.
12. Avoid places and actions that could in any way raise questions as to my moral character or conduct.
13. Obey state and federal laws.
14. Work in harmony with fellow DECA State Leadership Team members and will not knowingly engage in conversations detrimental to other DECA members.
15. Communicate to the State DECA Advisor any circumstances that prevent carrying out predetermined plans at assigned conferences.
16. Resign my office if there are any changes in marital or parenthood status.
17. Regularly and on time, write all letters, thank you notes, reports, and other correspondence, which are necessary and desirable.
18. Accept and search out constructive criticism and evaluation of my total performance.
19. Serve as a member of the team, always maintaining a cooperative attitude.
20. Be willing to take and follow instructions as directed by those responsible for me.
21. Maintain at least an overall “C” average during each grading period.

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.

_____ _____

Signature of Candidate Date

CAMPAIGNING GUIDELINES FOR ASSOCIATION OFFICER CANDIDATES

1. There is no campaigning prior to conference.
2. All campaigning will be done onsite at the Career Development Conference during designated campaign times and locations.
3. No social media campaigning or implications of candidacy.
4. Each candidate will be allowed to make a campaign speech at the Opening Session. NO SKITS!
   - All candidates will have three (3) minutes for speeches (introduction included).
5. 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."
6. 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.
7. An optional campaign video, up to 30 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.
8. 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-20262027/ Video must uploaded to YouTube or Vimeo with a link to the video. Any other format will not be accepted.
9. All voting delegates will have the opportunity to vote/elect candidates at large. The top 6 candidates will become Association Officers, with specific officer role being assigned by the Association Advisor and Leadership Team.
10. All candidates must wear a DECA blazer during all campaigning.
11. 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 and DECA blazer. Immediately following the closing of the Awards Session, newly elected officers must meet with the Alabama DECA Association Advisor regarding spring schedule.

DECA ASSOCIATION OFFICERS

DUE PROCESS

I. Required Service to Alabama DECA

Full attendance and participation at the following meetings and conferences:

Leadership Retreat/Training (March 31-April 3, 2027)
International Career Development Conference (April 16-21, 2027)
Alabama CTSO Leadership Summit (June 6-10, 2027)
Emerging Leader Summit (July 11-15, 2027, Washington, DC)*
ACE Workshops (September 2027)
Alabama DECA Fall Conference (LAUNCH 2027), Nov, 2027
JLDC (October 2027)
LAUNCH DECA Fall Leadership (first week of November)
Ultimate Power Trip (December 3-5, 2027, San Francisco, CA)*
State DECA Conference (February 19-22, 2028, Montgomery, AL)

Fulfill the duties of office that are listed in the Application for Association Office that is signed by each officer candidate and his or her advisor.

A. 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 the 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.

DECA Association Officer Candidate Signature **Date**

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