



COLLEGIATE
DECA[®]

CHAPTER RESOURCES

GUIDEBOOK

AUG

1
ENGAGE Program Launch

15
New Advisors of Chartered Associations Training, Atlanta, GA

Collegiate DECA Boost Training Session, Atlanta, GA

16-18
Chartered Association Management (CAM) Conference, Atlanta, GA

OCT

3
Early-Bird Registration Deadline for ENGAGE

6-9
MBAResearch Conclave Vancouver, WA

10
ENGAGE conference registration and housing due

NOV
DECA MONTH

1
Honorary Life Membership Award Candidate Nomination due
Outstanding Service Award Candidate Nomination due

9-11
ENGAGE, New York City, NY

13
DECA Idea Challenge begins

13-19
Global Entrepreneurship Week

15
Initial online membership dues deadline

17
Stock Market Game ends

20
DECA Idea Challenge entries due
ENGAGE Case Study Competition submissions due

DEC

1
Membership Campaign Goal—25 or more submitted

Honorary Life Membership Award due

Outstanding Service Award Application Packet due

6-9
ACTE CareerTech VISION Nashville, TN

15
Stock Market Game winners announced

JAN

19
Student scholarship applications due

23
DECA Idea Challenge Global winners announced

FEB
CTE MONTH

1
Intent to Run for Executive Office Form due

5
Stock Market Game begins

15
Membership submission and dues deadline for Collegiate DECA ICDC event competitors.

28
Membership Campaign Goal—membership increase submitted

MAR

1
Association Administrator of the Year Award recipients due

Association Chapter Advisor of the Year Award recipients due

5
Advisor scholarship applications postmark deadline

7
Collegiate DECA Academic Honor Award applications due

Leadership Passport Award submission deadline

Community Service Award submission deadline

Chapter Leadership Award submission deadline

Advocacy Campaign submission deadline

Executive Officer Candidate applications due

14
Collegiate DECA ICDC registration due (to DECA Inc.)

Collegiate DECA ICDC hotel reservations due to Crystal Gateway Marriott

26
Online testing for Collegiate DECA ICDC begins

29
Recipients of student, advisor and chapter recognition announced

APR

3
Online testing for Collegiate DECA ICDC ends

11-14
Collegiate DECA International Career Development Conference (ICDC), Washington, D.C.

13
Stock Market Game ends

21-24
High School DECA International Career Development Conference, Atlanta, GA

30
Stock Market Game winners announced

2017-2018

LIMITLESS COLLEGIATE CAMPAIGNS

CELEBRATE DECA MONTH IN
NOVEMBER

deca.org/college-programs/college-chapter-campaigns

BE ACTIVE CAMPAIGN

NOVEMBER 1

Submit the members you have so far, even if your initial submission only includes your student leaders and advisors. New members can be added any time during the year, and as often as you want. Take action now to let everyone know that your chapter is active.

Submit **ANY** number of members in the online membership system by **NOVEMBER 1** and receive a social media shout-out from the Executive Officer Team.

BE STRONG CAMPAIGN

DECEMBER 1

A chapter with **25 OR MORE** members has the ability to consistently provide quality services to members, gain the support from campus faculty and administrators, and make a positive impact in the community.

Simply **SUBMIT 25** or more members in the online membership system by **DECEMBER 1** to be recognized on deca.direct.org, receive a campaign certificate, 25% discount coupon for competitive event materials and graduation regalia available through DECA Images.



GROW YOUR CHAPTER

MARCH 1

Setting goals to increase your chapter's membership should include creative strategies for connecting not just to different groups of students, but also to other groups of people who can provide support to your chapter. Chapters earning any of the level listed below will be recognized on decadirect.org.

FORTUNE 500 LEVEL

60
MORE



STUDENTS
ALUMNI
PARTNERS +
PROFESSIONAL
MEMBERS

Receive a campaign certificate, 20 Collegiate DECA luggage tags, and a Collegiate DECA table drape.

