



**Deadlines: Complete this form [Intent to Apply](#) by September 9, 2021  
Materials: postmarked September 21, 2021**

**NOTE: REQUIRED - State Officer Written Test will be on Saturday, September 25<sup>th</sup>**

## Illinois DECA Association Officer Candidate Information Packet



**Congratulations on your decision to run for an Illinois DECA Association Office!**

### **Benefits of Being an Illinois DECA Association Officer**

- Increase leadership skills
- Improve communication skills
- Demonstrate ability to reach goals

A GREAT EXPERIENCE!!

***You and your Chapter Advisor should read all of the information in the entire packet very carefully.***

**The packet is divided into two sections.**

The **first section is the Information** section and includes officer qualifications, responsibilities, "The Three Strike Policy", Advisor Responsibilities, Tentative Conferences, required events, expenses, and election procedures at the Fall Leadership and State Officer Election Conference.

The **second section is the Application Packet**. Here, you will find all of the forms and directions necessary to meet the requirements of a completed application packet as well as the Illinois DECA Officer Acceptance Contract. Good Luck!

## Benefits of Being an Illinois DECA Association Officer

Running for Illinois DECA Association Office provides students with an opportunity to learn communication and time management skills, improve organizational skills, and develop professionalism essential for a successful career.

Officer Candidates should be organized, motivated, demonstrate initiative, be eager to work together as a team, and exhibit high moral and ethical standards. They should also have DECA as their TOP priority and be willing to present a positive image for Illinois DECA.

## Eligibility for Candidacy

- ✓ A candidate must be a junior or senior DECA member
- ✓ A candidate must have a 2.5 GPA or higher.
- ✓ A candidate must submit the complete Application Packet postmarked no later than Tuesday, September 21, 2021.
- ✓ Active membership in an Illinois DECA High School Chapter, member of an Area, Illinois DECA and International DECA. Membership must be submitted on-line to the national office by September 21, 2021.
- ✓ Has been recommended by the chapter advisor and school administrators
- ✓ Must have good oral and written communication skills
- ✓ Each Illinois DECA chapter is allowed to submit two candidates for state office.

## Responsibilities of Illinois DECA Association Officers

### General Responsibilities

It is vital that each Illinois DECA Officer understands his or her responsibility to the Illinois Association of DECA. Each member of the Illinois DECA Officer Team recognizes that contributions to the goals of the team will advance the entire state organization at a greater level than concentration on individual goals. In addition to a Program of Work, Association Officers also provide leadership in many ways.

### The duties of all members of the Illinois DECA Association Officer Team include, but are not limited to:

- Attending the Officer Training Conference and workshops/seminars as scheduled by the IL DECA Officer Advisor.
- Developing, communicating and implementing the annual Program of Work.
- Communicating with other association officers in a timely and professional manner.
- Communicating with Illinois DECA chapters/local advisors.
- Assisting in planning and conducting the Illinois Career Development Conference.
- Assisting with the communication efforts of the team including social networking.
- Consulting your chapter advisor for assistance to complete assigned responsibilities.
- Submitting all copies of correspondence to chapter advisor for review before processing.
- Consulting Illinois Association Officer Advisor for assistance.
- Submitting oral and written reports at monthly IL DECA Officer Team meetings.
- Submitting monthly expense reports with attached receipts to the designated IL DECA Officer Advisor.
- Completing other duties as assigned insuring that all work is completed by deadlines.
- Act as a Voting Delegate if in attendance at ICDC.

### The President's duties could include, but are not limited to, any of the following:

- Providing leadership and management of the team.
- Initiating and maintaining communication with the entire team to insure work is completed by deadlines.
- Developing and carrying out additional duties and responsibilities as designated in the Program of Work.
- Planning meetings and events as requested by local advisors and the IL DECA Officer Advisor.
- Preparing an agenda for every officer meeting.
- Submitting a written report on the activities of Illinois DECA and representing Illinois DECA at ICCCTSO meetings with his/her Chapter Advisor.
- Serving as the official representative of Illinois DECA at various Marketing Education/DECA functions.

