Prospective State Officer,

Thank you for your interest in becoming a state officer for Indiana DECA. Serving in this role is an honor and requires a strong commitment to our student membership. The state officer team is one of the cornerstones of Indiana DECA and plays a vital role in planning and executing many of the events we host throughout the year.

State officer candidates must be organized, motivated, professional, and eager to work collaboratively. Candidates should demonstrate initiative, as well as high moral and ethical standards. They must also be prepared to make DECA a top priority and consistently represent our organization in a positive and professional manner.

Above all, we are seeking student leaders who are passionate about giving back—students who view this opportunity as a way to support their fellow members, not simply as something to add to a résumé. State officer responsibilities typically require approximately five to seven hours per week, with additional time needed as major events approach.

This packet is designed to provide detailed information about the application process and the responsibilities of state officers.

Please review the entire packet before contacting Indiana DECA with questions.

We appreciate your interest and look forward to seeing you at screening on January 24!

State Officer Application Checklist

Those interested in serving as a Indiana DECA State Officer must adhere to the following due dates for these tasks:

- 1/14/2026 – Indiana DECA State Officer Application Due
- 1/24/2026 – Committee Interview
- 1/25/2026 - If slated, an email will be sent with submission information on the following items
  - 2/14/2026 - Meet & Greet Poster
  - 2/14/2026 - Election Speech(s)
- 3/03/2026 – State Officer Inductee Briefing
  - Immediately after the conclusion of the Grand Awards Ceremony at SCDC
- 4/10/2026 - State Officer ICDC Briefing
  - An email with time and video link will be sent to you after SCDC.

All items are due by 11:59 pm EST on the day of the posted deadline.

Officer Qualifications

A. Each chapter may enter up to three (3) candidates in the state election each year.
   - Each chapter may enter one(1) candidate to run as President
   - Each chapter may enter one(1) candidate to run as a Vice President
   - Each chapter may enter one(1) candidate to run as Region President for their specific region.

B. An officer candidate is required to attend the 2026 Indiana DECA State Career Development Conference (SCDC).

C. The officer candidate must be a paid member in good standing of an active chartered High School chapter of Indiana DECA.

D. The candidate must submit a completed Officer Candidate Application no later than the date set for submission: **January 14, 2026.**

E. The candidate must score at least 70% on the state officer eligibility exam. The exam will cover information found throughout DECADirect.org, DECA.org or the www.indianadeca.org website, including but not limited to the Indiana DECA Bylaws, Robert's Rules of Order, and Indiana DECA Facts.

F. The candidate must have an overall combined average of 70% of the eligibility exam and committee interviews.

G. The candidate must have a minimum unweighted cumulative grade point average of 2.5 based on a 4.0 system and must maintain that average through their term in office. An ***official transcript*** must be sent as part of the officer candidate application.

H. All candidates must complete a formal interview with the Interview Committee. Interviews are scheduled for Saturday, January 24, 2026. No virtual interviews will be scheduled.

I. The candidate must have been a DECA member for at least 1 school semester and maintain their Indiana DECA membership in good standing throughout their term of office.

J. Candidates must be a current Sophomore or Junior to run for President. Candidates may be a current Freshman, Sophomore or Junior to run for other offices.

State Officer Roles & Responsibilities

Officers are elected as either President, Vice President or Region President. Following the conclusion of the State Conference, the Executive Director, Officer Coordinator, and a committee will discuss and assign responsibilities for the five (5) Vice President Positions. Vice Presidents will not have specific titles like in previous years and will be tasked with supporting and providing input on a variety of content areas. You can view all State Officer Responsibilities here. Newly Elected Officers will assume their official duties after successfully completing officer training

Attendance Requirements

State Officers are required to attend several conferences and virtual meetings throughout their term in office. In addition, the State Officer Team will have monthly meetings to discuss progress on the Program of Leadership, prepare for upcoming events, and provide input on initiatives. The average association officer will spend five to seven hours a week working on their association officer Program of Leadership responsibilities.

