

# CANDIDATE GUIDE

FOR THE ELECTION OF  
STATE PRESIDENT



2023-2024

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## WEST VIRGINIA DECA

Chartered Association Officers



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# Greetings!

Congratulations on your decision to run for the esteemed position of association officer! This presents a fantastic opportunity to cultivate the knowledge and skills essential for becoming an academically prepared, community-oriented, professionally responsible, and experienced leader. As an emerging leader, you will be empowered to demonstrate effective leadership through goal setting, consensus building, and project implementation, all while upholding ethics, integrity, and high standards within your association.

You are on the brink of embarking on one of the most exhilarating chapters of your DECA journey. Your selection for this role is a testament to your leadership qualities, hard work, and dedication to enhancing this organization. The trust placed in you by those who chose you to serve reflects confidence in your leadership abilities and grants you the opportunity to redefine what it means to be an emerging leader in the coming year. Throughout your term, continue to embody the essence of an ambassador for your association and this organization, empowering others along the way.

As an association officer, you hold a unique position. You represent not only yourself or your chapter but the entire association you call home. Others will look to you for guidance, assistance, and support. It is your responsibility to remain dedicated to advancing your leadership journey while equipping others with the necessary skill sets to do the same.

The Candidate Guide is designed to serve as your guide throughout the year.

Best regards,

*Adam Feazell*

Adam Feazell  
WV Chartered Association State Advisor

# Letter for Parents/Guardians

Dear Parent(s)/Guardian(s),

I hope this message finds you well. I am reaching out to inform you that your student has made a significant decision to embark on a challenging yet potentially transformative journey as a candidate for the West Virginia DECA State Officer Leadership Team. This process promises to provide them with invaluable life lessons and memorable experiences that will resonate throughout their lifetime. If elected to serve on the West Virginia DECA State Officer Leadership Team, your student will assume an influential role representing one of the largest and most esteemed student associations globally. Moreover, they will receive dedicated support for their leadership growth as they represent the esteemed DECA brand in West Virginia.

West Virginia DECA is steadfast in its commitment to engaging, equipping, and encouraging the team to reach their full potential as young leaders, representatives, and ambassadors of the DECA organization. Throughout their year of service, State Officers will acquire unparalleled experience in leadership, communication, and project management skills—attributes that are often rare even among college graduates, let alone high school students.

**Responsibilities and Mandatory Dates:** As part of this immersive experience, your student will participate in mandatory and optional activities/events as a representative of West Virginia DECA. While this may impact school attendance, we uphold each student leader to high standards of time management and academic excellence. I encourage you to review the projected calendar included in the candidate guide (SO Form B) to ensure both you and your student fully comprehend the program's requirements. Further details will be provided at the New State Officer Training this summer.

Please feel free to reach out if you have any questions about the State Officer Leadership Program. I eagerly anticipate working with your student in this process and extend my sincere thanks for your support!

Best regards,

*Adam Feazell*

Adam Feazell

WV Chartered Association State Advisor

# Making the Decision

Curious about the State Officer Leadership Program and how it aligns with your busy life? Here are answers to some frequently asked questions to help you make an informed decision:

## **1.What is the State Officer Leadership Program?**

- The program is a unique opportunity for students to serve as leaders in WV DECA, representing one of the world's largest student associations. It's a chance for personal growth, learning valuable skills, and making a lasting impact.

## **2.How does it fit into your busy life?**

- While being a State Officer is undoubtedly a commitment, it's designed with a focus on time management. Responsibilities include mandatory and optional activities/events, but the program is structured to complement academic excellence and personal development.

## **3.Is it the right fit for you?**

- Consider your passion for leadership, communication, and project management. If you're driven to represent DECA and contribute to its success, this program could be an ideal fit. It's an opportunity for unique experiences and skill development rarely found in high school.

## **4.What are the benefits?**

- Serving as a State Officer offers invaluable experience in leadership, communication, and project management—skills that stand out in college and beyond. It's a chance to be part of a respected student association and make a lasting impact.

## **5.How do mandatory dates and responsibilities impact your schedule?**

- The program includes both mandatory and optional activities. While it may affect school attendance, the commitment to time management and academic excellence remains high. The projected calendar in the candidate guide provides a comprehensive overview.

