

STATE LEADERSHIP TEAM HANDBOOK & APPLICATION



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Responsibilities of a State Leadership Team Member

It is vital that each IN DECA Leadership Team member understand his/her responsibility to the Indiana Association of DECA. Each member of an effective State Leadership Team recognizes that contributions to the team goals will advance the entire state organization at a greater level than the concentration of individual goals. ***All newly elected state leadership team members MUST attend orientation in June without exception. If you miss a required meeting/conference during the year, the possibility of being able to continue serving on the IN DECA State Leadership Team may be in question. Your absence will be reviewed and dealt with on an individual basis. Make sure you can attend ALL activities before you commit to running for an office.*** Following is a list of State Officer Leadership Team responsibilities to the Indiana Association of DECA:

1. Attend ***ALL required*** meetings and conferences.
 - International Career Development Conference (April 2024)
 - State Leadership Team Orientation (June 2024)
 - CTSO State Officer Training (June 2024)
 - State Leadership Virtual Team Meeting (July 2024)
 - State Leadership Team Meeting (August 2024)
 - State Leadership Virtual Team Meeting (September 2024)
 - State Leadership Virtual Team Meeting (October 2024)
 - Fall Leadership Conference (late October/early November 2024)
 - State Leadership Team Meeting (December 2024)
 - District Competition (January 2025)
 - IN DECA State Leadership Team Screening (January 2025)
 - State Leadership Team Meeting (January 2025)
 - State Leadership Virtual Team Meeting (February 2025)
 - State Career Development Conference (March 2025)
 - International Career Development Conference (April 2025)
 - Attendance at ICDC as an outgoing state officer is *optional*. If you attend ICDC in this capacity, you are expected to be a voting delegate; however, competition will take priority if you are attending as a competitor.
2. Complete a Program of Leadership
 - Adhere to all deadlines set by the Chartered Association Advisor and State Officer Coordinator
 - Report/update will be prepared and presented at each state leadership team meeting
3. Communicate regularly with the Chartered Association Advisor and State Officer Coordinator throughout the year
 - Contact the State Officer Coordinator if you have any obstacles that create difficulty in fulfilling your role as a member of the Indiana DECA Leadership Team.
4. Attend your District Competition in the capacity as a State Officer and participate in a competitive event.
5. Wear an official DECA blazer and professional attire to all functions when representing Indiana DECA per the Indiana DECA official dress code.
6. Consult and cooperate with the District Coordinator and District Competitive Events Host on all district/regional activities.

7. Submit information requested by the Chartered Association Advisor and State Officer Coordinator and respond to all correspondence (telephone calls, emails, text messages, regular mail) promptly.
8. Act in a professional manner always. Your actions are representative of all members of Indiana DECA. Reflect a positive image on behalf of the organization.

PROGRAM OF LEADERSHIP (POL)

Description and Purpose

The Indiana DECA Leadership Team is expected to implement many local, regional and/or state activities during their term of office. Indiana DECA requires each team member to plan and implement activities that support the Program of Leadership adopted by the State Leadership Team. **A program of leadership must be developed by each officer team and approved by the State Officer Coordinator and Chartered Association Advisor prior to the close of State Officer Leadership Team Orientation.**

Guidelines

1. All activities must be completed by the end of March of the following year.
2. A progress report of each activity will be given at each IN DECA leadership team meeting.
3. The State Officer Coordinator and Chartered Association Advisor should be contacted if the officer is experiencing problems with his/her activities.

Goals for the Program of Leadership

When developing activities for the Program of Leadership, it is important to remember that each officer is trying to perform activities that will benefit more than his/her chapter members. State Leadership Team members will still be involved in local chapter activities, but their POL activities should focus on reaching a wider audience—the entire state you represent.

REQUIRED EVENTS FOR STATE LEADERSHIP TEAM MEMBERS

International Career Development Conference 2024 (April)

Purpose: Competitive event winners from all over the world gather to compete for international recognition within their competitive event category. Election of the National Executive Officer Team also takes place at this conference. Workshops and seminars are presented by some of the world's foremost leaders in marketing, management, and entrepreneurship.