The following duties are examples of what each officer may choose to do. Specific responsibilities are assigned during the Officer Training Conference. Possible duties include:

- Editing and publishing the Illinois iCollaborate.org website.
- Managing the Social Media Team.
- Guiding the iConnect Coordinators.
- Planning and implementing the state-wide civic consciousness project before and during the Illinois DECA Career Development Conference as part of the 2021-2022 Program of Work.
- Planning and managing Leadership.
- Preparing and distributing minutes of each meeting to members of the team.
- Selecting favors for IL CDC and ICDC.
- Other, as discussed at the Officer Training Conference.

## Program of Work

All Illinois DECA Association Officers are required to:

- design, implement and complete a Program of Work (POW) for 2021-2022. A program of work is a group of projects related to a goal.
- adhere to all deadlines set by Illinois DECA Officer Advisor.
- submit monthly paperwork for the Program of Work by the deadlines to the Illinois DECA Officer Advisor.

## Maintain Contact with Chapter/State Officer Advisor

All Illinois DECA Officers are required to keep in close contact with the Illinois DECA Officer Advisor throughout the year.

- Contact your Chapter/State Officer Advisor, if you have any obstacles that create difficulty in fulfilling your role as an Illinois DECA Officer.
- Consult your Chapter/ State Officer Advisor, if in doubt about an activity.

## Tentative Calendar

DATE	ACTIVITY	TIME/LOCATION
September 25, 2021	Officer Candidate Testing (separate testing-new 2015)	9am, Bolingbrook HS
October 5, 2021	Fall Leadership Conference	Donald E Stephens Conv.
October 9-10, 2021	Officer Training Conference	Naperville
January 26, 2022	West Suburban DECA Sectionals	Rosemont
January 28, 2022	North Area Competitive Events	Rosemont
January 31, 2022	South Area Competitive Events	Palos Hills
TBD	Career Day Chicago Bulls	2:30/United Center
March 3-5, 2022	Illinois Career Development Conference	Hyatt Regency, Rosemont
April 23-26, 2022	International Career Development Conference	Atlanta, GA
	Travel Dates: April 22 & April 27	

**State Officer meetings are held monthly and are required. Dates and times will be determined by the team. You must have a ride to the meetings. The meetings are usually scheduled on a weekend day to reduce days off from school.**

Events in **BOLD** are required. **Please note that the Officer Training Conference is an overnight conference and is required.** Additionally, it is expected that you will attend your regions' competitive event and as many other events as possible.

**Please note that if you are in attendance at ICDC you will be expected to act as a Voting Delegate for Illinois.**

## Expenses

Illinois DECA will...

- reimburse expenses for mileage to and from monthly state officer team meetings. The Reimbursement Report must be turned in to the Illinois Officer Advisor at the December and May meetings.
- pay for your lunch at the monthly state officer team meetings.
- pay for Officer Training Conference expenses.
- pay for registration and hotel accommodations at the Illinois Career Development Conference.

Illinois DECA will also make reimbursements for any supplies necessary to successfully complete any required duties if prior approval has been obtained. Receipts are required and must be attached to the Reimbursement Report or reimbursement will not be made.

### **Each officer should expect some personal expenses such as:**

Coordinated clothing, accessories and dress shoes to match with the DECA blazer to complete the DECA uniform worn by the team. The following are purchased by Illinois Association Officers:

Women:	2 matching skirts/dresses	Men:	2 pair of matching slacks
	2 business blouses		2 business long sleeve shirts
	1 pair medium pumps (comfortable)		dark dress shoes
	Short dressy dress for the banquet		2 matching ties
	matching accessories		