## **6.Safety and Code of Conduct**

- West Virginia DECA prioritizes the safety of State Officers. There's a Code of Conduct and strict policies in place, particularly regarding student driving. Parental support is crucial in ensuring a safe and positive experience.

Feel free to reach out if you have more questions. We're here to help you navigate this exciting decision!

# About the Position

## **What do State Officers do?**

The year kicks off soon after you are announced as a State Officer at the State Conference! In the months following, State Officers will meet in person for training during July or August. This is where you will learn about leadership, how to create an action plan, set goals, and create a Program of Leadership for the year. The team will meet monthly via video conferencing. At West Virginia DECA conferences, State Officers take on the responsibility of hosting the conference throughout the year.

## **What type of skills do State Officers learn?**

There are countless skills that State Officers develop throughout the year.

## **What activities are required?**

On average, State Officers devote several hours a week to prepare for events, manage their duties and responsibilities, and work with the State Advisor to plan meetings. Your time commitment will increase the closer you get to conferences. There are eight major activities in which all State Officers must participate.

- Officers Training – late summer
- Officer Team Meetings - monthly
- Speaking Engagements – when needed
- Fall Leadership Conference (FLC) – October or November
- The Ultimate DECA PowerTrip – November or December
- Chartered Association Career Development Conference (CDC)
- International Career Development Conference (ICDC)

## **Is there a cost involved?**

As a member of the State Officer team, West Virginia DECA will assume most of your financial obligations including much of your travel and your conference fees. However, you will be responsible for your meals, recreation, some local travel, and other incidental expenses. The purchase of a DECA blazer is the financial responsibility of the local chapter.

## **What makes a great State Officer?**

- The drive to succeed
- Personable and open-mindedness
- Positivity and Enthusiasm
- Eagerness to learn
- Effective Communicator
- Collaborative Team Player
- Adaptability
- Ethical and Integrity-driven

# About the Position

## **State President Role Overview:**

The State President serves as the primary student leader and spokesperson for DECA members throughout West Virginia state. This role demands a combination of strong leadership, time management, communication, and interpersonal skills.

## **Key Responsibilities:**

### **Leadership and Team Management:**

- Provide strong and visionary leadership to the State Officer Team.
- Collaborate with team members to create and execute a comprehensive Program of Leadership.

### **Inspiration and Motivation:**

- Possess a deep desire to inspire and motivate fellow DECA members.
- Encourage and support the State Officer Team in achieving their individual and collective goals.

### **Representation and Communication:**

- Represent DECA at various events, conferences, and speaking engagements.
- Visit chapters to connect with members and promote the organization.
- Lead sessions at West Virginia DECA conferences, sharing insights and fostering engagement.

### **Program Development and Execution:**

- Develop and implement a Program of Leadership outlining focus areas and goals for the year.
- Oversee the execution of projects and initiatives to achieve set objectives.

### **Member Engagement:**

- Motivate and engage all DECA members throughout the organization.
- Recognize and celebrate chapter spirit, achievements, and activities.

### **Media Management:**

- Manage and maintain social media channels to enhance DECA's online presence.
- Communicate effectively with members through various channels.

### **Project Planning and Execution:**

- Plan and execute projects that contribute to the overall success and growth of DECA.
- Host workshops and training sessions to enhance member skills and knowledge.

The State President's role involves a diverse range of activities, from strategic leadership and program development to direct member engagement and representation. It requires dedication, passion, and a commitment to fostering a positive and dynamic DECA community across the state.

# About the Position

Specifically, the West Virginia DECA Bylaws describe the duties of the State Officers shall be:

*Section 4: The duties of the officers shall be:*

**President** – *to preside over all official WV Association DECA meetings and to be available at the request of the DECA Chartered Association Advisor in promoting the general welfare of WV DECA. The Chartered Association Officer Team will develop and carry out an Annual Business Plan, visit individual chapters, and provide technical assistance to the chapters.*

**Directors** – *to serve in any capacity as directed by the President; to accept the responsibilities of the President as occasions may demand, and to make themselves available at the request of the Chartered Association Advisor in promoting the general welfare of WV DECA and in specific chapters in designated areas.*

For more information on specific State President responsibilities, please contact your current State President, State Advisor, or State Officer Coach.