While representing Indiana DECA at these events, Indiana DECA will cover the officer's lodging, meals, transportation, and registration expenses. In addition to the 2026 State Career Development Conference (March 1-3, 2026), the 2026-2027 State Officers are required to attend the following events:

April 10, 2026	State Officer ICDC Briefing	Virtual
April 25-29, 2026	ICDC	Atlanta, GA
June 2-4, 2026+	State Leadership Team Training	Overnight - Indianapolis Area
July 6, 2026	State Officer Monthly Meeting	Virtual
August 16, 2026	State Officer Monthly Meeting	Indianapolis Area
September 14, 2026*	State Officer Monthly Meeting	Indianapolis Area
October 18, 2026	State Officer Monthly Meeting	Virtual
November 15, 2026	State Officer Monthly Meeting	Indianapolis Area
December 12-13, 2026+	State Officer Monthly Meeting	Overnight - Indianapolis
January 22-23, 2027+*	State Officer Monthly Meeting State Office Candidate Screening	Overnight - Indianapolis Area
February 13, 2027	State Officer Monthly Meeting	Virtual
February 23, 2027*	State Officer Team arrives at SCDC	Indianapolis Marriott Downtown
February 25-27, 2027+	SCDC	Indianapolis Marriott Downtown

+ Denotes an overnight
*Denotes a weekday. You will need to arrange with your advisor to have this day marked as Field Trip

February 13, 2027 meeting may be rescheduled for February 15 if state officer schedules allow.

All meetings, while required, are tentative and may be subject to change based upon event dates that have not been released.

International Career Development Conference | April 25-29, 2026 | Atlanta, GA

- New officers will compete if they qualify at state. Officers that did not qualify will serve as a Voting Delegate.
- **All** new State Officers will take part in the Empower Leadership Series training while at ICDC
- There will be an Officer meeting followed by the State Association meeting on Saturday, April 25. The time is TBD and will be provided closer to ICDC but it is required that all incoming officers are present at both meetings. Failure to attend these meetings could result in you being removed from office.

Indiana DECA's State Officer Training | June 2-4, 2026| Indianapolis

- Officers will create the Program of Leadership, participate in team-building activities and attend training with other CTSOs in the state.

Indiana DECA's State Officer Meetings | Various | In-person and virtual

- Officers will track progress on their Program of Leadership, develop programs, and network with community members.

Indiana DECA's Fall Leadership Conference | TBD | Indianapolis area

- Officers will lead workshops and participate in team-building activities.

Indiana District Conferences | TBD | Various Locations

- Officers will lead workshops, and participate in team-building activities.

Indiana DECA State Officer Screening | January 23, 2027 | TBD

- Officers will help with the day's logistics and set the candidates at ease.

Indiana DECA State Career Development Conference | February 25-27, 2027 | TBD

- Officers will be responsible for planning and implementation of all of the general sessions.

Failure to attend meetings will result in demerits that may result in removal from office.

Disciplinary Process

Violation	Demerits
Violation of the dress code	2
Unbecoming behavior	2
Curfew violation	2
Failure to meet expectations, deadline or tasks assigned	2
Leaving early or coming late to scheduled meeting	3
Absence of scheduled meeting	4
Failure to attend Empower	10
Code of Conduct violations	10

Meetings: All meetings are mandatory and meeting dates were shared earlier in this packet. Any absence will result in demerits but will be documented as excused or unexcused.

- Excused absences include illness or death in the immediate family.
- Other school obligations may be considered an excused absence and will need to be discussed with the State Officer Coordinator and State Advisor.

The State Officer Coordinator and State Advisor should be made aware of any conflicts as soon as you become aware of them.

Tardiness: Officers should plan on arriving at least 10 minutes before scheduled meeting time. Officers are expected to be ready to begin when the meeting is scheduled to start. Tardiness is considered being more than five (5) minutes late arriving at a meeting or scheduled event.

Dress Code: Dress code will be shared prior to each meeting. Officers are expected to follow the dress code assigned by the State Officer Coordinator. Officers are also expected to meet the DECA dress code outlined by DECA, Inc at all DECA functions.