**Application Process: See APPLICATION PACKET OF THIS DOCUMENT FOR ALL FORMS.**

**\*\*\*\*NEW AS OF 2020 – You must fill out this form [Intent to Apply](#) by September 9<sup>th</sup>.**

**Only those candidates who have [complete](#) information on file will be considered.**

**Complete information** includes: (You do not need to turn in the preceding pages)

- Application
  - ✓ [Online Information Form](#)
  - ✓ Short printed version found below
- Questions & Answers (**One Page Only inclusive of questions**)
- Two Letters of Recommendation
- Resume
- [Advisor to an Illinois DECA Officer Responsibilities Acceptance Contract](#)
- Illinois DECA Officer **Signature Form**
- Official Transcript with School's Official Seal or Notary

**Each candidate must submit their information [postmarked by Tuesday, September 21, 2021](#) to:**

Ms. Karen Bear  
Illinois DECA Board of Directors  
7851 Oakview Lane  
Woodridge, IL 60517



# Fall Leadership Conference Election Procedures

## Overview

- All candidates will be running for the Office of President. **No candidate can decline the Office of President at anytime.**
- **All Officer Candidates are required to wear a DECA blazer for testing, the interview, and the Election Session at the Fall Leadership and State Officer Election Conference.**
- No printed information or campaigning is permitted at anytime.
- After the completed application packet is accepted, there are three steps to the election process.
- Each step in the election process is a qualifier for the next step.

## Step One: Written Testing

- All Officer Candidates will take a written, short-answer, essay test on Saturday, September 25th at 9:00am at Bolingbrook High School, 365 Raider Way, Bolingbrook. All candidates must take the test on that day. Candidates will find out that day if they will move on to the Screening Interview.
- The test will evaluate the candidate's thorough knowledge of DECA, marketing, and parliamentary procedure. Candidates will have up to 45 minutes to complete the test. If you want to be a state officer, you have to pass the test! **If you arrive late, you may not have the full amount of time to complete the test.**
- Possible study sources include: *Illinois Association of DECA Handbook*, DECA's new *Branding and Messaging Guidelines*, and DECA information on the following websites: [www.ildeca.org](http://www.ildeca.org), [www.deca.org](http://www.deca.org) and [www.decadirect.org](http://www.decadirect.org). You may also wish to use DECA's Student Leader Research Guide which can be found on [www.deca.org](http://www.deca.org)
- Specific test information will include, but will not be limited to the following:
  - Mission Statement of DECA
  - Guiding Principles of DECA
  - Attributes and Values of DECA
  - Organizational levels of DECA
  - Important people associated with International, Regional and Illinois DECA
  - Definitions found in the above mentioned sources
  - Types, purposes, and locations of state, regional, and international conferences available for members to attend
  - Geographic representations and divisions of DECA
  - Indications of a successful chapter
  - Types of events in which a member may participate
  - Sponsorship of different competitive events

## Step Two: Screening and Nominating Committee Interview

- The Screening and Nominating Committee will consist of members from the Illinois Foundation for Marketing Education who will interview the officer candidates with the highest scores on the written exam. Some of the categories on which the officer candidates may be evaluated during the interview include:
  - Interview skills
  - Reasons for running for office
  - Proposed goals for Illinois DECA
  - Leadership experience

## Step Three: Election Session

- Each school present at the Fall Leadership Conference is entitled to have two Voting Delegates. Voting Delegates will be seated in alphabetical order by high school. Once seated, Voting Delegates may not leave the session until the Election Session is complete.
- Each slated officer candidate will have the opportunity to present a pre-planned two-minute maximum campaign speech before the Voting Delegates. A timekeeper will signal 1 ½ minutes. Any candidate exceeding 2 minutes will be signaled to stop. Candidates giving speeches of less than 2 minutes duration will **not** be penalized.
- No nominations from the floor will be allowed. A slated candidate may not be a Voting Delegate.
- Props may **not** be used during the speech nor will another person be allowed to speak on the candidate's behalf. Candidates may use notes during speeches. A podium may or may not be available.
- A ballot will be passed out to each Voting Delegate. All voting will be done by secret ballot. This ballot will elect the State Officer Team.
- Each candidate will give a one-minute speech on why s/he should be elected President.
- A second ballot will be cast to elect the President from the Illinois DECA Officer Team.
- After the Election process is completed, be professional and conduct yourself in a manner of which you can be proud!
- An Installation Ceremony introducing the 2018-2019 Illinois DECA Officer Team to the delegates attending the Fall Leadership Conference will be conducted after the election.