CORPORATE LEVEL

30
MORE



STUDENTS
ALUMNI
PARTNERS +
PROFESSIONAL
MEMBERS

Receive a campaign certificate, 10 Collegiate DECA luggage tags, and additional campus promotional materials.

START UP LEVEL

15
MORE



STUDENTS
ALUMNI
PARTNERS +
PROFESSIONAL
MEMBERS

Receive a campaign certificate and 5 Collegiate DECA luggage tags.

Your chapter membership on March 1 of the current year will be compared to your previous year-end membership. New chapters are also eligible—your previous membership is zero. Campaign "gift" items are based on availability. If the specific item listed is no longer available, an item of similar value will be substituted.

ACTION STEPS FOR TARGET MARKETS: MEMBERSHIP CAMPAIGN

■ www.deca.org/college-programs/membership-college for videos and other resources.

COLLEGE STUDENTS: GET IN THE CLASSROOMS!

Do a back-to-school membership blitz. Get in the classrooms and talk to students—in all majors—about the benefits of Collegiate DECA experience. If your campus holds a student organization fair, get involved. And don't limit yourself to business students! Repeat the process at the start of each new term.

HIGH SCHOOL DECA MEMBERS/ALUMNI: BRIDGE THE GAP!

Advertise in your school paper, on bulletin boards, and other visible displays to let them know there is DECA on campus and how to find you. Take it a step further by visiting your local high school DECA chapters and talking about the opportunity to continue DECA membership in college. Engage and mentor these students while they build a network of support!

COLLEGIATE ALUMNI: GET CONNECTED, STAY CONNECTED!

Entice Collegiate DECA alumni to stay connected by inviting them to be guest speakers, judges at campus competitions, or as mentors by sharing their personal success stories. Hearing from alumni lets current and prospective members know that Collegiate DECA can help make their dreams a reality!

CAMPUS FACULTY & ADMINISTRATORS: WHO ARE YOUR BEST CHEERLEADERS?

Reach beyond your current advisors. Your instructors and administrators want to see you succeed while you represent your school! Show campus leaders across all areas of study how their participation can help you win it big! From accounting and finance, to communications and art, their expertise can help you prepare for competition and build effective teams. Whether they attend chapter meetings or judge competitions, stay visible and keep them aware of everything DECA! Your persistence and success will inspire the support of the decision-makers on your campus.

BUSINESS AND COMMUNITY LEADERS: CONNECT COLLEGE TO CAREERS!

Connect your members to business professionals and other community leaders, helping your members explore internship opportunities and gain insight on jobs and careers. Invite them to events such as campus competitions and community service projects. Organize a mentoring program for your members.



TOP 3 STRATEGIES FOR REACHING ALL TARGET MARKETS: THERE'S NO "I" IN TEAM!

BUILD COMPETITION TEAMS: REACH OUT TO PROGRAMS ACROSS YOUR CAMPUS

Go to www.deca.org/college-programs/college-competitive-events and find out how to *Form Competition Teams on Your Campus*. Collegiate DECA offers events in five major areas: Business Management & Administration; Entrepreneurship; Finance & Accounting; Hospitality & Tourism; and Marketing & Communications.

HOST A CAMPUS COMPETITION: AN EVENT FOR EVERYONE

Hosting a competition on your campus is one of the most effective ways to show potential members a major part of Collegiate DECA while helping current members prepare for competition success. Invite key stakeholders to judge the competition and bring alumni back to campus. Showcase your members' hard work and abilities to faculty and administrators, and build a strong network of community leaders who can support your chapter and school. Go to www.deca.org/college-programs/college-competitive-events for a guide to hosting campus competitions.

GO BEYOND COMPETITION: IT'S NOT FOR EVERYONE

Offer your members more than competition through a year-round program of activities that inspires them to be academically prepared, community oriented, professionally responsible and experienced leaders. Through these activities your members and chapter can be recognized through the Leadership Passport Program. Learn more at www.deca.org/college-programs/passport-program.

