



Illinois DECA Association Officer Candidate Information Packet

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

Deadlines: Complete this form [Intent to Apply](#) by September 10, 2024
Materials: uploaded by September 17, 2024

You must submit an Intent to Apply form to enable direct communication and to allow a unique Google folder for application materials to be sent to you.

NOTE: REQUIRED - State Officer Written Test will be on Saturday, September 21st
Video Interviews will be scheduled the following week in the evenings.
You must make yourself available.

Elections will be held at the Fall Leadership Conference on Tuesday, October 1st..

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 upload the complete Application Packet components no later than September 17, 2024.
- ✓ 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 17th. Confirm with your advisor that has been done.**
- ✓ 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 ensure 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:

- Preparing and distributing minutes of each meeting to members of the team.
- Managing Leadership Councils.
- Overseeing the iConnect program as liaison with chapter representatives.
- Promoting Career Technical Education and DECA.
- Managing IL DECA Social Media and the Social Media Team.
- Creating materials and keeping the officer and member sections of the ILDECA.org website up-to-date.
- Selecting favors for IL CDC and ICDC.
- Planning and implementing the state-wide civic consciousness project before and during the Illinois DECA Career Development Conference as part of the 2024-2025 Program of Work.
- 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 2024-2025. 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 21, 2024	Officer Candidate Testing	9am, Woodridge Library
October 1, 2024	Fall Leadership Conference	Donald E Stephens Conv.
October 5-7, 2024	Officer Training Conference	Naperville
January 17, 2025	West Suburban DECA Sectionals	Rosemont
TBD	South Area Competitive Events	Palos Hills
January 24, 2025	North Area Competitive Events	Rosemont
TBD	Career Day Chicago Bulls	2:30/United Center
Mar 6-8, 2025	Illinois Career Development Conference	Hyatt Regency, Rosemont
April 26-29, 2025	International Career Development Conference	Orlando, FL
	Travel Dates: April 25th or 26th & April 30	

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: 1-2 matching dresses or
1-2 business blouses/skirts
1 pair medium pumps (comfortable)
Short dressy dress for the banquet
matching accessories

Men: 2 pairs of matching slacks
2 business long sleeve shirts
dark dress shoes
2 matching ties

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

You must fill out this form Intent to Apply by September 10th. After that date, you will be given access to a personalized folder into which you will upload the following information. You must ALSO fill out the application.

Only those candidates who have complete information on file will be considered.

Complete information must be provided in PDF format with the appropriate names – see format in application

- Application - Google Form
- Questions & Answers (**One Page Only inclusive of questions**)
- Resume
- Two Letters of Recommendation
- **Advisor to an Illinois DECA Officer Responsibilities Acceptance Contract – Advisor needs to sign**
- Illinois DECA Officer Signature Form – stakeholders need to sign
- Official School Transcript

Each candidate must submit their information uploaded by September 17, 2024 to their designated Google folder.

All questions should be directed to:

Ms. Karen Bear
Illinois DECA Board of Directors
7851 Oakview Lane
Woodridge, IL 60517
bearkaren005@gmail.com



Illinois Leadership Election Procedures

Overview

- All candidates will be running for the Office of President. **No candidate can decline the Office of President at any time.**
- **All Officer Candidates are required to wear a DECA blazer for testing, the interview, and the Video Election Session.**
- 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 23rd at 9:00am at the Woodridge Public Library, 3 Plaza Drive, Woodridge, IL 60517. Advisors do not need to attend.
- 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 and marketing, and basic 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, www.deca.org and www.decadirect.org. You may also wish to use DECA's Student Leader Research Guide which can be found on 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 Illinois chapter is entitled to have two Voting Delegates. Attendance will be taken. No delegates will be allowed to enter the voting session once the session has started.
- 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.
- 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 2024-2025 Illinois DECA Officer Team will be conducted after the election.



Illinois DECA Officer Candidate

Application Packet 2024-2025



Illinois DECA Officer Candidate Application

APPLICATION FORM

Complete this form: [Illinois DECA Officer Application](#)

Upload the following **PDFs** to your personalized Google submission folder using the format given by September 17th. **Some schools will not allow students to read recommendation letters or handle transcripts. These can be mailed or emailed to Karen Bear (bearkaren005@gmail.com) by the deadline. Mail must be postmarked by September 17th.**

QUESTIONS & ANSWERS

Please limit to **ONE TYPED PAGE**.

Name the file: *Questions – Your Last Name*.

Answer the following questions using **only one page total**. Include the questions. Save to a pdf format.

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.

RESUME

Name the file: *Resume – Your Last Name*

TWO LETTERS OF RECOMMENDATION

Name the files: *Recommendation – Your Last Name – Recommender’s Last Name*

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.

ADVISOR RESPONSIBILITY ACCEPTANCE CONTRACT

Your advisor needs to sign to confirm their willingness to be involved

Name the file: *Advisor Contract – Your Last Name*

ILLINOIS DECA OFFICER SIGNATURE FORM

Candidate, Parents, Advisor, and School Official should sign. If you can have everyone sign one form, please submit one form. Otherwise, you may cut and paste each section for each signer into multiple forms and submit each.

Name the files: *Signature – Your Last Name – Their role (parent, etc.)*

OFFICIAL SCHOOL TRANSCRIPT

Name the copy: *Transcript – Your Last Name*

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 1:00 pm on Thursday.** Arrangements need to be made to ensure his/her arrival.
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, advocacy, and other program-of-work areas.

Signature below attests to the advisor being willing to complete the obligations of an advisor of a Illinois DECA Association Officer.

Advisor Name: _____

Signature: _____

Advisor Name: _____

Signature: _____

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.

- ☐ Application – entered on Google form
- ☐ Questions & Answers
- ☐ Two letters of Recommendation
- ☐ Resume
- ☐ Advisor Officer Responsibilities Acceptance Contract
- ☐ Illinois DECA Association Officer Signature Form
- ☐ **Official** Transcript
- ☐ **Note** - You must be a registered member of DECA by this time. Your advisor must complete this.

Each candidate must submit their information **by** [September 17, 2024](#)

Good Luck!