

2009-2010 Officer Candidate Packet



High School Division





Dear Officer Candidate:

You are about to begin a once in a lifetime experience – running for office. The road to a national office is a long, hard one, one of no shortcuts, no easy ways to reach your goal. It is a very challenging yet rewarding experience. Enclosed are the procedures and forms required for a successful candidacy. By studying the information carefully, your road will be much smoother.

Your one-inch binder, filled with the information listed below, must first be submitted to your state/provincial DECA advisor for approval and signature and then must be received by the National Officer Advisor at DECA Inc. no later than March 13, 2009. The binder will not be returned. Here is what must be included:

- National Officer Candidate Application Form
- Advisor Certification
- National Officer Code of Professional Conduct Form
- Resume (maximum of two pages to include qualifications for office desired and plans for 2009-2010)
- Letter of Intent (What are the goals and objectives for wanting to serve as a national officer?)
- Description of the candidate's involvement with Business, School and Civic Groups as related to Marketing Education and DECA
- Three letters of recommendation (DECA chapter advisor, school official and business/professional person)
- Estimated Campaign Budget
- List of Campaign Items, including printed material and the 2 give-aways
- Color Photograph – 5x7 - Actual print, rather than a digital printout
- Official Scholastic Transcript with school's official seal or notary (The transcript must include a written description or explanation of the grading procedure signed by a school official. The grading procedure should explain the grades in relation to A, B, C, D and Failing. If the school system's grading procedure grants "incomplete" as a grade, that grade must be verified as a no grade or failing.)
- Campaign Booth Rental Form and \$100 payment

Good luck and, most importantly, have fun. This process may be stressful but it should also be fun and rewarding. This packet consists of a number of lists to help you with the in's & out's of the process. Use these as check lists, putting a mark beside them when they are complete or understood, and review them before you arrive at ICDC. Please do not hesitate to contact the High School Division at 703-860-5000 if we can be of assistance.

Shirlee Kyle, Assistant Executive Director
High School Division

THE ROLE OF THE STATE/PROVINCIAL ADVISOR

The candidate must submit to the state/provincial DECA advisor all required information along with the signed application form. The state/provincial DECA advisor is the only person authorized to initiate national officer candidate nominations for the high school division. Each state/provincial association will be allowed to submit a maximum of one (1) candidate for national president and one (1) candidate for the regional vice president from the region of which the state/provincial association is a member. Each office requires a strong commitment to ensure success.

The state/provincial DECA advisor may use any procedure s/he wishes to determine which candidate(s) is eligible to run for national office from the state/province. It is the state/provincial DECA advisor's responsibility to verify all forms and documents and sign the code of conduct and the application form. Furthermore, it is the responsibility of the state/provincial advisor to inform officer candidates of the rule that prohibits national officers from serving as a state/provincial officer during their term of national office.

OFFICER TRAVEL OBLIGATIONS

The year of serving as a national officer begins at the conclusion of the 2009 International Career Development Conference in Anaheim, California, and concludes at the closing of the 2010 International Career Development Conference in Louisville, Kentucky. A national officer is required to attend several meetings throughout the year:

- National Officer Orientation in Anaheim, California, on May 3, 2009
- National Officer Leadership Training in Reston, Virginia, in mid-June or July
- Regional DECA Conference in November/December, 2009
- Officer Mid-Year in Louisville, Kentucky in January, 2010
- International Career Development Conference in Louisville, Kentucky on April 24 - 27, 2010
- Additional dates and obligations such as state association conferences will be provided as you go through your year in office.

The travel/speaking obligations of the national president are many and provide opportunities to work with nationally known figures (such as with the MDA Jerry Lewis Telethon), important businesspeople (such as leaders of DECA National Advisory Board companies) and DECA members & advisors from across the country. The kind of experiences that the national president gets during his/her term of office are unsurpassed résumé and skill builders. To take full advantage of these opportunities, it is recommended that the national president defer college for his/her term of office and not obligate him/herself to a full-time job. Past presidents have found that taking an online class or holding a part time job with an understanding employer has worked for them.

Most regional vice presidents do go to college during their terms. Since they do miss some classes because of travel, it is a good idea to discuss this with professors before the year gets started. Letters will be provided from the national office to corroborate the obligations of the office.