ADVOCATE DURING CAREER AND TECHNICAL EDUCATION MONTH IN FEBRUARY

It's as easy as 1, 2, 3!

1: OUTREACH TO PUBLIC POLICYMAKERS

Work with your campus leadership to ensure that key public policymakers understand the importance of career and technical education specifically, and higher education in general. The most impactful advocacy is when these influential leaders and decision-makers see the outcome of their support—student leaders. It can be as simple as meeting with a state senator, or sending a letter to a U.S. Senator or member of the U.S. House of Representatives.

2: COMMUNITY OUTREACH

Support from your community, financial or otherwise, should be the outcome of a year-round advocacy program focused on the benefits your Collegiate DECA chapter brings to your community. Ask your campus administrators to share their goals for connecting your campus to the community. Through activities such as community service projects, your Collegiate DECA chapter can spotlight your campus as a positive community partner.

3: CAMPUS OUTREACH

The outcome of campus advocacy might be the use of classroom space to hold mock competitions, approval to make up classes or exams to attend conferences, and financial support to allow more members to participate. Find out how you can leverage Collegiate DECA to spotlight your program area to other areas on campus.

Complete at least one activity for each of the three categories above.

DECA RESOURCES

DECA BRANDING + MESSAGING

■ bit.ly/decacomm

DECA BRANDED MATERIALS

■ bit.ly/deca_brand

ADVOCACY RESOURCES

■ www.ctsos.org

DECA SUPPORTERS

■ bit.ly/decasupporters

CONGRESSIONAL ADVISORY BOARD

■ bit.ly/deca_cab

CONNECT WITH YOUR LEGISLATORS

■ bit.ly/legislators_

DECA DIRECT: COLLEGIATE EDITION

■ bit.ly/decasignup

VOLUNTEER OPPORTUNITIES

■ bit.ly/deca_volunteer



Meet these requirements and your chapter will be recognized at the Collegiate DECA International Career Development Conference.



In addition to submitting a brief description of each outreach activity, your chapter must submit at least one article to be published on DECA Direct. The article can be focused on one outreach activity, summarize all of your chapter's outreach, or anywhere in between. Check out decadirect.org for sample articles.



While your advocacy efforts will be focused around your Collegiate DECA chapter, look for ways to reach beyond DECA in your advocacy.

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LEADERSHIP PASSPORT PROGRAM

The Collegiate DECA Leadership Passport Program encourages local chapters and individual members to plan activities and participate in events that enhance the experiences of members. The Leadership Passport Program rewards action taken by members and chapters that build personal and professional skill sets focused around helping members be academically successfully, career ready, community oriented, professionally responsible and experienced leaders. Members and chapters earning the various levels of passport success will be recognized at the International Career Development Conference (ICDC).

DESCRIPTION

Chapters will participate in various activities throughout the year to keep them on target as successful DECA chapters. DECA Inc. recognizes active and engaged members and chapters with various levels of both the Individual and Chapter Leadership Passport Awards.

CRITERIA

Criteria for the Individual and Chapter Leadership Passport Awards vary based on desired award and level. Please see the following pages for specific requirements.

SUBMISSION PROCEDURES

Online forms must be completed and submitted no later than March 7.

Items in article format must be at least 400 words in length and submitted with photos to the online submission form or emailed to askcollegiatedeca@DECA.org, no later than March 7.

Questions about the DECA Direct online Social Media Correspondent Program and article format should be directed to communications@deca.org.

RECOGNITION

At the International Career Development Conference, ribbons will be given during onsite registration to the advisor or student leader who registered the group for the conference. The ribbons may then be given to the award recipients along with their registration materials. If a recipient of the award does not attend ICDC, it is the chapter's responsibility to forward the ribbon. Certificates are given to chapters and individuals who complete all award requirements. Those not attending ICDC will receive their certificate electronically.