# Missions Teams

The State Officer Leadership Team is the core group of DECA members providing leadership to the Statewide organization. To ensure success, the DECA mission-based officer positions provide the defined roles and responsibilities needed to support the overall mission and goals of DECA.

## DECA Mission Statement

DECA prepares **emerging leaders** and **entrepreneurs** for **careers** in **marketing**, **finance**, **hospitality**, and **management** in high schools and colleges around the globe.

## Mission-Based Officer Position Descriptions

As emerging leaders, DECA encourages leadership teams to practice real-world leadership by adopting a structure that mirrors business and industry. DECA officer positions are aligned with the DECA mission to ensure that each aspect of the mission is represented with great leadership.

Practice the “**Entrepreneurial**” and “**Management**” elements of DECA’s Mission Statement. Serves as the liaison between the State Officer Leadership Team and the Executive Officers of DECA Inc. Establishes vision, management, and organization for the team and ensures each State Officer has the training, support, accountability, and resources to deliver a powerful DECA experience for every WV DECA member.

Practices the “**emerging leaders**” element of the DECA Mission. Responsible for providing support and leadership to all Statewide noncompetitive event career and leadership activities.

Practices the “**Careers**” element of the DECA mission. Responsible for providing support and leadership to Statewide participation, preparation, and performance in Competitive Events.

Practices the “**Marketing**” element of the DECA mission. Responsible for providing support and leadership to Statewide membership, branding, and promotional campaigns.

Practices the “**Finance**” element of the DECA Mission. Responsible for providing support and leadership on Statewide philanthropy efforts.

Practices the “**Hospitality**” element of the DECA mission. Responsible for providing support and leadership Statewide to the WV DECA membership and connecting members to a welcome, value-filled, fun educational experience through outreach efforts.

# State Officer Candidate Criteria

To become a candidate for the Chartered Association Officer Team, you must fulfill the following requirements:

1. Belong as a member of a chapter affiliated with the West Virginia Association of DECA.
2. Have, at the time of application, and maintain a 2.0 overall grade point average throughout the term of office.
3. While serving as an officer, the candidate must have no more than 10 absences in the current school year. Students have the right to appeal to the DECA Board. School activity absences do not count against this policy.
4. Complete and submit the Chartered Association Officer Team Application with all required signatures to run for office.
5. Submit the designated filing fee to the WV Chartered Association Advisor by the deadline.
6. Complete a written exam on West Virginia and National DECA facts.
7. Present a 3-minute campaign speech at the Chartered Association Career Development Conference.
8. Submit a resume and participate in an interview session with the interview committee.
9. Each candidate may have one campaign sign to be displayed in the foyer during the opening session of the Chartered Association Conference.

# Steps to Apply for State President

As an approved candidate at CDC, candidates may only engage in official campaign activities at CTC. Any campaign activities outside the opportunities provided are not allowed.

- Campaign Poster. Candidates will create a campaign poster within the provided guidelines. This poster will be on display during the conference.
- Candidate Interview. Candidates will engage in a 10–15-minute interview with select members of the WV DECA community, including board members, staff, former state officers, and alumni.
- Campaign Speeches. Candidates must be introduced at the Opening Session where they will deliver a campaign speech. (maximum of 3 minutes).
- Filing Fee. Candidates must pay a filing fee.

Voting will take place during CDC. To determine the candidate's score for the election portion:

- The percentage of total votes earned by each candidate. This is calculated by taking the number of votes for a given candidate divided by the total number of completed ballots.
- A total of 25 points are available for all candidates. Based on the percentage of total votes earned, this will determine what percentage of the 25 points the candidate will receive. This is calculated by taking the percentage of total votes earned multiplied by 25 points.
- The delegate vote makes up 25% of the candidate's overall score. Where only a single candidate is running for election, that candidate must achieve 75% of the vote from the ballots and a no-confidence option must be provided on the ballot.
- The candidate who receives the highest combined score on the application, test, interview, and delegate vote will be elected State President. The winner of the State President position will be announced at the Closing Session.