REQUIREMENTS FOR NATIONAL OFFICE NOMINATION

The following outlines the minimum requirements that must be met in order for DECA Inc. to accept a person for National Officer Candidacy. To be eligible for national office, the following criteria must be met:

- The candidate must be an active member of National DECA before March 1, 2009.
- The candidate must be holding or have held a state/provincial association or chapter office.
- The candidate must have a 2.5 scholastic average or higher based on an “A” letter grade being equivalent to 4.0 for each of the previous two (2) completed semesters of school prior to the DECA ICDC.
- The candidate’s application must be complete.
- Notice of eligibility must be received from DECA Inc. before a candidate may run for a national office.
- The candidate must take the National Officer Candidate Examination and obtain a satisfactory score – 60% or better.
- The average of the nominating committee interview score (see sheet at end of this packet) and the national officer examination must be at least 70%.
- Officer candidates are reminded that national officers may not serve as state/provincial or local officers during their term of national office.

Newly elected national officers are required to attend the national officer orientation session on Sunday, May 3, 2009. Departures from Anaheim must be scheduled after 5 p.m. It is the responsibility of newly elected officers and state/provincial associations to make arrangements for the return home. All expenses are the state/provincial association’s/newly elected officer’s responsibility. Please be sure to know your blazer and all other clothing sizes for this meeting.

The following is a copy of Articles in the DECA Bylaws that outline national officer candidacy:

HS Bylaw IV - National Officers

Section 1. Only active members of the High School Division shall be eligible for national office in the division. To be eligible, a candidate must have a scholastic average of 2.5 or higher, an “A” letter grade being equivalent to 4.0 for each of the previous two semesters of school prior to the National DECA Conference; must attain the score necessary for the office desired on the approved parliamentary procedure examination and or the DECA information examination; must be holding or have held an elective chartered association office, which may include a regional, area, or district office as may be identified within that chartered association, or a local chapter office; and must submit the approved application for candidates, photograph, school transcript, resume, and a letter from the state advisor through a chartered association. A maximum of two candidates per state may be submitted by the chartered association.

Section 2. Upon confirmation of the requirements identified in Section 1 and following a personal interview(s) with each candidate, and after considering all other information then available, the nominating committee shall submit to the voting delegates a slate of all candidates declared eligible for each national office. There will be no additional nominations from the floor. The president shall be elected by a majority vote of all the voting delegates for this division and the regional vice presidents shall be elected by a majority vote of the voting delegates in each respective region of this division.

Section 3. National officers of the High School Division of DECA shall consist of a president and four regional vice presidents and shall be known collectively as the Executive Council of the High School Division. It shall be the duty of the Executive Council to plan for the welfare, to represent, and to act for this division as occasions may demand.

Section 4. No individual may succeed himself/herself as an officer and no individual may serve as an officer for more than one division.

Section 5. The Executive Council may fill by appointment any vacancy occurring in the national officers for the unexpired term, except the office of president, which shall be filled by the vice president from the region of the president.

HS Bylaw V - Duties of National Officers

Section 1. **PRESIDENT:** It shall be the duty of the president of the High School Division to preside at all meetings of this division; to make all necessary committee appointments including designation of a committee chairman; to develop with his/her executive council a program of action for his/her term of office; and to make himself/herself available, as necessary, in promoting the general welfare of DECA.

Section 2. **REGIONAL VICE PRESIDENT:** It shall be the duty of each regional vice president to serve this division in any capacity as directed by the president; to promote the growth and development of DECA within his region in accordance with the Program of Work during his/her term of office; and to make himself/herself available as necessary, in promoting the general welfare of DECA.