VERIFICATION OF SUBMISSION

All materials received by the March 7 deadline will be reviewed for accuracy. Recipients of this award will be posted at www.decadirect.org by April 1. If your students do not appear on the list of recipients, or you believe the information is incorrect, please email askcollegiatedeca@deca.org and include the date your application was submitted. Please do this by April 10 to ensure that students receive ribbons/certificates at ICDC.

If you have ideas for next year's Leadership Passport Program, please email your suggestions to askcollegiatedeca@deca.org.

Please see the following pages for an outline of requirements for the Individual Leadership Passport Award and the Chapter Leadership Passport Award.

INDIVIDUAL LEADERSHIP PASSPORT AWARD

The Individual Leadership Passport Program provides student members a guide for year-round engagement and enhances the benefits of membership in Collegiate DECA. Activities are categorized using DECA's guiding principles in an effort to encourage a well-rounded college/university experience. In addition to students who are members of a campus-based chapter, individual members are also eligible for this recognition program.

Students who fulfill the program requirements will gain valuable learning experiences and a sense of purpose in their mission as DECA members. Students who achieve any level of the Individual Leadership Passport Program will be recognized for their success on the DECA website, DECA Direct Online and at the International Career Development Conference.

REQUIRED ELEMENTS FOR BOTH LEVELS:

- Perform 10 hours of community service independently or with a group
- Develop a list of academic and Collegiate DECA goals for the year
- Sign up to receive DECA Direct: Collegiate Edition weekly emails at <http://bit.ly/decasignup>. Enter your email address and select Collegiate DECA Division.
- Write a resume and a cover letter
- Attend five chapter-related meetings

ADDITIONAL REQUIRED ELEMENTS FOR GOLD DIAMOND:

- Discuss Collegiate DECA in a class/student forum
- Hold a chapter/association leadership/executive position, or hold a recognized leadership position for a special committee or event
- Apply to become a Social Media Correspondent and submit at least one article to DECA Direct Online (decadirect.org). These articles must be at least 400 words in length, and can be submitted to askcollegiatedeca@deca.org. For an example of how article format looks, please refer to decadirect.org.

IN ADDITION to the activities above that are required for earning any of the Individual Leadership Passport Award levels:

For Blue Diamond Award: Complete at least **three** tasks from each category below.

For Gold Diamond Award: Complete at least **five** tasks from each category below.

Note: These are "minimums" for the Individual Leadership Passport Program—we encourage you to complete as many as you would like throughout the year.

ADDITIONAL PASSPORT ITEMS:

ACADEMICALLY SUCCESSFUL AND CAREER READY

- Earned the Academic Honor Award
- Compete in the ENGAGE case study competition (submit video by November 20)
- Apply for a scholarship through DECA's scholarship program
- Create and write a sample competition case study
- Host an information session at a local high school about Collegiate DECA
- Present in class about Collegiate DECA career benefits of membership
- Write and submit an article for DECA Direct, or any other DECA publication/media
- Submit a video for the DECA Idea Challenge as part of Global Entrepreneurship Week
- Participate in at least one ENGAGE webinar

COMMUNITY ORIENTED

- Organize a group to participate in an association or DECA Inc. community service project
- Perform 20 hours of community service, in addition to the 10 required
- Help plan and participate in a "nationally" recognized community service project
- Help another school start a DECA Chapter
- Record an "I took DECA to College" video, put it on social media, and email the link to askcollegiatedeca@deca.org
- Write and submit an article to your school paper/website (include a copy of the article)
- Write an article/press release for a school or community newspaper, etc. (include a copy of the article)
- Attend a local government meeting or assist with a local government campaign
- Assist in writing or applying for a grant for your chapter or association
- Create and submit a video that can be posted online about recruitment, fundraising, competition, or a testimonial about the benefits of membership in Collegiate DECA.