Unbecoming Behavior: DECA is an organization that prepares students for careers in the business world. As such, Indiana State Officers are expected to embody the leadership qualities one would expect to see in the workforce and behaviors that would be considered unacceptable in the workplace will result in demerits. This includes inappropriate use of social media.

Application & Election Process

The process to becoming an Indiana DECA State Officer involves the following aspects and steps:

1. Successful completion and submission of the Officer **Application** Packet.
2. Pass an officer **exam** with a score of 70% or higher. Scores lower than 70% on the exam will eliminate the candidate from consideration.
3. Participate in an **interview** with the screening committee who will slate candidates into their positions.
4. Candidates must have an average of 70% or higher on their combined exam score and interview scores to be considered for recommendation by the screening committee. An average combined score lower than 70% will eliminate the candidate from consideration.
5. Submit a **Meet and Greet poster** and **speech** by the deadline.
6. Submit a **Resume** using the provided template, not to exceed 2 pages.
7. Network in the **Officer Meet and Greet Session** at the annual State Career Development Conference.
8. Deliver a **speech** at the annual Election and Business Session held at the Indiana DECA State Career Development Conference.
9. Presidential candidates will deliver a **speech** during the opening ceremony at the State Career Development Conference.

Failure to complete one of these steps will eliminate you from the slate of candidates.

President: The individual receiving a simple majority from the membership will be named President. If the first vote does not result in a simple majority, the candidate with the least votes will be eliminated and another vote will be taken.

Vice President: Members will rank the candidates in their order of preference. The five (5) candidates ranked the highest will be elected as Vice President.

Region President: Candidates must be a member of the region for which they are running but the entire membership will vote on the position. The individual from each region receiving a simple majority from the membership will be named that region's President. If the first vote does not result in a simple majority, the candidate with the least votes will be eliminated and another vote will be taken.

Applications received after the deadline (11:59 pm EST on January 14, 2026) will not be accepted for any reason.

Testing Procedures

A paper test will be administered to officer candidates at State Officer Screening on January 24. The test will evaluate the candidate's knowledge of DECA, marketing, economics, and parliamentary procedure. Candidates will have up to 45 minutes to complete the test. The candidate must score at least 70% on the test to continue with his/her candidacy. **Any information located on DECA.org, DECADirect.org, and IndianaDECA.org may be tested.**

Topics that may be covered include:

1. Parliamentary Procedure
   a. Purpose
   b. Five kinds of motions
   c. Quorum
   d. Methods of voting
   e. Order of business
   f. Method for obtaining the floor
   g. Correct way to state a motion
2. DECA Information
   a. Birthplace of DECA (place and date)
   b. Colors of the organization
   c. Levels of DECA
   d. DECA's Guiding Principles
   e. Meaning of emblem and identification
   f. National DECA Headquarters
   g. Divisions of DECA
   h. DECA's Mission
   i. DECA Regions
   j. National Officers (High School Division)
   k. National Executive Director
   l. National Digital Publication
   m. Chartered Association Advisor & Board of Directors
   n. Dates of Organization (State and National)
   o. Duties of an Officer
   p. Leadership Conferences (Ultimate DECA Power Trip) 2026
   q. International Career Development Conference (ICDC) 2026
   r. National DECA Theme 2025-2026
   s. Current State Officer Team
   t. State Website
   u. States in the Central Region
3. Basic Marketing Information
   a. Definition of Marketing
   b. Seven Functions of Marketing
   c. 4 P's of Marketing

Interview Committee

The Interview Committee will consist of community members with a strong association with Indiana DECA. The committee will:

- Interview each candidate fairly and objectively to determine eligibility to seek office
- Evaluate a candidate for office using interview scores as criteria
- Approve and post Candidates eligible for office

Interviews will take place at Westfield High School on January 24. Candidates will receive their time slots during the morning orientation. Candidates should report to the interview room during the designated time frame. Interview times depend on the number of candidates however each candidate will have an equal amount of time and be asked the equal amount of questions for his/her interview.