RULES / REGULATIONS / PROCEDURES

- The candidate's application packet must be received at the DECA headquarters office by the due date. It will be reviewed and notice will be sent to the candidate of his/her eligibility to run.
- State/provincial advisors representing the four DECA regions will be asked to appoint **representatives to serve on the nominating committee**. The nominating committee will consist of state/provincial delegates from each of the four DECA regions, a state/provincial advisor and/or a member of the DECA Board of Directors.
- If a candidate is **late to a nominating committee interview**, s/he will be disqualified unless the committee feels the individual has a reasonable excuse. The following are NOT ACCEPTABLE excuses: (a) overslept, (b) the restaurant was slow, (c) state/provincial pictures, (d) could not find the room and (e) forgot to check the schedule. Only candidates interviewed by the nominating committee will be qualified for national office.
- Each candidate will bring a **final campaign budget** to the testing/interview session, listing expenditures and revenues including in-kind donations. (This would show any changes from the one submitted with the application.) A sample of each item used during the campaign and any material distributed must be brought to the testing/interview session on the first day of the conference, excluding large booth decorations. Each of these items should be listed on the final campaign budget. These samples may not be returned.
- Women may carry purses, if they wish, to the nominating committee interview. Otherwise, **no materials are to be taken to the interview**.
- Once a candidate has been declared for an office, s/he does not have the option of changing his/her decision and running for another office unless that option is expressly offered by the national headquarters staff. That offer will be made in writing to all eligible candidates if, and only if, there is a severe imbalance in the number of candidates for specific offices. In the case of this offer, there is absolutely NO obligation for the candidate to change. Doing so would have to be a decision that the candidate, the state advisor and the candidate's campaign team felt comfortable with.
- **Combined scores** on the officer candidate exam and the nominating committee interview, along with the materials submitted for application for national office, will be used to select qualified candidates.
- Each candidate will be given the opportunity for one **5-minute speech** at the Presidential & Regional Campaign Sessions. Everyone will listen to the presidential speeches and then the regions will break into separate sessions for speeches by the regional VP candidates. There will also be a Question & Answer period for each candidate.
- Those candidates who qualify to run for national office must attend the election session. Before the ballots are distributed, those who are qualified will come forward when their name is called so the voting delegates know who is still in the running. Candidates will leave the room during the voting, but must remain close in case a re-vote is needed. There will be no campaigning during this time.
- Former national officers are not eligible for another national office of any other student division, including Delta Epsilon Chi.

CAMPAIGN BOOTHS

- High school campaign booths will be located in the convention center exhibit hall.
- Booth rental will be \$100: dimensions will be 10' x 10'; each booth will be furnished with draping, one six-foot table (undraped); two chairs, and a state/provincial association name sign. Booth assignments will be on a first-come, first served basis and must be reserved by March 13, 2009. There is a maximum of one (1) booth per candidate.
- If a campaign booth is purchased, the candidate or campaign staff must man it during all student hours in the Exhibit Hall. No students will be allowed in the booth or Exhibit Hall during teacher only hours; it is recommended that you have an adult present at the booth during this time. DECA reserves the right to make changes in the arrangement of these booths if necessary.
- No campaign material can be attached to the walls, floors or other property of the convention center. This includes even convention center approved materials. No campaign materials are allowed anywhere in conference hotels (even on the door or window of the candidate's own room). **No stickers** will be allowed unless previously attached to your campaign promotional items.
- Candidates will be allowed **two (2)** promotional items (give-aways) plus any printed material (brochures, flyers, cards, posters, signs). Material distributed during caucusing or to any voting delegate may not exceed these two (2) promotional items plus printed material.
- Candidates will not be allowed to distribute any food or beverage items at any time (including gum, candy, popcorn, fruit trays, etc). This includes at the booth, during any caucusing, to members as a thank you, meals to voting delegates, etc.
- The national officer candidate and his/her state/province will be responsible for seeing that all campaign material is cleaned up **BEFORE** the election session. Failure to do so could result in the disqualification of the candidate.
- Candidates are reminded that the set-up and operation of campaign booths and related campaign activities prior to the posting of candidates by the nominating committee is at the candidate's risk. Candidates may begin campaign activities and still fail to be slated by the nominating committee.

CAMPAIGNING

All state/provincial associations are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because of the "public eye" focused on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in "putting our best foot forward."

The following rules will be strictly adhered to during officer campaigns:

- **National officer candidates may not purposely campaign outside of their own state prior to the International Career Development Conference.** DECA understands, however, that new technologies have made it very difficult to communicate within your state without information being accessed outside of your state. In light of this, DECA will allow the use of

local Web sites, such as your state's DECA Web site, local newspapers, etc., to announce your candidacy. You are also allowed to mention candidacy (but not publish a platform) on your own personal Facebook or MySpace page, meant for friends and close associates. **HOWEVER**, if you use these media, you must do so with the understanding/risk that they can be accessed by people outside of your state, giving them an advantage in preparing a campaign against you. Facebook and MySpace pages need to be carefully monitored so as not to become a forum for debate on your candidacy.