# Illinois DECA Officer Candidate

## Application Packet 2021-2022



**WRITTEN APPLICATION (Return as part of APPLICATION PACKET)**

*Please make sure you have also completed the [Online Information Form](#)*

**Illinois DECA Officer Candidate Application**

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**PLEASE TYPE!**

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>YEAR IN SCHOOL</b>
<b>DATE OF BIRTH</b> /     /		
<b>HOME PHONE (     )</b> -		
<b>HOME ADDRESS</b>		
<b>CITY</b>	<b>ZIP (Include 4 digit extension) xxxxx-xxxx</b>	<b>CELL PHONE (     )</b> -
<b>E-MAIL ADDRESS</b>	<b>POLO SHIRT SIZE</b>	
<b>PARENT(S)/GUARDIAN(S)</b>	<b>PARENT'S E-MAIL ADDRESS</b>	

If elected, my name should appear on my permanent name badge as:

**HIGH SCHOOL NAME**

**STREET ADDRESS**

**CITY**                              **ZIP CODE**

**QUESTIONS & ANSWERS (Return as part of APPLICATION PACKET,  
please limit to ONE TYPED PAGE.)**

**Answer the following questions using only one page total.**

- 1. Why do you want to become an Illinois DECA Association Officer?**
- 2. Describe your participation and leadership in DECA activities.**
- 3. List your personal characteristics, experiences, and achievements that qualify you as an Illinois DECA Officer.**
- 4. List the goals and plans that you have for Illinois DECA.**
- 5. In addition to being an Illinois DECA Officer, in which other activities do you plan to be involved?**
- 6. Describe your career interests.**
- 7. Please list the dates of any vacations that you anticipate taking during the school year.**



**✓ TWO LETTERS OF RECOMMENDATION**  
**(Return as part of APPLICATION PACKET)**

**Provide two letters of recommendation. Suggested sources for letters include: chapter advisor(s), teachers, counselors, employers, business/professional persons, coaches or adults who know you well. Recommendations should not be provided by parents, relatives, classmates, friends, etc.**

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**Removing an Illinois DECA Association Officer from His/Her Responsibilities for the Remainder of the Year**

Beginning in 2006-2007, the Illinois DECA Board of Directors enacted “**The Three Strike Policy**” with the State Officer Team.

With all great honors come great responsibilities. Elected by your peers, you have been given the honor of representing Illinois DECA and your school as a member of the State Officer Team. With this honor, you have a responsibility to the members of Illinois DECA and your fellow officers to act in accordance with the rules and principles of Illinois DECA and to carry on the tradition of being an exceptional DECA leader. To ensure that an officer will fully dedicate himself/herself to Illinois DECA, it is required that you agree to the following rules and guidelines.

1. A State Officer must be in attendance and on time at all scheduled meetings. Exceptions can be made but first must be cleared by the State Officer Advisor.
2. A State Officer must fulfill all duties and tasks assigned to them. All duties and tasks will be listed in the minutes of the meeting where the task was assigned, as well as on the Program of Work. The task must be completed on time.
3. All correspondence must be sent to the assigned State Officer Advisor for approval.
4. A State Officer must attend, in its entirety, the State Career Development Conference. Exceptions can be made but first must be cleared by either the State Officer Advisor or the Co-Executive Directors of Illinois DECA.
5. A State Officer must act in a way befitting a State Officer at all DECA events. School allegiances and affiliation must be ignored during any award ceremony.
6. A State Officer must get prior approval before any purchases are made related to assigned tasks. Approval will be made by the State Officer Advisor.