The term of office for ALL State Officers begins immediately after the conclusion of CDC, and they will serve simultaneously with the outgoing team in an apprenticeship capacity. Apprenticeship will conclude at the end of summer officer training.

New officers should not plan to create initiatives or commentary that leads members to engage or take action until the apprenticeship period is complete.

# Campaigning Guidelines & Regulations

## *Before CDC*

**No campaigning is allowed before CDC.** Campaigning outside of your local DECA chapter before CDC is NOT allowed. This includes any social media, websites, chapter visits, emails, phone calls, etc. unless approved by West Virginia DECA.

## *Social Media Use*

Candidates may not purposely campaign outside of their local chapter before being announced as an official candidate at the CDC. This includes sharing information about your candidacy on social media platforms before the CDC. Social media activity related to your campaign is NOT PERMITTED until the Opening Session concludes during CDC.

Also, candidates may not launch any social media campaign activities that incur expenses for the campaign. For example, using the free-of-charge features of social media platforms is allowed. Launching campaign websites, providing online giveaways, and/or paying for social media advertisements is NOT ALLOWED. Social network channels need to be monitored so as not to become a forum for debate on your campaign.

## *One (1) Campaign Poster*

Each candidate is allowed to design and decorate a maximum 2x3-foot (24"x36") poster to display in the foyer. ***This poster must be turned in during the Candidate Interview on Day 1 of the conference.*** No edits may be made to the poster after this time. Candidates may spend up to \$100 on the production of the poster and expenditures must be documented on the Campaign Budget.

The following are unacceptable items to incorporate as part of the campaign and/or handout:

- Candidate t-shirts or wearable merchandise (even if your peers are wearing them)
- Distribution of any food or beverage items (candy, popcorn, water, etc.)
- Stickers
- No giveaways of monetary value (includes the fair market value of "donated items")
- A LinkTree, or any site or QR code that provides access to more candidate work, achievements, etc.

## *Candidate Interview*

Candidates will participate in an in-person interview at the State Career Development Conference. The interview representatives may consist of current or past state officers, chapter advisors, board members, and/or business and community leaders. Interviews will be approximately 10-15 minutes in length. Before the conference, you will receive an appointment time for an interview at the State Career Development Conference. Failure to attend the interview may result in immediate disqualification.

# Campaigning Guidelines & Regulations

**Candidates should bring the following items to turn in at their interview:**

**Campaign Poster.** Once submitted, the poster will be put on display at the conference and no edits to the poster can be made.

## ***Candidate Speeches at Opening Session***

Candidates will be introduced on Day 1 of the conference at the Opening Session. They will also deliver a speech. Speeches should be no longer than 3 minutes. Only candidates may participate in the speech (no additional speakers/presenters on behalf of the candidate will be allowed).

## ***Other General Campaigning Rules and Guidelines***

- Candidates or candidate representatives are not permitted to actively campaign in any areas of the conference, including all hotels, shuttles, or other properties.
- Any candidate who violates the Conduct Code and/or Rules of Candidacy set forth by West Virginia DECA will be brought before a committee to be considered for disqualification. This committee will consist of the Executive Director, State Officer Coach, and one or more members of the Management Team. West Virginia DECA prides itself on conducting fair and equitable elections. If a candidate has questions about the rules laid out in this guide, they should contact West Virginia DECA immediately to gain clarification and prevent later issues.

**Any negative material or content about other candidates will NOT be tolerated and will be immediately addressed by West Virginia DECA.**

## ***Misconduct before and during the State Career Development Conference***

Misconduct by candidates, as described in this guide, will be brought to the attention of the West Virginia DECA State Advisor who will discuss the misconduct immediately with the candidate in question. If the candidate violates the rules, they will be asked to rectify the situation. If the infraction cannot be rectified, the State Advisor and Executive Director will disqualify the candidate.