- Pre-campaign activities at ICDC may start on April 29, 2009, at 9 a.m. This includes phone calls to set up appointments, material set-up, etc. You must be declared an eligible candidate before actual campaigning starts. The only exception is that your campaign team may set up your booth while you are in the testing/interview process.
- No campaign material shall be attached (taped, glued, tacked, hung, stuck) to the walls, doors, windows, floors or other property of the convention center. No campaign materials will be permitted in hotels.
- Candidate placards may not be carried outside of the exhibit hall in such a way as to display/promote the candidate. Keep them in a downward position until the destination is reached. **T-shirts with a candidate's picture or slogan may not be visible outside of the exhibit hall, even at the general session.**
- One general session is reserved for campaign speeches (5 minutes max.) of the national officer candidates. Voting delegates are to sit in a reserved section during this session. No campaign material is to be handed out during this session to those in attendance.
- It is the responsibility of each state/provincial association and candidate to see that ALL campaign material is picked up and removed from the convention center one hour prior to the election session. No campaign material will be allowed in any of the election sessions.
- Signs and banners **will be** allowed during conference general sessions. However, no **handout** material is to be in evidence at any general session (fliers, give-aways, etc.) and no candidate T-shirts will be permitted at any of the general sessions.
- No campaigning will be allowed at the dance or at tour activities.
- There will be **no** campaigning after curfew. This includes officer candidate caucuses. All candidates and campaign workers must be in their rooms by curfew.
- An adult advisor **must be** present during all officer candidate caucus interviews.
- Candidates and their campaign teams should never engage in vote trading – for example, promising your state's voting delegates will vote for a certain presidential candidate if that candidate's state will vote for a certain VP. Doing so compromises the voting delegates ability to make an independent choice and demonstrates underhanded practices by the candidate. Finding out that this is happening could jeopardize a person's candidacy.
- If a state/provincial association believes a campaign violation has been made, the state/provincial association should notify the DECA staff.

ELECTION PROCEDURES

No campaign material will be allowed in any of the election sessions.

The president will be elected by a majority of all voting delegates for this division, and the regional vice presidents shall be elected by a majority vote of the voting delegates in each respective region of this division. Voting will be done by secret ballot. The voting delegate will be allowed to cast an affirmative or an abstention vote, such abstention counting neither for nor against the candidate. In the case of only one candidate running for an office, the voting delegate will have the option of a negative vote. The “No” vote means that the delegate would rather have no representative than the one running.

- The voting delegates will be seated by regions and state/provinces.
- Only candidates meeting all requirements for national office will be announced.
- Voting will continue until one candidate in each race has a majority. On each ballot, candidates who do not receive 10% of the votes will be dropped from the ballot. Voting will continue until one candidate has a majority of the votes.
- After each vote is taken, the candidates remaining will come forward as their names are called so that the voting delegates may see which candidates they wish to vote for on the next ballot.
- The newly elected national officers will not be announced until the Grand Awards Session.

VOTING

The nominating committee will determine those individuals who are qualified for national office candidacy. Only candidates declared eligible can seek nomination. Candidates declared eligible will be announced at the beginning of the campaign session. It will not be necessary for candidates declared eligible to be nominated from the floor. The number of total votes allowed each state/provincial association will be announced prior to the conference. Voting will be by secret ballot and state/provincial votes may be divided among the candidates for any given office. Voting will be done by designated voting delegates. Other official business may be conducted during the election session if necessary.

In the High School Division, each state/provincial association will be allowed two (2) votes and an additional three hundred (300) votes will be apportioned to chartered associations according to their membership as a percentage of the total DECA membership in the High School Division as of sixty (60) days prior to the start of the International Career Development Conference.

The High School Division elects five (5) national officers. These include a regional vice president for each of the four regions and a national president.

TIMETABLE FOR NATIONAL OFFICER CANDIDATES*

All material, information, forms, etc. for application for national office must be sent to the state/provincial DECA advisor in time to meet the received deadline—March 13—to DECA Inc.

March 13 Completed application forms and required supporting data must be received by the National Officer Advisor at DECA Inc., 1908 Association Drive, Reston, VA 20191.

April 29 National Officer Candidate Exam and Interviews, 9 a.m. – 5 p.m.
Campaign booth set-up from 10 a.m. – 2 p.m.

April 30 Campaign booths will be open for the general public from 9 a.m. – 4 p.m.

Voting delegates briefing/Presidential Campaign Session at 5 p.m. Officer candidates must attend. Regional Campaign Sessions will follow the Presidential Campaign Session.

May 1 Campaign booths will be open for the general public from 9 a.m. – 3 p.m.
Booths must be taken down at 3 p.m.

May 2 Campaign materials must be removed from the convention center by 11 a.m.

Election Session at 11:30 a.m. (Seating begins at 11 a.m.)

May 3 Newly elected national officers will be required to attend a post-conference session at 9 a.m. to completion with past national officers and the National Officer Advisor. This is a mandatory meeting. Please make flight arrangements after 5 p.m. on this date.

July National Officer Training. All new national officers **MUST** attend or resign their office.