If at any point during an officer’s term he or she breaks three of the above said rules, a single rule three times, or a combination of rules resulting in three infractions, he or she will forfeit the honor of being a member of the State Officer Team. After an offense has taken place, another member of the State Officer Team may report the infracting officer. For this directive to come into effect, the Co-Executive Directors of Illinois DECA and the State Officer Advisor must all concur with the findings before the student officer is removed from office. All materials and pins are required to be returned to Ms. Bear within two weeks of dismissal.

August 29, 2006

## **ILLINOIS DECA ASSOCIATION OFFICER**

### **Conduct/Procedures Code**

#### ***Illinois DECA Officer Acceptance Contract***

**Illinois DECA requires each DECA officer candidate to read, sign and return the SIGNATURE FORM.**

Illinois DECA Association Officers will

1. Observe mandatory standards of official DECA uniform and personal grooming at all state approved activities, meetings and conferences.
2. Apply appropriate leadership principles at all times. These include, but are not limited to: consensus building, compromising, listening, respecting other people's opinions and possessions, maintaining enthusiasm and involvement, and conflict resolution through open communication.
3. Be prompt and prepared at all times.
4. Carry out duties and responsibilities to the best of your ability.
5. Attend all assigned activities such as workshops, competitive events, meetings, social activities at IL CDC, etc. If a state officer cannot fulfill an assignment, due to an emergency, the State Officer Advisor must be notified immediately.
6. Attend and participate for the duration of the IL DECA Career Development Conference.
7. Wear identification badges and officer pins at all times while serving in an official capacity as an Illinois Association officer.
8. Follow established Rules and Codes.
9. Keep chapter advisor informed of all responsibilities, seeking his/her advice, and having written correspondence proofread by chapter advisor. A state officer should also work closely with his/her chapter advisor in activities and assignments meeting with his/her chapter advisor on a regular basis.
10. Keep parents informed of activities in DECA. Support and guidance from parent(s) or guardian(s) is very important for success as an officer.
11. Send all copies of official correspondence to the State Officer Advisor prior to distribution.
12. Use his/her best judgment if other situations should arise so that his/her actions will reflect positively on the Illinois Association of DECA.

Further,

Any officer found to be engaging in sexual harassment, abusive language, ethical/racial, or conduct unbecoming an officer, will be disciplined and/or removed from the office by the Illinois DECA Board of Directors.

## ILLINOIS DECA ASSOCIATION OFFICER

### Conduct/Procedures Code

#### ***Advisor to an Illinois DECA Officer Acceptance Contract***

Illinois DECA requires each advisor of an Illinois Association Officer candidate to read this page and then sign and return the SIGNATURE FORM affirming your acceptance of your related responsibilities.

Advisors of Illinois DECA Association Officers will

1. Assist officer in obtaining a blazer with the new patch and observing mandatory standards of official DECA uniform and personal grooming at all state approved activities, meetings and conferences.
2. Edit letters and documents written by your officer in a timely fashion prior to submission to Illinois DECA Officer Advisor.
3. Guide officer in carrying out duties and responsibilities to the best of his/her ability.
4. Communicate with the state officer on a consistent basis about his/her responsibilities and make sure that s/he has met all deadlines.
5. Attend and participate for the duration of the Illinois Career Development Conference. **The officer will need to arrive by 1:00pm on Thursday.**
6. Manage one night of the IL CDC raffle along with members of chapter.
7. Guide officer in using his/her best judgment if other situations should arise so that his/her actions will reflect positively on the Illinois Association of DECA.
8. Help to promote and support the activities of the state officer team i.e.: Chapter Communication Coordinator (iConnect), fundraiser contributions, Dodgeball and other program-of-work areas.