Ideally, students will have 3 interviews: DECA interview, personal interview and a leadership interview. Depending on the number of candidates and available judges, the personal and leadership interview may be combined into one.

Should the committee choose, a candidate running for President or Vice President may be slated as a Region President.

Interview Procedure

1. A candidate must be prompt and on time for all interviews. If a candidate is late to a Screening Committee interview, he/she will be disqualified unless the committee feels the individual has a reasonable excuse. The following examples are considered unacceptable reasons: (a) overslept, (b) the restaurant was slow, (c) could not find the room, or (d) forgot to check the schedule.
2. No material is to be taken into the interview.
3. The Screening Committee may slate a candidate to run for a different office based upon ranking preference indicated in the application.
4. Only candidates interviewed by the Screening Committee will be considered.
5. Combined scores on the exam and interview along with materials submitted with the application will be used to select qualified candidates. Candidates should receive a combined minimum average score of 70% to be recommended by the committee.
6. The Screening Committee will determine those individuals who are qualified for candidacy.
7. Only candidates declared eligible will be allowed to seek office at SCDC.
8. The office of President and Region President will each have a maximum number of four (4) candidates slated. The 4 candidates with the highest scores at screening will be slated.
9. The office of Vice President will have a maximum of 15 candidates slated based highest scores and committee recommendation.

Campaigning

Social Media

All candidates that are slated will be notified on or before January 25 via email that their application to serve as an Indiana DECA State Officer has been accepted and for which position they have been slated for. At that time, students may begin to campaign utilizing social media and word of mouth. Please refer to the social media contract (required as part of the application packet) for guidelines. Officer candidates that display behavior on their social media profiles that violate the social media agreement during this campaign window may be disqualified.

Resume

Officer resumes and headshots (required as part of the application packet) will be shared for student members to view. You can find a sample resume here. Resume should:

- be simple and professional in nature
- identify relevant courses taken
- list DECA offices held and DECA activity participation
- list outside organizations
- list leadership positions and participation
- list community service experience
- highlight skills and experience you have that would make you a qualified candidate
- include a headshot
- ideally be 1 page and should not exceed beyond 2 pages

Meet and Greet

After being slated, each candidate will be provided a link to upload a PDF or photo of their campaign poster that will be displayed during the Meet & Greet. Please see page 14 for more details.

Additional Notes:

- Receptions or social activities sponsored by or on behalf of an officer candidate are prohibited. To ensure a fair election and equal opportunity to all, districts should not organize any pre-conference meeting, activity, or trade-off.
- Students are not allowed to send emails to chapter advisors or student leaders announcing their candidacy, promoting their campaign, and/or requesting their support.
- All campaigning will be done on social media, at the Meet and Greet Session, and in your speech.
- **Only the chapter's voting delegates will be allowed to attend the Business & Election Session. No other student members are allowed to attend this session.**
- If you are unsure whether a particular activity is approved/allowed, please contact the Indiana DECA Officer Coordinator, Kelly Miller, at officercoordinator@indianadeca.org.

Failure to follow these guidelines may result in disqualification.

Meet and Greet Guidelines

Campaigns must adhere to the following guidelines during the meet and greet session:

- Candidates should be the only person in the campaign area.
  - Candidates may not have other student members in their campaign area campaigning on their behalf.
  - Candidates may not have anyone in their campaign area offering them guidance or suggestions.
- Candidates will display a 20” x 30” poster on an easel.
  - You will be provided a link to submit a PDF or photo of your poster to Indiana DECA in the email confirming your candidacy. Posters are due by February 14. Failure to submit a photo or PDF of your poster by the deadline means you will not have a poster at the Meet & Greet.
  - Candidates will bring their posters, as submitted (no edits/adjustments should be made), to SCDC and will turn them in for final approval.
  - You may display your poster during the election reception and session along the exterior walls.
  - You may take your poster home at the conclusion of the election session.
  - All posters left after the conclusion of the election session will be discarded.
- Candidates will stand next to their easel and interact with students during the Officer Candidate Meet and Greet Session, open to all members in attendance.