## ***Misconduct following the announcement of election results***

Misconduct by candidates, which is discovered after the close of the State Career Development Conference, will be immediately brought to the attention of the West Virginia DECA State Advisor who will begin the following process under the supervision of the Executive Director:

1. Gather a list of all involved persons (candidates, advisors, parents, etc.)
2. Conduct independent interviews (in-person or via phone) with involved individuals
3. Present findings to the Executive Director and jointly decide action based on an assessment of the misconduct in question

# Campaigning Guidelines & Regulations

## *Voting Procedures*

1. Voting delegates will have the opportunity to learn about and connect with candidates through the following:
  - a. Opening Session Speeches on Day One
2. Voting will take place at the State Career Development Conference on Day 2 of the conference. Voting delegates should follow the instructions in the conference program to cast their vote.
3. Voting delegates are based on the allocation for each school as determined by West Virginia DECA. West Virginia DECA determines voting allocations based on chapter membership size.
4. Voting delegates are encouraged to obtain feedback from their non-voting chapter members and to consider their input when casting their vote on behalf of their chapter.
5. Only DECA members who are registered for the conference are eligible to be voting delegates. Chapter advisors or persons acting in a chapter advisor capacity are not allowed to participate in the voting.
6. A secret ballot vote will be taken during the times listed on your agenda. The ballot will contain the names of each candidate running for State President. Each delegate will only be allowed to cast one vote for one candidate.
7. The newly elected State President will be announced and installed at the Awards Session on Day 2 of CDC.

## *Candidate Appeal Process*

Candidates may appeal decisions made by the State Advisor and Executive Director in either case above. The process for candidate appeals is as follows:

1. Turn over initial information used as the formation of the original decision to the West Virginia DECA Management Team
2. Management Team will review information and assign one member to conduct independent interviews/investigations as necessary
3. Management Team representative may ask for additional information from involved individuals or outside observers
4. After the information is gathered, the Management Team – being the executors of West Virginia DECA's conduct policies – will render a final decision and send that in written form to all involved parties.

**The decisions made by West Virginia DECA at any point during the misconduct or appeals processes are final.** By signing and submitting the candidate application forms, the candidate agrees to abide by all decisions made by West Virginia DECA and forfeit all rights to take professional action against West Virginia DECA.

# Required Forms – Acceptance of Responsibility

Please initial beside each of the following responsibilities to indicate your acceptance as a potential WV DECA State Officer:

- \_\_\_\_\_ I will always conduct myself in a businesslike manner and remember that I represent over 13,000 WV DECA members.
- \_\_\_\_\_ I will wear a DECA blazer when representing WV DECA.
- \_\_\_\_\_ I will provide leadership for chapter officers and members; arrange and conduct chapter visits in my Area; and speak at DECA events when requested.
- \_\_\_\_\_ I will notify the State Officer Coach of any invitation to represent the State association.
- \_\_\_\_\_ I will maintain a 3.0 or higher semester GPA throughout my term in office.
- \_\_\_\_\_ I commit to full attendance and participation at each of the conferences and team trainings included below, and I understand that I may not arrive late, leave temporarily, or be dismissed early from these events except by extremely limited permission of WV DECA:

|   |   |
|---|---|
| New State Officer Orientation (Virtual)             | March 19, 2024                                  |
| ICDC (Anaheim, CA)<br><i>Not a required event.</i>  | April 26 – May 1, 2024                          |
| State Officer Leadership Training (Tacoma, WA)      | May 18-21, 2024                                 |
| Western Region Leadership Conference (Bellevue, WA) | November 7-9, 2024                              |
| Local Area Conference                               | December 2024 or January 2025 (Varies)          |
| Winter Officer Leadership Retreat (Olympia, WA)     | Late January or Early February 2025 (Dates TBA) |
| State Career Development Conference (Bellevue, WA)  | March 2025 (Dates TBA)                          |
| ICDC (Orlando, FL)<br><i>Required event.</i>        | April 25-30, 2025                               |
| State Officer Team Meetings (Virtual)               | 2x per Month                                    |
| State Officer Work Sessions and Meetings with Coach | As Scheduled                                    |
| Assigned Activities/Events                          | Varies/Optional                                 |

- \_\_\_\_\_ I will fulfill all responsibilities as outlined in the State Officer Program of Leadership.
- \_\_\_\_\_ I will not engage in any activities or communications that compromise the DECA brand or our relationships with advisors, sponsors, or the education business/marketing community at large.
- \_\_\_\_\_ I will abide by the West Virginia DECA and State Officer Code of Conduct while I am a candidate and consistently through my term as a State Officer.
- \_\_\_\_\_ I understand that there are certain financial responsibilities on the part of myself and my chapter and/or Area because of being a West Virginia DECA State Officer.

