

The Application Process and Checklist

- The completed application package must be submitted to DECA Inc. postmarked no later than **February 15, 2008**. (For Harry Applegate, check with your state or provincial advisor for application deadline and mail to state/provincial advisor.)
- Some applications require employee status with the company offering the scholarship. An application may be submitted for every active DECA member who is an associate of that particular company. (Applications may be copied for additional submissions.) Requirements for associate-based scholarship applications generally are: (1) be active members of DECA and a company associate in good standing, (2) intend to pursue a full-time, two-year or four-year course of study in marketing, business or marketing education, and (3) show evidence of scholastic achievement and leadership ability.
- With the exception of the Harry Applegate scholarship, **DO NOT** submit applications through your state/provincial DECA advisor. Scholarship applications should be sent directly to

DECA Inc.
1908 Association Drive
Reston, VA 20191-1594
Telephone: (703) 860-5000

(Applications may not be faxed. For more information, contact DECA Inc.)

- Scholarship winners will be notified through their DECA chapter advisor in March 2008. DECA Inc. will contact individual winners in June.
- DECA will pay awards directly to the college or school registering the recipient. The amount will be credited to an account on which the winner may draw for expenses as approved by the school.

DECA Inc. is responsible for evaluating and selecting scholarship recipients. Interested students must complete the application and mail it along with a current, complete official transcript of grades and supporting materials to DECA Inc. *postmarked no later than February 15, 2008*. Incomplete applications will not be considered.

These items **must** be included, *in the following order*, with the application package:*

1. The completed application form
2. An official, current high school transcript and any postsecondary school grades (online transcripts and grade reports are not acceptable)
3. SAT scores or American College Testing Program scores. (If not available, please include a statement indicating not currently available.)
4. A statement of DECA or Delta Epsilon Chi (if applicable) participation and accomplishments (add one or two pages if needed)
5. Substantiating evidence of leadership, responsibility and character other than through DECA
6. **For associate-based applications:** A statement of work experience and performance (add one additional page, if needed.) Disregard this item if employment is not a requirement.
7. **Three** letters of recommendation: one from a store manager (if applicable), one from a DECA/Delta Epsilon Chi advisor, one from a community leader or one other
8. A copy of the applicant's Chapter Membership Roster as verification of current national DECA/Delta Epsilon Chi membership

The total application package must not exceed 15 pages.

*In addition, applicants **must** send materials clipped together. Pocket folders, brieffolios or binders **may not** be used. Sheet protectors are not permitted. If you are applying for more than one scholarship, all supporting materials must accompany each application. Incomplete applications will not be considered.