Candidates may NOT have:

- Candy, drinks or food giveaways
- Literature Items (stickers, business cards, flyers, etc)
- Giveaway items of monetary value
- Costumes of any kind, including campaign t-shirts, hats, buttons, ribbons, etc.
- Loud noise or behavior/chanting in the Meet and Greet Session, Business and Election Session, or any General Session.
- Adults – parents, chaperones, or advisors of the candidate– may not be at the candidate’s campaign area during the Meet and Greet Session.
- If you have any questions about what is allowed or appropriate, reach out to the Officer Coordinator.

Posters received after the deadline (11:59 pm EST on February 14, 2026) will not be accepted for any reason. Failure to meet this deadline means you will not have a poster at the Meet & Greet.

Election Session/Speech Procedures

Candidates for President will present an introduction and hello to the entire Indiana delegation during the opening session of the conference. Introductions are a maximum of two (2) minutes (not a campaign opportunity, only a brief hello, this is who I am). This speech is due at the same time as the election session speech.

A. At the time of elections, delegates will check in by district and be directed to their seats. Roll Call will begin promptly at the time designated in the SCDC program. If not present at the start of Roll Call, those chapters will be ineligible to vote.
B. Following Roll Call, officer candidates will be presented. Candidates will give their campaign speech in a randomized order within the office they are running for.
C. Presidential candidates will be allowed a maximum of five (5) minutes to deliver a prepared, informative campaign speech. After all presidential candidates have given their speeches, the vote for President will take place.
D. Vice President candidates will be allowed a maximum of three (3) minutes to deliver a prepared, informative campaign speech. After all vice president candidates have given their speeches, the vote for Vice President will take place.
E. Region President candidates will be allowed a maximum of three (3) minutes to deliver a prepared, informative campaign speech. After all region president candidates have given their speeches, the vote for Vice President will take place.
F. Props may not be used during the speech, nor will another person be allowed to speak on the candidate's behalf. Song parodies, performances, skits, theatrical monologues, calls to action, call and response, intentional audience participation, etc. are not allowed and may result in disqualification.
G. All speeches must be submitted in advance for approval. You will be provided a link to submit your speech to Indiana DECA in the email confirming your candidacy. All speeches are due on February 14
H. Any substantial deviations from the submitted speech will result in disqualification.
I. Elections will occur under the direction of Indiana DECA.
J. Newly Elected Officers will be announced at the end of the Grand Awards Ceremony.

Speeches received after the deadline (11:59 pm EST on February 14, 2026) will not be accepted for any reason. Failure to meet this deadline means you will be restricted to talking about your resume only.

Agreements & Authorizations

The following agreements must be signed and included in the candidate's State Officer Application.

State Officer Candidate Guidelines

I have read and understand the Indiana DECA State Officer Candidacy Guidelines. By signing this agreement, I agree to adhere to all of the guidelines listed in this application packet and understand that a violation of these guidelines may result in disqualification from the election. **Indiana DECA and their representatives reserve the right to check social media websites prior to candidates achieving candidacy as well as during their candidacy and term of office.** I also agree that, if elected, I will attend all conferences and activities deemed as required and noted in this packet. Failure to do so will result in demerits that may lead to removal of office.

These activities call for mandatory attendance, and will take precedence over school sporting events, dances, college classes and other functions.

Signature of Applicant	Printed Name	Date
Signature of Parent/Guardian	Printed Name	Date
Signature of Advisor	Printed Name	Date

Standard Media Authorization

Indiana DECA maintains a web site which offers pertinent information to schools, DECA advisors and student members. Information about the State Officer Team would be useful as a means to contact the officers. For Indiana DECA to accomplish this, permission is needed for all students.