# Required Forms – Acceptance of Responsibility

The financial investment into the State Officer program ranges from conference fees and travel expenses to food and beverage, and training costs. While West Virginia DECA remains dedicated to managing the financial investment associated with being a State Officer, candidates must have a clear expectation of the program as a leadership training program.

*West Virginia DECA is committed to assisting any student who has financial need. Students should confidentially approach the West Virginia DECA State Officer Coach for assistance in meeting these obligations as needed.*

| <b>Event/Item</b>  | <b>Estimated Cost (per officer)</b> | <b>Paid By</b>           |
|--|-------------------------------------|--------------------------|
| Spring and Winter State Officer Leadership Training  |                                     | WV DECA                  |
| Meals and Lodging at Required Conferences/Events   |                                     | WV DECA                  |
| ICDC 2025 ( <i>Required</i> )  |                                     | Chapter / WV DECA        |
| State Officer Transportation to Required Conferences or Events (flights, mileage, train, etc.) | Varies                              | Varies based on location |
| State Officer Materials  | \$20-\$100                          | Officer                  |
| State Officer Wardrobe   |                                     | WV DECA                  |

By signing below, I understand that ALL financial commitments involved with being a State Officer are the responsibility of the officer and their parent(s)/legal guardian(s). If elected, the officer and parent(s)/legal guardian(s) agree to pay off all balances to West Virginia DECA by May 1, 2025.

Furthermore, I understand that any termination from office will result in all costs until the date of termination (including those covered by West Virginia DECA) being billed to the officer and their family. I recognize that the above obligations are part of an officer's responsibilities, and I agree to perform to the best of my ability these and other duties of the office to which I may be elected.

|                                 |            |
|---------------------------------|------------|
| Candidate Signature _____       | Date _____ |
| Parent/Guardian Signature _____ | Date _____ |
| Advisor Signature _____         | Date _____ |



# Required Forms – Permission, Release, and Code of Conduct

Your signature on the Permission, Release, and Code of Conduct form acknowledges compliance with the following policies:

CODE OF CONDUCT: Attendance at WV DECA activities is a privilege. The following Code of Conduct will apply to delegates, defined as all state officers, students, DECA advisors, chaperones, and any other authorized persons attending the activity. Delegates shall always abide by the rules and practices of DECA and school district policies. Delegates shall respect and abide by the authority vested in the WV DECA organization. The school district/school assumes responsibility for any damage, accidental or otherwise, that is caused by a member of their school/district delegation at a DECA event. Chapter Advisor represents and warrants to WV DECA that Chapter Advisor has the express authority to bind Delegate's school district and school to this provision, and such school district and school are hereby bound.

- Conference Attendance: Delegates are to always wear the supplied Conference ID badge, from arrival at the Conference until departure at the end of the Conference. Delegates are to attend all general sessions and assigned activities (including workshops, competitive events, general sessions, etc.) for which a participant is registered (unless permission from an advisor).
- Curfew: Delegates are to be in their assigned hotel room from the curfew time designated in the Conference
  - program until 6 a.m.; Delegates should not cause any noise or other disturbance audible from the hallway or another guest room after the designated curfew time; Delegates will not make room-to-room telephone calls after the designated curfew time; Delegates will not order or deliver any food after the designated curfew time; Delegates will not cause any other unnecessary disturbance or participate in any other inappropriate activity after the designated curfew time;
- Dress: Delegates will abide by regulations established for the Conference, as outlined in the Dress Code.

# Required Forms – Permission, Release, and Code of Conduct

Hotel Protocol: Delegates will follow the guidelines of all housing facilities which include but are not limited to the:

- Accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account before check-out
- Throwing objects out the window or into the hallway
- Moving hotel furniture from rooms (e.g., onto the balcony)
- Failing to follow hotel rules and regulations
- Crowding hotel elevators, review posted limits
- Having a member of the opposite sex in a room where no DECA-appointed adult chaperone is present
- Being out on a hotel room balcony
- Causing a disturbance to other guests or behaving irresponsibly in any area of the hotel
- Pools and Fitness Centers: WV DECA reserves the right to deny pool and fitness center usage to delegates without adult supervision.
- Personal Conduct: Delegates are required to keep adult advisors informed of activities and whereabouts;
- Delegates shall not invade another delegate, volunteer, or staff member's personal space without the consent of the individual. Delegates shall treat local business establishments and personnel with respect while following proper compensation and gratuity etiquette. Delegates shall not possess, sell, or consume alcohol, drugs, and/or tobacco products at any time during the conference.
- Social Media: As a member of DECA, delegates represent their school, state, and DECA Inc. organizations. As delegates create, post, share, like, and link to content through all social media sites (including but not limited to Facebook, Twitter, Instagram, YouTube, Pinterest, Tumblr, and TikTok.), it is important to keep in mind that people they do not know (including DECA advisors, sponsors, and potential employers) can review and archive the delegates' social media profile and activities. WV DECA will remove any delegate social media activity that breaks the DECA Code of Conduct or is otherwise derogatory or inappropriate, as determined by WV DECA in its sole discretion. This includes, but is not limited to, posts, photos, videos, shares, and retweets that:
  - Use foul language.
  - Negatively portray the delegate, school, DECA chapters, members, and/or the DECA organization.

# Required Forms – Permission, Release, and Code of Conduct

- Violate trademark laws including competitive event guidelines.
- Portray or insinuate illegal behavior (such as underage drinking, texting while driving, violence, etc.). In the event a photo, video, message, tweet, or other post portrays or insinuates illegal behavior, the delegate's parent/legally appointed guardian, DECA Advisor, and law enforcement may be contacted by WV DECA.
- Willful Companionship: Being in the willful companionship of someone who violates any portion of the Code of Conduct or failing to report any direct knowledge (other than hearsay) of the violations shall be considered a Code of Conduct violation.
- School Code Violations: Delegates shall not violate the conduct code of the school district or school that the delegate represents.
- Abusive Behavior and Lewd Conduct: A delegate shall not engage in any lewd, indecent, sexual, or obscene act or expression. A delegate shall not engage in verbal, physical, or sexual harassment, hazing, or name-calling. The use of slurs against any person, including but not limited to slurs used against a person based on race, color, creed,
- National origin, ancestry, age, sex, sexual orientation, or disability is prohibited. This includes harassment or abusive conduct using a mobile device or computer.
- Health and Safety Protocols: Delegates will abide by posted health and safety protocols for each conference which may include but are not limited to; mandatory masks, no handshakes or other personal contact, practicing good hygiene, maintaining social distancing, and notifying the advisor or WV DECA staff if you are feeling sick.

## **Delegates:**

By signing the DECA Delegate Permission, Release, and Code of Conduct Form A, I confirm that I have read and agree to abide by the WV DECA Code of Conduct.

## **Additional Conduct Requirements for State Officers:**

Failing to represent WV DECA and the DECA brand, including any conduct that, as determined by the WV DECA Executive Director or the Executive Director's designee in their sole discretion, demonstrates unprofessional and/or unethical behavior, or misrepresents the organization in any way. Failing to follow through on state officer commitments and directives, including meeting attendance, conference attendance, and fulfilling the Program of Leadership and related responsibilities, shall also constitute a violation of Section 14.

# Required Forms – Signature Page

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

# Required Forms – Transportation Release

For any official State Officer activity throughout the duration of their term

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(name of officer) has our permission to ride in a private automobile to, from, and throughout WV DECA events coordinated or authorized by WV DECA.

We understand the WV DECA policy WILL NOT allow students to drive themselves to conferences, meetings, or training. Transportation to and from all of these events will be the responsibility of the parent(s)/guardian(s).

By signing this form, the student WILL be allowed to drive, with parental/guardian permission only, to WV DECA meetings, chapter visitations, and other authorized DECA events within a 30-mile radius of their home or school. These would be considered optional events that the State Officer may attend at their discretion and availability.

Any exception to the policies listed above must be pre-approved in writing through WV DECA via a separate permission slip signed by the parent(s)/guardian(s).

The undersigned are aware of the above provisions and permit the named student to drive or ride in a private automobile in the manner described. Furthermore, the undersigned releases WV DECA of any liability involved in private transportation for WV DECA-sanctioned events.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Required Forms - Declaration of Intent

Please initial each Statement to confirm your declaration of intent to run for and serve as a State Officer if elected.