Roles:

1. State Leadership Team members are responsible for providing leadership at the State Association meetings.
2. State Leadership Team members attend EMPOWER and all other sessions specifically designed for State Officers as directed by the Chartered Association Advisor and State Officer Coordinator.

Note: If a State Leadership Team Member is a participant in a competitive event, the competitive event takes priority over the other assigned duties.

Costs: Indiana DECA will provide a stipend to incoming officers.

Attendance: ICDC 2024 is mandatory for newly elected state officers to attend.

State Leadership Team Orientation (June 2024)

Purpose: The purpose of the State Leadership Team Orientation is to prepare the newly elected state officers to successfully assume their positions. Through participation in a variety of activities, the officers develop leadership skills and are made aware of their responsibilities and how to carry out these responsibilities.

Roles:

1. The Indiana DECA Leadership Team is given intensive leadership training. The following topics are covered during orientation for the development of effective leaders: Leadership Skill Development, Team Building, Communications, Presentation Skill Development, Personal Image Projection, Effective Business Meetings, Business Etiquette, Marketing DECA, and Time Management.
2. Purpose and implementation of the Program of Leadership is a major topic during the training. The Chartered Association Advisor and State Officer Coordinator will assist state officers in developing activities for achieving goals set for the year, reporting procedures and forms are reviewed, and an explanation of the acceptable criteria for submitting the POLs is discussed.
3. The State Leadership Team is given an overview of their role at FLC, SCDC, and ICDC.

Costs: Indiana DECA covers the cost of newly elected State Leadership Team Member's lodging, meals, and travel.

Attendance: The State Leadership Team Orientation is mandatory for newly elected team members to attend.

Combined CTSO State Officer Training (June 2024)

Purpose: The purpose and goals of the training include team building, public speaking, communication skills, and leadership development. State Leadership Team members will network and develop leadership strategies with state officers from other Indiana CTSOs.

Roles:

1. The State Leadership Team will participate in presentations on handling responsibility, decision making, creative leadership, positive mental attitudes, motivation, team spirit, and character.

Costs: Indiana DECA covers the cost of travel and meals for newly elected state officers.

Attendance: The Combined CTSO State Officer Training in June is mandatory for incoming team members to attend.

Fall Leadership Conference (October/November 2024)

Purpose: The purpose of this conference is to provide IN DECA members with leadership training and to acquaint them with the many opportunities offered through DECA.

Roles:

1. State Leadership Team members will gain knowledge and leadership skills which will help them implement their planned activities.
2. State Leadership Team members will gain an understanding of the scope of DECA beyond the local level.
3. State Leadership Team members will serve as role models for conference delegates and promote enthusiasm for the conference.
4. State Leadership Team members will provide leadership for this conference.

Costs: Indiana DECA covers the cost of housing, registration, travel, and some meals.

Attendance: The Fall Leadership Conference is mandatory for State Leadership Team members to attend and will be required to arrive the night before to prepare for the conference.

Ultimate DECA Power Trip (November 2024--Optional)

Purpose: The purpose of this conference is to provide DECA members with leadership training, career awareness, and to acquaint them with the many opportunities offered through DECA.

Roles:

1. State Leadership Team members will gain knowledge and leadership skills which will help them implement their planned activities.
2. State Leadership Team members will gain an understanding of the scope of DECA beyond the local level.
3. State Leadership Team members will serve as role models for conference delegates and promote enthusiasm for the conference.
4. State Leadership Team members will provide leadership for this conference.

Costs: Indiana DECA does not cover the cost of attending this conference but may provide a stipend.

Attendance: The Ultimate DECA Power Trip is *highly recommended* for State Leadership Team members to attend but is optional.

District Competition (January 2025)

Purpose: The purpose of district competition is to recognize outstanding DECA competitors from each of Indiana's districts. Competitors will gather to compete for district-level recognition within their respective competitive event category.

Roles:

1. State Leadership Team members will assist District hosts with planning, organization, and implementation of the district competition.
2. State Leadership Team members will host the Awards Session.
3. State Leadership Team members must be registered competitors in District competition.