I release to Indiana DECA the unlimited right to reproduce, copy, publish, or otherwise use in any reasonable way for any information or educational purpose the following:

- Image (photo or video)
- Voice
- Quote or Written Material

Liability

The undersigned being the student and/or parent/guardian of student named below hereby agrees to release Indiana DECA, its representatives, agents, servants, and contracted individuals from liability for injury to the said student resulting from any cause whatsoever occurring to the said student at any time while attending a conference or meeting of Indiana DECA. This includes when:

- The student is traveling to and from meetings, conferences and other state officer obligations.
- When traveling between locations at official state officer obligations.
    - For example, students may be asked to travel from one location to another.
    - An employee or other representative of Indiana DECA may transport officers from one location to another.

Financial Policy

As an elected member of the state leadership team, there will be certain financial obligations to be met. Indiana DECA will provide each newly elected officer with an officer pin, one state officer polo and one professional outfit to go with the DECA blazer.

Each officer is expected to provide a properly fitted DECA blazer (with the most current DECA patch). They may also be required to rent/purchase a formal outfit for the opening session.

Indiana DECA pays for lodging and registration costs for in-state conferences. Lodging, transportation, and registration costs for travel out-of-state are the responsibility of the state officer.

Signature of Applicant	Printed Name	Date
Signature of Parent/Guardian	Printed Name	Date

Indiana DECA Social Media Policy

Below are non-negotiable Social Media Policies for Indiana DECA Officers.

1) Executive Director and Officer Coordinator has full access to all Indiana DECA social media pages, including passwords and usernames. State officers may not change passwords without written permission from the Executive Director and Officer Coordinator.
2) Executive Director and Officer Coordinator will determine what email and phone numbers should be used for these accounts
3) State Officers will confirm with the Executive Director and Officer Coordinator that the Executive Director has all of the correct passwords before leaving their office at the end of their term.
4) While acting in their official Indiana DECA capacity, any posting, following, retweeting or other interaction with pages including politics, gambling, pornography, or any subject that is not connected with DECA and its mission may be met with immediate dismissal. This includes interactions from personal or official accounts.
5) Any changes to the Indiana DECA Social Media profiles including but not limited to, bios, header pictures, profile pictures, and links must be approved through the Executive Director and Officer Coordinator.
6) Policies related to the posting of content are subject to Executive Director and/or Officer Coordinator's decision. (i.e., calendar of approved posts).
7) Executive Director and Officer Coordinator have final say over any Indiana DECA social media platforms and postings. Officers are not allowed to begin posting on a new platform without prior permission from the Executive Director and/or Officer Coordinator.
8) Officers' personal social media must reflect a positive image upon themselves and DECA.

Social Media Accounts

Some students may elect to create a DECA specific account for social media. Please provide Indiana DECA Staff with the information on accounts that you intend to utilize during social media campaigning and during your term, if elected.

Enforcement

By signing below, I agree to adhere to the above policies and guidelines and am aware that violations may be subject to disciplinary action, up to and including termination for cause.

Signature of Applicant	Printed Name	Date
Signature of Parent/Guardian	Printed Name	Date

Indiana DECA State Officer Candidate Statement of Responsibility

Acceptance of Responsibility and Understanding of Election Process: I recognize that the following obligations are a part of a Indiana DECA State Officer's responsibilities. I agree to meet the following expectations and others set forth by the Indiana DECA State Advisor and Indiana DECA State Officer Coordinator.

Initial each item below:

_____ I will be a dues-paying member of local, state and international DECA.

_____ If elected, I will represent my chapter, district, and state with integrity and honor.

_____ I will carry out the State Officer's Program of Leadership and submit reports to the Executive Director and/or Officer Coordinator according to established deadlines and specifications.

_____ I will attend all required conferences as assigned by the Executive Director of DECA, Indiana Association.

_____ I will adhere to the DECA, Indiana Association Officer Code of Conduct, Dress Code, Social Media Contract and the Comprehensive Consent Form.

_____ I will clear absences associated with DECA in advance with all of my teachers and employer (if applicable).

_____ I will adhere to dress guidelines established for State Officers.

_____ I understand that I will not be allowed to participate if this packet is incomplete, inaccurate, or received later than the application deadline.