\_\_\_\_\_ If elected, I will attend and participate in all meetings and conferences as called by the constitution and the Executive Director.

\_\_\_\_\_ I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the best of my ability.

\_\_\_\_\_ I further understand that if I fail to fulfill my officer responsibilities and obligations, and/or I violate the West Virginia DECA Conduct Code, I can be removed from office, and I may be liable to return to DECA the cost expended for my participation during my term in office.

\_\_\_\_\_ I will be enrolled in a DECA class at my school and pay DECA Member dues during the year I serve as State Officer (2024-2025).

# Application Rubric

|                                      | 0  | 1   | 2  | 3  | Score |
|--------------------------------------|--|---|--|--|-------|
| On Time (0-2 pts)                    | More than 24 hours late                          | Up to 24 hours late with good reason  | On Time  | N/A  |       |
| Complete                             | Incomplete                                       | Complete  | N/A  | N/A  |       |
| Neat and Well Organized (0-2 pts)    | Illegible handwriting and/or highly disorganized | Legible handwriting and well-organized.   | Neatly printed or typed, well-organized and easy to read. Exudes professionalism.      | N/A  |       |
| Answer to Question 1 (0-3 pts)       | Little to no value                               | Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand. | Well-developed answer. Written communication is satisfactory. Supports the DECA brand. | Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand. |       |
| Answer to Question 2 (0-3 pts)       | Little to no value                               | Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand. | Well-developed answer. Written communication is satisfactory. Supports the DECA brand. | Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand. |       |
| Answer to Question 3 (0-3 pts)       | Little to no value                               | Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand. | Well-developed answer. Written communication is satisfactory. Supports the DECA brand. | Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand. |       |
| Answer to Question 4 (0-3 pts)       | Little to no value                               | Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand. | Well-developed answer. Written communication is satisfactory. Supports the DECA brand. | Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand. |       |
| Answer to Question 5 (0-3 pts)       | Little to no value                               | Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand. | Well-developed answer. Written communication is satisfactory. Supports the DECA brand. | Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand. |       |
| Resume (0-3 pts)                     | Little to no value                               | Resume needs improvement. Spelling, grammar, and/or formatting is below expectations.                                       | Resume meets expectations. Formatting is satisfactory.                                 | Very high-quality resume. Professionally formatted.  |       |
| Overall Impression (0-2 pts)         | Candidate might not be well-suited for the job.  | Candidate seems capable of the job.   | Candidate seems very capable and promising.  | N/A  |       |
| <b>Total Score (25 pts possible)</b> |  |   |  |  |       |

# Application Rubric

Name of Candidate \_\_\_\_\_ Position \_\_\_\_\_

The interview committee will ask questions based on the following:

|  |         |   |   |   |   |   |   |   |
|--|---------|---|---|---|---|---|---|---|
| LEADERSHIP                               | Rating: | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| TEAMWORK                                 | Rating: | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| CRITICAL THINKING                        | Rating: | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| RECEPTIVITY                              | Rating: | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| RELIABILITY                              | Rating: | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| DIVERSITY, EQUITY, INCLUSION & BELONGING | Rating: | 0 | 1 | 2 | 3 | 4 | 5 | 6 |

The interview committee will also consider the following:

## **APPEARANCE / PROFESSIONALISM**

Good color coordination, professional and neat clothing, hair clean and neat, facial appearance clean and natural, good posture, pleasant smile, courteous, poised, good introduction, thank you, proper grammar, good diction, appropriate word selection

Rating: 0 1 2 3 4 5

## **ATTITUDE / PERSONALITY**

Attentive, enthusiastic, self-confident, supports own convictions, socially at ease and comfortable, alert and responsive, sincere, conscientious, open-minded, positive attitude, charismatic, friendly, conversational, supports own convictions

Rating: 0 1 2 3 4 5

## **PRESENTATION**

Ability to present and communicate effectively, speak clearly and smoothly, appropriate use of gestures, and good eye contact.

Rating: 0 1 2 3 4

Total Score \_\_\_\_ Official Score \_\_ (Total Score divided by 2)