PROFESSIONALLY RESPONSIBLE

- Join the DECA Inc. LinkedIn Group and share your Collegiate DECA experience
- Introduce a business professional as a guest speaker
- Develop a list of personal/professional goals for the year
- Attend and compete at an association/regional/invitational conference
- Attend the ENGAGE conference in New York City (November)
- Compete in the ENGAGE case study competition (video due November 20)
- Give a presentation to your chapter about your ENGAGE experience
- Present a competition workshop
- Create and distribute a marketing piece for a chapter event
- Attend a chapter or local business etiquette event
- Participate in a chapter social event
- Interview with a DECA National Advisory Board (NAB) company for an internship/job

EXPERIENCED LEADERS

- Bring two friends to a chapter meeting
- Invite an alumni or professional division member as a guest speaker
- Present a workshop about DECA and its programs
- Attend a community or campus-based seminar or event about leadership, ethics or diversity
- Serve as chair of a chapter fundraiser/event
- Mentor a first time competitor
- Participate in a chapter committee to plan an event during DECA Month in November
- Honor a fellow chapter member for excellence in chapter leadership
- Recruit five new student, alumni or professional members to your chapter

CHAPTER LEADERSHIP PASSPORT AWARD

The Chapter Leadership Passport Program provides chapters a guide for year-round engagement, enhancing the benefits received from membership in Collegiate DECA. Activities are categorized using DECA's guiding principles in an effort to encourage chapters to develop and participate in a wide range of activities that appeal to many different interests and contribute to the goals of your campus.

Chapters who work together to fulfill the requirements will gain valuable learning experiences and a sense of purpose in their mission as DECA members. Chapters who achieve any level of the Chapter Leadership Passport Program will be recognized for their success on the Collegiate DECA website, DECA Direct Online and at the International Career Development Conference.

Complete the required tasks and provide a picture of your chapter in action completing one task. In addition, based on the level that you wish to achieve, a certain number of the activities under Required Elements R3-R5 must be written in article format prior to submitting the application. Articles must be at least 400 words in length. These articles may be attached to this application, or may be emailed to askcollegiatedeca@deca.org (please include "Chapter Passport Article" and the name of your school in the subject line). For examples of how article format looks, please refer to decadirect.org.

Refer to the levels below for the number of articles required (Bonus: an article submitted for a student for the Individual Leadership Passport Award can also count toward the Chapter Leadership Passport Award article requirements).

REQUIRED ELEMENTS FOR ALL THREE LEVELS:

- Develop a program of work (R1)
- Complete goals worksheets for each chapter leader (R2)
- Organize a chapter social event (R3)
- Host a competition preparation session for chapter members (R4)
- Conduct at least one activity featured in a Collegiate DECA campaign (R5) (For example: participate in campus organization fair, reach out to other program areas across your campus to promote your chapter, organize a mentor program for your members with local business leaders, host a web chat with another chapter, meet with a member of congress, organize a mentor program with a high school chapter, etc.)
- Designate at least one chapter member to become a Social Media Correspondent and write at least one article for DECA Direct online (decadirect.org). (R6) Articles can be submitted to communications@deca.org
- Encourage members to sign up for the DECA Direct: Collegiate Edition weekly emails (<http://bit.ly/decasignup>) (R7)
- Promote the DECA scholarship program to members (R8)

IN ADDITION to the activities above that are required for earning any of the Chapter Leadership Passport Award levels:

For EXECUTIVE Level:

At least one of the submissions for Required Elements R3-R5 must be in article format for decadirect.org. PLUS: Complete at least one additional activity from each category on the next page.

For DIPLOMAT Level:

At least two of the submissions for Required Elements R3-R5 must be in article format for decadirect.org. PLUS: Complete at least three additional activities from each category on the next page.

For PRESIDENTIAL Level:

At least three of the submissions for Required Elements R3-R5 must be in article format for decadirect.org. PLUS: Complete at least five additional activities from each category on the next page.

Note: These are "minimums" for the Chapter Leadership Passport Program—we encourage you to complete as many as you would like throughout the year.