Costs: Indiana DECA does not cover the cost of participation for IN DECA Leadership Team members in district competition.

Attendance: District competition is mandatory for IN DECA Leadership Team members to attend and compete in DECA's Competitive Events Program.

IN DECA Leadership Team Screening (January 2025)

Purpose: The purpose of State Leadership Team Screening is to provide the opportunity for students interested in running for the IN DECA Leadership Team to qualify as a candidate.

Roles:

1. State Leadership Team members will greet screening candidates.
2. State Leadership Team members will help facilitate State Officer Screening.
3. State Leadership Team Members must be available to visit with screening candidates and answer questions.

Costs: Indiana DECA covers the cost of State Leadership Team travel and meals.

Attendance: Screening is mandatory for State Leadership Team members to attend.

State Career Development Conference (March 2025)

Purpose: The purpose of SCDC is to provide the opportunity for district competitive event winners from each of Indiana's districts to gather and compete for statewide recognition within their respective competitive event category. SCDC also offers leadership workshops, scholarship recognition, and outstanding chapter and chapter member recognition.

Roles:

1. State Leadership Team members will rehearse and conduct all general and awards sessions.
2. State Leadership Team members will serve as hosts for the Monday evening entertainment.
3. State Leadership Team members will meet with the State Officer Coordinator at the end of each evening to review the schedule for the next day.
4. State Leadership Team members will prepare and conduct the Election Session.
5. State Leadership Team members will prepare a farewell speech for the Parent Brunch on Sunday.

Costs: Indiana DECA covers the cost of State Leadership Team members lodging, registration and some meals. State Leadership Team members must be **dropped off** to SCDC and travel home with their chapters.

Attendance: The State Career Development Conference is mandatory for State Leadership Team members to attend. Team members will be required to come to the conference two days early to rehearse and prepare.

International Career Development Conference (April 2025--Optional)

Purpose: Competitive event winners from all over the world gather to compete for international recognition within their competitive event category. Election of the National Executive Officer Team also takes place at this conference. Some of the world's foremost leaders in marketing and management conduct workshops and seminars for delegates to attend.

Roles:

1. State Leadership Team members are responsible for providing leadership at the State Association Meetings.
2. State Leadership Team members will attend the State Officer's luncheon and all sessions specifically designed for Leadership Team members as directed by the Chartered Association Advisor and State Officer Coordinator.
3. Outgoing State Leadership Team members will serve as voting delegates.

Note: If a State Leadership Team member is a participant in a competitive event, the competitive event takes priority over the other assigned duties.

Costs: Indiana DECA does not cover any costs for ICDC 2025 as an outgoing Leadership Team member.

Attendance: The 2025 International Career Development Conference is optional for outgoing Team members to attend.

SECTION II

INDIANA DECA LEADERSHIP TEAM CANDIDATE & ELECTION PROCEDURES

INDIANA DECA STATE LEADERSHIP TEAM

CANDIDATE PROCEDURES

Step 1: Chapter Advisor Responsibilities:

1. Each local DECA Chapter will be allowed to submit one (1) candidate only for each of the following officer positions:
 - State President
 - Vice President of Career Development
 - Vice President of Leadership
 - Vice President of Marketing
 - Vice President of Finance
 - Vice President of Hospitality

Each chapter may run one (1) candidate in their specific region:

- Region 1 President
- Region 2 President
- Region 3 President
- Region 4 President
- Region 5 President

Eleven individuals will be elected for office.

2. The Chapter Advisor may use any procedure he/she wishes to determine the eligibility of candidate(s) to run for office.
3. It is the Chapter Advisor's responsibility to verify all forms and documents and sign the application form in the official space provided. The Chapter Advisor will send all required materials to the Chartered Association Advisor. All materials **must be** in the office by January 17, 2024. This is **NOT** a postmark date.