***All times are subject to change.**

ADDITIONAL MATERIALS

The remaining items describe the additional materials that must be received in the application binder at DECA Inc. no later than March 13, 2009. The following materials must be present in order to be considered for nomination as a candidate for national office.

- **Résumé** - This professional résumé should focus on your qualifications for national office, your desired plans for 2009 – 2010 and be a maximum of two (2) pages in length.
- **Letter of Intent** - This letter should be written to the nominating committee and should explain your goals and objectives for wanting to serve as a national officer. This letter should encourage the nominating committee to nominate you to run for national office.
- **Description of Involvement** - Please provide a description of your involvement with business, school and civic groups as related to marketing education and DECA. The purpose of this document is to show that you should be nominated to run for national office.
- **Letters of Recommendation** - These three letters should focus on the professional aspects of your personality and should demonstrate you as a team player and capable leader. The letters must be from the following individuals: a) chapter advisor; b) school official and c) business/professional person.
- **Planned Campaign Budget** - For nomination, you are required to submit a basic budget including all expenditures you anticipate as well as all the revenues you are counting on. The revenues will include in-kind donations. NOTE: this budget should be as specific as possible, excluding travel costs for your campaign team. See the sample budget below.

Expenditure	Quantity	Description	Cost
Printing	7,500	brochures, flyers, banners	\$4,000
Give-Aways	5,000	pencils, buttons	750
TOTAL EXPENSE			\$4,750

Revenue	Description	Income
Corporate Donations	Donations from local businesses	\$2,500
Give-Aways	In-kind donations	750
Fundraising	Community/Chapter fundraising	1,500
TOTAL REVENUE		\$4,750

- **List of Campaign Items** - You must submit a list of all items that will be used as a part of your campaign. This includes items to be given away as well as items used within your campaign booth (TV, dart boards, basketball hoops, etc.).
- **Color Photograph** - This should be a high-quality photograph of you demonstrating your professional side. The picture should be from the shoulders up in a DECA blazer. Please submit a 5" x 7" copy.
- **Official Transcript** - You must submit an official scholastic transcript with the school's official seal or notary. The transcript must include a written description of explanation of the grading procedure and must be signed by a school official.

NATIONAL DECA OFFICER CANDIDATE APPLICATION

Must be received at DECA Inc. by March 13, 2009

Each prospective national officer candidate and his/her chapter advisor must complete this form and send it to his/her state/provincial advisor. *Please type.* This form may be reproduced on your computer as long as all of the information required is there.

Name _____ Office Sought _____

High School/Chapter _____

School Street Address _____

City _____ State/Province _____ ZIP _____

School Telephone No. _____ Fax _____

Home Street Address _____

City _____ State/Province _____ ZIP _____

Home Telephone No. _____ Date of Birth _____ Present Grade _____

Candidate E-mail Address _____ Candidate Cell Phone # _____

No. of Yrs. In DECA _____

Future DECA Objectives _____

Career Objectives: _____

List of DECA Offices Held _____

List Marketing Education courses completed or currently enrolled in:

Course	Grade Received	Year	Course	Grade Received	Year
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CERTIFICATION FOR NOMINATION

Certification by Chapter Advisor/School Administrator

The credentials for _____
who is the choice of our chapter, are attached. To the best of my knowledge, this applicant meets the
qualifications specified in the national bylaws and the current guidelines for the office of national

_____ and, if nominated, will receive the enthusiastic support of the school,
chapter and advisor in the execution of his/her campaign for office.

Chapter Advisor's Signature

School Administrator's Signature

School/Chapter

City

State/Province

ZIP

Certification by State/Provincial Advisor

The credentials for _____
who is the choice of the state/provincial association, are attached. To the best of my knowledge, s/he meets the
qualifications for the office of national _____.

State/Province

Signature of State/Provincial Advisor

NATIONAL OFFICER CODE OF PROFESSIONAL CONDUCT

As the elected representatives of the student members of DECA's High School and/or Delta Epsilon Chi Divisions, national officers assume and accept a high degree of responsibility to conduct themselves in a manner that brings credit to themselves, the organization and the members.

Because ultimate responsibility for DECA's finances, procedures and policies of necessity remain the sole purview of the elected board of directors and their executive director, the national officers are precluded from:

- Entering into any contractual relationship on behalf of the organization and
- Committing the organization to any policy without specific authorization of the board of directors or executive director.

By signing this National Officer Code of Professional Conduct, individual officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a national officer. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered as all-inclusive.