ADDITIONAL PASSPORT ITEMS:

ACADEMICALLY SUCCESSFUL AND CAREER READY

- Post a minimum three-minute video online around one of the following topics: chapter recruitment, fundraising, competition, or a testimonial about the benefits of Collegiate DECA membership. Share it and tag DECA Inc. social media.
- Create a workshop or PowerPoint that demonstrates excellence in your chapter/association. For example: recruiting, fundraising, grant writing, marketing, etc., and submit your outline or PowerPoint to askcollegiatedeca@deca.org
- Submit an article/press release for a school or community newspaper, etc., highlighting your chapter activities (such as your members' competition achievements)
- Create, publish and distribute a chapter newsletter
- Promote your chapter at a campus-wide student organization fair or similar event
- Write/apply for a grant to fund your chapter
- One or more teams from your chapter compete in the ENGAGE case study competition (video due November 20).
- One or more chapter members participate in the ENGAGE webinars

COMMUNITY ORIENTED

- Raise money for a local charity
- Complete the Collegiate DECA Advocacy Campaign
- Hold a practice competition, inviting multiple chapters/potential chapters in your area
- Host an on-campus preparation for competition activity for high school members
- Host a campus competition with another department or student organization. Ex: Professional Development Day
- Host an "Invite-a-Friend" meeting (50% members of bringing a guest)
- Host a campus-wide social event, and promote Collegiate DECA

PROFESSIONALLY RESPONSIBLE

- Host a networking session for students and invite alumni and professional members
- Have 75% of members create or post their Collegiate DECA experience on their LinkedIn account
- Create a Facebook & Twitter account for your chapter.
- If one is already established, appoint a member to actively share or "tweet" at least five articles from decadirect.org
- Host a local business professional to speak to chapter members about careers
- Schedule a representative from a National Advisory Board (NAB) company to ENGAGE your chapter (tour their place of business, participate in webinars, etc.)
- Host and/or join a resume building and/or LinkedIn workshop
- Assemble a panel of professionals to speak to your chapter
- Attend a campus/local career day event
- Three or more members attend ENGAGE Conference in New York City
- Three or more members compete at an association/regional/invitational Collegiate DECA competition

EXPERIENCED LEADERS

- Three members submit completed Individual Leadership Passport Awards
- Chapter members run for Collegiate DECA Executive Office
- Host a leadership seminar for your chapter and other organizations on your campus
- Create and deliver a presentation in a classroom for recruiting new chapter members
- Host an information session at a local high school about Collegiate DECA
- Host a meet and greet information session for night/weekend students
- Hold an officer retreat to train officers and plan chapter activities
- Hold a chapter fundraising event

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**CHAPTER AND
ASSOCIATION
LEADERSHIP
AWARDS**

CHAPTER LEADERSHIP AWARD

The Chapter Leadership Award recognizes Collegiate DECA student members for their leadership on their campus and with their chapter. In addition to students who are members of a campus-based chapter, individual members are also eligible for this award based on efforts to establish a campus-based chapter.

DESCRIPTION

Each campus may nominate up to two members for this award. These members can be officers, but it is not a requirement. This is a recognition award, NOT a competition. Nominees must be DECA Inc. dues paying student members of Collegiate DECA.

CRITERIA

Chapter advisors/individual members should use, as a minimum, the following criteria when nominating chapter leaders for this award:

- Participation in campus-based or online meetings
- Leadership conference attendance and participation
- Competitive events conference attendance and participation
- Active leadership through one or more of the following (chapter officer, project coordinator, committee chair person, student government representative)
- Participation in chapter fundraising projects
- Participation in community service activities

ASSOCIATION LEADERSHIP AWARD

The Association Leadership Award is designed to recognize Collegiate DECA student members for their leadership at the association (state/provincial/territorial) level.

DESCRIPTION

Each association may nominate up to two student members for this award. These members can be officers, but it is not a requirement. The nomination must be approved by the association advisor. This is a recognition award, NOT a competition. Nominees must be DECA Inc. dues paying student members of Collegiate DECA.

CRITERIA

Advisors should use, as a minimum, the following criteria (if applicable in your association) when nominating student leaders for this award.