Step 2: Officer Candidate Eligibility

1. May be a freshman, sophomore, or junior and must be a dues-paid member.
2. The candidate for state office must have participated in DECA for at least one school semester.
3. The candidate must have a 2.5 cumulative scholastic average or higher (based on a 4.0 system) beginning with the 9th grade and be on track for graduation. The elected officer must maintain this GPA average and be enrolled and attending a school the entire academic year to remain in office and the school must have an active chartered DECA chapter.
4. An **official** transcript must be submitted with the candidate application.
5. If the student does not meet preliminary guidelines, he/she will be notified by the Chartered Association Advisor following the deadline for submitting forms.

Step 3: Leadership Team Candidate Packet Guidelines:

Leadership Team candidates must submit all required information along with the signed application form to the Chartered Association Advisor. The following information must be **contained in a pocket folder in the following order:**

- ☐ Indiana DECA State Leadership Candidate Application Form
- ☐ Resume (this should include qualifications for the office you are seeking and history of overall DECA involvement)
- ☐ Copy of Official High School Transcript
- ☐ GPA Verification Form
- ☐ Standard Release Form
- ☐ Leadership Team Agreement Contract
- ☐ Code of Conduct
- ☐ Statement of Assurances
- ☐ Contact and Clothing Information Form

PLEASE NOTE:

- The original documents **MUST** be in the order listed above (all pages included) and **in a POCKET FOLDER!** *When submitting the documents, **DO NOT** staple together and **DO NOT** print two-sided.*
- Please make a copy of your application and record of commitment.
- Any candidate whose material is not received by the deadline is disqualified.

Mail to (due in the office by January 17, 2024):

Indiana DECA
Janice Brown
12631 West Road
Zionsville, IN 46077

Leadership Team Candidate Application Form

Name: _____

School: _____

City: _____ State: _____ Zip: _____

Please **rank in order of preference** the office(s) you would be willing to run for, with the office you are seeking listed as your number one (#1) choice. You are not guaranteed the office you list as your first choice; you are running for the opportunity to serve. However, we will make every effort to slate you according to your first preference. If a position is left blank and has not been ranked, then it will be assumed that you are unwilling to accept the responsibilities and serve in that position.

_____ President (current 10th or 11th grade only)

_____ Vice President of Career Development

_____ Vice President of Leadership

_____ Vice President of Marketing

_____ Vice President of Finance

_____ Vice President of Hospitality

_____ Region ____ President (Please provide which region you are in.)

Home Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

I recommend this student for the office designated above. I understand there will be several days involved that may require my student to be out of the classroom. I agree to assist with my officer's state projects and written communication.

Advisor Signature: _____

School Phone: _____ Cell Phone: _____

Email Address: _____

The _____ School Corporation and _____ High School
agrees to support the efforts of _____ if he/she is elected by allowing the student
to miss school for DECA related functions.

Administrative Signature/Title: _____

GPA VERIFICATION FORM

As a counselor of _____, I
(School Name)
certify that _____ has a _____
(Officer Candidate's Name) (GPA)
cumulative scholastic average based on a 4.0 scale beginning with the 9th grade.

Counselor's Signature: _____

Date: _____

STANDARD RELEASE FORM

Publicity

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

Data Collection

Collection of personally identifiable information is under the direction and supervision of the State. Indiana DECA has been granted permission from the Indiana Governor's Workforce Cabinet to obtain personally identifiable student information subject to the protection of the Family Educational Rights and Privacy Act ("FERPA"), set forth in 20 USC §1232g and its regulation in 34 CFR Part 99 (as amended in 2012). STN numbers only are being collected to report the success of students participating in a Career and Technical Student Organization, such as Indiana DECA. Federal funding through Perkins legislation requires that States provide this information. The information collected will be provided to the Indiana Governor's Workforce Cabinet only, and no other individual or entity will be given this information. The undersigned being the parent or guardian of student named below hereby agrees to allow Indiana DECA to collect this information.

Liability

The undersigned being the parent or 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 minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Indiana DECA, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and contracted individuals.