**Signature on the following page attests to the advisor being willing to complete the obligations of an advisor of a Illinois DECA Association Officer.**

**ILLINOIS DECA ASSOCIATION OFFICER, SIGNATURE FORM**  
**(Return as part of APPLICATION PACKET)**

**Illinois DECA Association Officer Signature Form**

A. \_\_\_\_\_ is a member in good standing of the DECA chapter at \_\_\_\_\_ High School, of the Illinois Association of DECA. To the best of my knowledge, the information in this application packet is factual and true. The candidate, chapter advisor, parents or guardian, and school official understand the responsibilities of both the Office of President and Vice-President and are willing to assist the candidate in fulfilling the responsibilities of his/her office.

B. **Candidate:** I have reviewed the Illinois DECA Association Officer information and have read the responsibilities of an Illinois DECA Association Officer and I am willing to fulfill the responsibilities. By signing below, I give assurance that I understand the duties and time commitments for which I am responsible as an association officer. I have investigated all potential time conflicts (sports teams, special events, extra-curricular activities, employment commitments and other activities). I agree that I can and will fulfill all state officer duties. I have read “The Three Strike Policy” and agree to the rules and guidelines listed. I understand that breaking three of the rules will forfeit the honor of being a member of the Illinois DECA Officer Team. I will communicate with my Chapter Advisor on a regular basis to inform him/her of all of my responsibilities and deadlines.

\_\_\_\_\_  
**Candidate’s Signature** **Date**

C. **Parent or Guardian:** I/we have reviewed the Illinois DECA Association Officer information and have read the responsibilities of an Illinois DECA Association Officer, and give my/our permission for my/our son/daughter to hold this office and attend the required meetings and conferences. I/we agree to take full responsibility and liability of my/son/our daughter in transit to/from and during meetings and conferences. I/we have read “The Three Strike Policy” and understand that our son/daughter will forfeit the honor of being a member of the Illinois DECA Association Officer Team if s/he breaks three of the rules listed. I/we give permission to use my/our son’s/daughter’s name, picture, email on the Illinois DECA Web site and any other related publications.

\_\_\_\_\_  
**Parent/Guardian’s Signature** **Date**

D. **Chapter Advisor:** I have reviewed the Illinois DECA Association Officer information and have read the responsibilities of an Illinois DECA Officer and my responsibilities as an advisor of an Illinois DECA Association Officer. I will communicate with my student on a regular basis about his/her responsibilities and make sure that s/he has met all deadlines. I further agree to proofread all correspondence and assist him/her in the activities required to fulfill the responsibilities of being an Illinois DECA Association Officer. I have read “The Three Strike Policy” and understand that my student will forfeit the honor of being a member of the Illinois DECA Officer Team if s/he breaks three of the rules listed.

\_\_\_\_\_  
**Chapter Advisor’s Signature** **Date**

E. **School Official:** I have reviewed the Illinois DECA Officer information and have read the responsibilities of an Illinois DECA Officer. If elected, the student and chapter advisor will receive permission to fulfill the state and other responsibilities. I have read “The Three Strike Policy” and understand that the student will forfeit the honor of being a member of the Illinois DECA Officer Team if s/he breaks three of the rules listed.

\_\_\_\_\_  
**Principal’s or School Official Signature** **Date**

# Remember:

Only those candidates who have [complete](#) information on file [on time](#) will be considered.

Complete information includes: (It is not necessary to include pages 1-5 of this document.)

Application

Questions & Answers

Two letters of Recommendation

Resume

Illinois DECA Association Officer Responsibilities Acceptance Contract

Advisor to an Illinois DECA Association Officer Responsibilities Acceptance Contract

Illinois DECA Association Officer Signature Form

**Official** Transcript with School's Official Seal or Notary

Each candidate must submit their information **postmarked by [September 21, 2021](#)** to:

Ms. Karen Bear  
Illinois DECA Board of Directors  
7851 Oakview Lane  
Woodridge, IL 60517

**Good Luck!**

**We will see you at the  
2021 Illinois Association of DECA  
Fall Leadership Conference**