Category 1. Professional Responsibilities and Standards

As a national officer, I will

- abide by the national officer dress code while representing the association.
- complete and submit all reports and assignments on time and correctly formatted.
- attend and participate in all called meetings, conferences and appointments.
- comply with all conference rules and regulations including curfews, dress codes, etc.
- follow instructions given by the Executive Director of DECA Inc. or his/her designee.
- not use tobacco products while in the presence of student members or advisors.
- not use profanity or other vulgar or inappropriate language or behavior.
- not lie, cheat or steal (This is not a Category 2 offense.).
- (for officers of legal drinking age) not consume or possess alcoholic beverages while representing the organization.
- not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a national officer (follow the higher standards of conduct of either the function or the National Officer Code of Conduct).
- obtain advance approval from the National Officer Advisor for all activities where the officer is representing DECA/Delta Epsilon Chi. Officers may not independently solicit invitations to meetings or conferences.

Violations of the Professional Responsibilities and Standards may result in travel suspensions of up to three (3) months. These violations are focused on the officer's representation of DECA/Delta Epsilon Chi at any activity. Violations will be documented and the penalties assessed by DECA Inc. staff. Officers may appeal the decision to the Executive Director.

Category 2. Conduct Unbecoming a National Officer

As a national officer, I will not

- violate the law, including but not limited to
 - consuming or possessing alcoholic beverages or other controlled substance.
 - theft or other felony crimes.
- represent someone else’s work as my own.
- engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written or verbal comments and all forms of physical contact).
- discriminate against others.
- violate one or more of the Professional Responsibilities and Standards to a degree deemed as extreme by the Executive Director (i.e., using excessive profanity to a staff member or advisor, excessive use of alcohol even if of legal age, etc.).

Violations of Conduct Unbecoming a National Officer will result in travel restrictions of three (3) to twelve (12) months or removal from office. A violation of the Conduct Unbecoming a National Officer does not necessarily have to be associated with the officer’s representation of DECA/Delta Epsilon Chi. Violations will be documented and penalties assessed by the Executive Director. Officers may appeal the decision to the Board of Directors.

The state advisor and officer will be notified in writing of any violation when the penalty is assessed.

I, _____ understand and agree to this Code of Conduct.

_____	_____
Officer Candidate’s Signature	Date

I have read the above and understand this code of conduct as it pertains to the national officer candidate.

_____	_____
Parent/Guardian Signature (if under 18 years old)	Date

_____	_____
State Advisor’s Signature	Date

Adopted by DECA Inc. Board of Directors 1998

CAMPAIGN BOOTH RENTAL
HIGH SCHOOL INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

Type or Print Clearly

Yes, _____ would like to reserve a campaign booth for our national officer candidate.
State/Province

Please reserve a booth for

Candidate's Name	Office Sought
Candidate's Street Address	Candidate's City, State, Zip
Candidate's Phone	Candidate's E-mail Address
State/Provincial Advisor	Chapter Advisor

Please return this form with your \$100 check payable to DECA. Must be received at DECA, 1908 Association Drive, Reston, VA 20191 no later than March 13, 2009.

The following list represents items that the Nominating Committee will be looking for in the interview process:

1. PRE-INTERVIEW

Introduced self properly, stated the office seeking, spoke clearly and forcefully, good first impression, physically posed and ready, stood until invited to sit down

2. APPEARANCE

Good color coordination, clothing clean and well pressed, hair clean and neat, facial appearance clean and natural, wore DECA blazer, good posture, pleasant smile

3. ATTITUDE

Attentive, enthusiastic, self-confident, supports own convictions, socially at ease and comfortable, alert and responsive, sincere, conscientious, competitive and open-minded

4. PROFESSIONAL MANNER

Courteous, poise, ability to take criticism, ability to remember names, sense of humor, conversational

5. SPEECH

Proper grammar, good diction, speaks clearly and smoothly, word selection, appropriate use of gestures, good eye contact

6. LEADERSHIP QUESTIONS RESPONSE

Organization of answer, answers are logical and reasonable, answers questions directly and readily, interesting to listen to, precision of word usage (concise, speaks to the point), maintains cool (doesn't get flustered or shaken), thinks question through before answering

7. DECA QUESTIONS RESPONSE

Organization of answers, answers are logical and reasonable, answers questions directly and readily, interesting to listen to, precision of word usage (concise, speaks to the point), maintains cool (doesn't get flustered or shaken), thinks question through before answering

8. POST INTERVIEW

Thanked the committee, remained poised, left promptly, still eager