STUDENT: Signature: _____
Print Name: _____
Date: _____

PARENT/GUARDIAN: Signature: _____
Print Name: _____
Date: _____
Address: _____
Telephone: _____

STATE LEADERSHIP TEAM AGREEMENT CONTRACT

The honor of being an elected member of the Indiana DECA Leadership Team carries with it much responsibility. It requires the individual state officer to become a member of a leadership team that works together for the good of the Indiana Association of DECA. It requires the officer to work with other officers, members, parents/guardians, chapter advisors, school administrators, community leaders and the IN DECA staff. It requires the officer to represent the Indiana Association of DECA at many functions, outside the regular school routine.

As an Indiana DECA leadership team member, you will be required to attend the following activities. If you see that your schedule will not allow these activities, you must withdraw your candidacy as a state officer. Officer candidates and elected officers are **REQUIRED** to attend all activities from the beginning of the pre-conference activity/conference until the activity/conference adjourns. Once elected, an officer will be removed if he/she cannot fulfill his/her responsibilities in attending the following activities:

- | | | |
|-----|---|----------------|
| 1. | State Career Development Conference – Indianapolis, IN | March 2024 |
| 2. | International Career Development Conference – Anaheim, CA | April 2024 |
| 3. | State Leadership Team Orientation – Indianapolis, IN | June 2024 |
| 4. | CTSO State Officer Summer Training – Indianapolis, IN | June 2024 |
| 5. | State Leadership Team Meeting – Virtual | July 2024 |
| 6. | State Leadership Team Meeting—Indianapolis, IN | August 2024 |
| 7. | State Leadership Fall Meeting – Virtual | September 2024 |
| 8. | State Leadership Team Meeting – Virtual | October 2024 |
| 9. | Fall Leadership Conference – Indianapolis, IN | Oct./Nov. 2024 |
| 10. | State Leadership Winter Meeting – Indianapolis, IN | December 2024 |
| 11. | District Competition – Various Locations | January 2025 |
| 12. | State Leadership Screening – Indianapolis, IN | January 2025 |
| 13. | State Leadership SCDC Planning Meeting – Indianapolis, IN | January 2025 |
| 14. | State Leadership Team Meeting – Virtual | February 2025 |
| 15. | State Career Development Conference – Indianapolis, IN | March 2025 |

Specific meeting dates for the above events can be found on the tentative calendar and are required for all IN DECA Leadership Team Members. Please keep in mind that the dates are tentative at this time and could change slightly based upon event dates that have not yet been released. It is possible that meetings scheduled for in person could change to virtual and virtual meetings could change to in person. Meeting times for those dates could also change as a result. Therefore, other activities should not be scheduled on a state officer meeting day to avoid potential conflicts.

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 new DECA patch). 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.

I agree to perform all responsibilities of a state officer as identified throughout this packet. I realize that as a State Leadership Team Member of Indiana DECA, I must make Indiana DECA my priority over any other co-curricular/extra-curricular activity. I understand I will have state projects in which I must perform certain duties and responsibilities. All parties below agree to support the state officer.

Officer Candidate Signature/Date

Chapter Advisor Signature/Date

Parent/Guardian Signature/Date

Administrator Signature/Date

INDIANA DECA LEADERSHIP TEAM CODE OF CONDUCT

I agree to follow the Indiana DECA Leadership Team Code of Conduct while representing the Indiana Association of DECA. I understand that failure to do so may result in my resignation or removal from office.

1. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form.
2. 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.
3. 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.
4. 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.
5. I will always conduct myself in a professional manner as a representative of DECA.
6. I shall always apply appropriate leadership principles. These include but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, democratic styles rather than dictator styles, maintaining enthusiasm and involvement, and conflict resolution through open communications.
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 will resign my office.
14. I shall keep my local chapter advisor informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the Chartered Association Advisor and the State Officer Coordinator.
15. I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
16. I shall not be engaged in any inappropriate or illicit behavior (i.e. theft, etc.).
17. I am responsible for reporting any violations of these codes of conduct committed by myself or by my fellow officers.
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 the Indiana Association of DECA.