_____ I understand that I will be required to submit an application, take a test, appear before an interview committee, campaign during the meet and greet session, and deliver a speech. I realize that I might not be allowed to continue at any one of these steps should I fail to meet a previous step's requirements.

_____ I have read, understand, and will adhere to all rules, guidelines, and responsibilities associated with serving as a DECA, Indiana Association State Officer.

_____	_____	_____
Signature of Applicant	Printed Name	Date

INDIANA DECA LEADERSHIP TEAM CODE OF CONDUCT

1. I agree to follow the Indiana DECA Leadership Team Code of Conduct while representing Indiana DECA. I understand that failure to do so may result in my resignation or removal from office.
2. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form.
3. I shall not post anything inappropriate on social media that may compromise my position on the Indiana DECA State Leadership Team. I understand I have the opportunity to be a leader within Indiana DECA and I will think before I post on social media.
4. I shall follow the established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the Chartered Association Advisor and/or State Officer Coordinator.
5. Official conferences and activities begin when I leave home for the event and end when I return home. Therefore, this code is in effect throughout this entire period of time.
6. I will always conduct myself in a professional manner as a representative of DECA.
7. I shall refrain from the use of tobacco in any form.
8. I shall wear appropriate dress at all official functions.
9. I shall immediately remove myself from all situations that could compromise my professional image.
10. I shall not deface public property. I will be responsible for any damages caused to rooms or facilities I am responsible for.
11. I shall always keep the Chartered Association Advisor and State Officer Coordinator informed of my whereabouts and activities.
12. I shall carry out my duties and responsibilities to the best of my abilities.
13. I shall attend all official conference activities. If I am unable to participate in all required State Leadership meetings, I understand I will be issued demerits that may result in being removed from office.
14. I shall not be engaged in any inappropriate or illicit behavior (i.e. theft, etc.).
15. I am responsible for reporting any violations of these codes of conduct committed by myself or by my fellow officers.
16. I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
17. I understand that dating between members of the High School division executive team—or between the High School and Collegiate executive teams—is not allowed and will be a Code of Conduct violation.
18. If other situations arise that are not covered by the Code of Conduct for the Indiana DECA Leadership Team, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on Indiana DECA.

Signature of Applicant	Printed Name	Date

Statement of Assurances

The following student, _____, has read the Indiana DECA Leadership Team Handbook and is fully aware of the duties and responsibilities of his/her position.

The student has conferred with his/her parent(s) or guardian(s) and obtained permission to travel to the various conferences/events and serve the student organization, Indiana DECA, in the manner described in the handbook. The parent is aware of and in support of the conferences/meetings in which the student will be required to attend.

The student and the advisor agree that the student has the necessary academic skills, leadership skills, and social skills to successfully carry out the duties and responsibilities of the designated DECA officer position.

The undersigned certify that the candidate for the Indiana DECA State Leadership Team has been recommended by his/her chapter, is qualified for the position, and has approval to hold the position if selected.

Signature of Advisor	Printed Name	Date

Principal's Agreement

I give my approval for this student, _____, to run for a state office in Indiana DECA. If elected, I approve the student to attend planning meetings, Fall Leadership, SCDC, ICDC and all other necessary meetings under the supervision of Indiana DECA staff as an approved field trip.

If our student is elected to a Indiana DECA State Office and an advisor change occurs due to school assignments or policy, another advisor or staff member will be appointed to fulfill the State Officer Advisor responsibilities.

Signature of Principal	Printed Name	Date

State Officer Candidate Application Checklist

All items must be submitted by January 14, 2026 using the the link on the Indiana DECA website or by going to https://forms.gle/Q7b3czhpemWvWTqcA.

The following items are required of the application

- Indiana DECA State Officer Candidate Application Form filled in
- Headshot in professional attire (not a selfie)
- Resume (this should follow the guidelines in this packet)
- Official High School Transcript
- Personal Social Media Accounts
- State Officer Candidacy Guidelines
- Media Authorization
- Social Media Policy
- Statement of Responsibility
- Code of Conduct
- Statement of Assurances