- Leadership conference attendance and participation
- Competitive events conference attendance and participation
- Active leadership in the association through one or more of the following (officer, project coordinator, committee chairperson, chapter representative to the association, working with partner associations, starting a new chapter)
- Participation in fund-raising projects
- Participation in community service activities

RECOGNITION

At the International Career Development Conference, ribbons will be given during onsite registration to the advisor or student leader who registered the group for the conference. The ribbons may then be given to the award recipients along with their registration materials. If a recipient of the award does not attend ICDC, it is the chapter's responsibility to forward the ribbon. Certificates for these recipients will be made available electronically prior to ICDC so that individuals can be recognized on campus before the end of the term.

SUBMISSION PROCEDURES

Online forms must be completed and submitted no later than March 7.

VERIFICATION OF SUBMISSION

All materials received by the March 7 deadline will be reviewed for accuracy. Recipients of this award will be posted at www.decadirect.org by April 1. If your students do not appear on the list of recipients, or you believe the information is incorrect, please email askcollegiatedeca@deca.org and include the date your application was submitted. Please do this by April 10 to ensure that students receive ribbons at ICDC.



ADDITIONAL AWARDS

COMMUNITY SERVICE AWARD

The Collegiate DECA Community Service Award is designed to recognize Collegiate DECA chapters for civic activities performed in their community. The activity may include any community service or civic activity the chapter completes during the current school year. In addition to campus-based chapters, individual members are also eligible for this award.

You will submit each community service project as an article for decadirect.org. You are encouraged to use the outline below when writing your articles, which must be at least 400 words in length. If you have questions on article format, please refer to decadirect.org for examples. A picture is also recommended for each article.

1. Purpose of Activity
2. Brief Summary of Activity
3. Marketing Strategies Used
4. Chapter Evaluation of Activity

RECOGNITION

At the International Career Development Conference (ICDC), ribbons will be given during onsite registration to the advisor or student leader who registered the group for the conference. For the Community Service Award, ribbons will be provided for all chapter members attending ICDC. The ribbons may then be given to chapter attendees along with their registration materials. Certificates for these recipients will be made available electronically prior to ICDC so that chapters can be recognized on campus before the end of the term.

SUBMISSION PROCEDURES

Online forms must be completed and submitted, along with the above articles, no later than **March 7**. Additional procedures and award verification information may be found at deca.org under College/ Recognition Awards.

ACADEMIC HONOR AWARD

The Collegiate DECA Academic Honor Award recognizes Collegiate DECA members for their academic excellence, leadership and involvement in Collegiate DECA. In addition to students who are members of a campus-based chapter, individual members are also eligible for this award.

To receive the Collegiate DECA Academic Honor Award, a student must: be a "national" Collegiate DECA member, have completed a minimum 12 academic semester hours or the equivalent with an overall cumulative grade point average of 3.5 (with 4.0 being equal to an A; transcript must be attached to application), and participate in at least three of the areas listed under each of the three major categories:

1. Collegiate DECA activities
2. Leadership
3. Community/school activities

RECOGNITION

At the International Career Development Conference, ribbons will be given during onsite registration to the advisor or student leader who registered the group for the conference. The ribbons may then be given to the award recipients along with their registration materials. If a recipient of the award does not attend ICDC, it is the chapter's responsibility to forward the ribbon. Certificates for these recipients will be made available electronically prior to ICDC so that individuals can be recognized before the end of the term.

ADVISOR VERIFICATION

The Advisor indicated in the application will receive an email upon completion of the application, and must certify that all items checked were completed by the individual applying for the award. Verification must also be received by March 7.

The \$5.00 fee can either be paid through the online membership system or mailed to the address below. Please include the name of the student as well as his/her chapter and Association.

DECA Inc.
Collegiate DECA Academic Honor Award
1908 Association Drive
Reston, VA 20191

SUBMISSION PROCEDURES

Online forms must be completed and submitted no later than March 7. Additional procedures and award verification information may be found at deca.org under College/ Recognition Awards.