Officer Candidate Signature

Parent/Guardian Signature

Local Chapter Advisor Signature

Administrator Signature

Indiana DECA State Leadership Team 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 supervising school administrator is aware of and in support of the conferences/meetings in which the student will be required to attend.

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.

_____ Officer Candidate	_____ Date
_____ Parent/Guardian	_____ Date
_____ Local Chapter Advisor	_____ Date
_____ School Principal/Administrator	_____ Date

CONTACT & CLOTHING INFORMATION FORM

Please print or type neatly:

Candidate Information

Candidate Name: _____

Nickname or Name you go by: _____

Home Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Twitter Handle: _____ Instagram Handle: _____

Do you have Facebook? _____ Do you have LinkedIn? _____

Officer Advisor Information

Advisor Name: _____

Advisor Home Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

School Information

School Name: _____

School Address: _____

City, State, Zip: _____

School Phone: _____ School Fax: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Parent/Guardian Home Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

CLOTHING INFORMATION (IF ELECTED)

Please fill out completely and accurately. Your official dress will be ordered from this information. You will be required to provide your own DECA blazer.

NAME _____

MALES:

Dress Pants: Waist _____ Inseam _____

Dress Shirt: Collar _____ Sleeve Length _____

Polo Shirt Size: Small Medium Large X-Large 2XL 3XL

T-shirt Size: Small Medium Large X-Large 2XL 3XL

FEMALES:

Please indicate a size for dress, blouse, and skirt (do not put just small, medium, large, etc.)

Dress Size: _____

Blouse Size: _____

Skirt Size: _____

Polo Shirt Size: Small Medium Large X-Large 2XL 3XL

T-Shirt Size: Small Medium Large X-Large 2XL 3XL

Step 4: Indiana DECA Leadership Team Exam:

Candidates are required to take the State Leadership Team Exam and obtain a score of at least 70% or better. If the candidate does not achieve the required minimum score, he/she will be ineligible to run for state office. The test will be given at Indiana DECA Leadership Screening. Exam questions will cover the following topics:

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 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) 2024
- q. International Career Development Conference (ICDC) 2024
- r. National DECA Theme 2023-2024
- 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

Step 5: Interview & Screening Committee

A screening committee will interview all candidates seeking office for the Indiana DECA Leadership Team.

All candidates will be asked the same questions in the screening committee interview(s). Approximately five questions will be asked of each candidate.

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% and be recommended by the committee.
6. The Screening Committee will determine those individuals who are qualified for candidacy. Only candidates declared eligible will be allowed to seek office at SCDC.
7. Each office will have a maximum number of four (4) candidates.

Step 6: Campaigning

1. The only campaign material allowed will be a digital campaign flyer. **You will need to email a final copy of your campaign flyer to the Chartered Association Advisor and the State Officer Coordinator at IndianaDECA@gmail.com one week prior to SCDC.** Campaign material will be made available to all voting delegates during the conference.
2. **NO campaign booths, candy, or other items will be handed out.**
3. No campaign literature can be disseminated.
4. All candidates must wear category 1 attire as stated in the dress code for the voting session and the Tuesday Awards Ceremony. You will have a ribbon for your name tag that says "candidate."
5. Candidates may be disqualified if the rules are not followed.

Step 7: Election Session & Voting Procedures

A Business & Election Session is reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during the session. Campaign materials will be made available to the voting delegates prior to the candidate/voting delegate reception and the election session. Handing out of campaign materials during the election session is prohibited.

1. 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).
2. No PowerPoint, signs, video, props, etc. may be used during the introductory speech given by the presidential candidate. **A copy of the two (2) minute introduction MUST be submitted one week before state conference** to the Chartered Association Advisor and State Officer Coordinator.
3. Presidential candidates will give a maximum five-minute campaign speech during the election session on Monday.
4. Candidates for Vice Presidents and Regional Presidents will present their campaign speeches during the election session. Speeches are a maximum of three (3) minutes.
5. Each chapter in attendance at the state conference is allowed two voting delegates. Designated voting delegates will elect the new Indiana DECA Leadership Team.
6. The candidate elected must receive a simple majority of votes.