LEADERSHIP PASSPORT PROGRAM

CHAPTER AWARD

The Chapter Leadership Passport Program provides chapters a guide for events and activities that will increase engagement and enhance the benefits of Collegiate DECA membership throughout the year. Activities are categorized using DECA’s guiding principles in an effort to encourage a well-rounded college experience. Chapters who work together to fulfill the requirements will gain valuable learning experiences and a sense of purpose in their mission as DECA members.

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 at deca.org/passport no later than February 15, 2021. Items in article format must be at least 400-words in length and submitted with appropriate photos to the online submission form at www.decadirect.org/submit no later than February 15, 2021.

All materials received by the February 15, 2021 deadline will be reviewed for accuracy. Recipients of this award will be posted on decadirect.org by March 15. If your chapter does not appear on the list of recipients, or you believe the information is incorrect, please email DECA at debbie@deca.org, and include the date the application was submitted. Please do this by March 31, 2021.

RECOGNITION

Chapters that complete the requirements will be recognized for their success on the Collegiate DECA website, on DECA Direct Online and at the International Career Development Conference.

CHAPTER LEADERSHIP PASSPORT PROGRAM ACTIVITY CHECKLIST

The following activities are required for all three levels of the Chapter Leadership Passport Program.

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<th>BASE REQUIREMENTS (ALL LEVELS)</th>
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In addition to the activities above that are required for earning any of the Chapter Leadership Passport levels, the following guidelines must be followed.

**LEVEL** | **EXECUTIVE** | **DIPLOMAT** | **PRESIDENTIAL**
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Requirements | Complete at least one additional task from each category below. | Complete at least three additional tasks from each category below. | Complete at least five additional tasks from each category below.

Note: These are *minimum requirements* for the Chapter Leadership Passport Program—we encourage you to complete as many activities as you would like throughout the year.

### ACADEMICALLY PREPARED
- Post a 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 @collegiatedeca on social media.
- Submit an article/press release for a school or community newspaper, etc., highlighting your chapter’s activities such as your members’ competition achievements. Share it and tag @collegiatedeca on social media on any platform to be featured.
- Create, publish and distribute a chapter newsletter. Include gage@decaofficers.org and caleb@decaofficers.org on your distribution email list.
- Promote your chapter at a campus-wide student organization fair or similar event, virtually or in-person.
- Develop a chapter budget and fundraising plan for your chapter.
- Have ten or more members join and engage in a discussion on DECA Connect.
- Have at least one member of your chapter’s leadership team and one member not on your leadership team attend a “One Diamond” call.

### COMMUNITY ORIENTED
- Hold a practice competition, inviting multiple chapters/potential chapters in your area.
- Host an on-campus/virtual competition preparation activity for high school members.
- Host an on-campus/virtual competition with another department or student organization.
- Host a campus-wide/virtual social event and promote Collegiate DECA. Share it and tag @collegiatedeca on social media on any platform to be featured.
- Create a virtual meeting resource guide that focuses on how to run virtual meetings. Share it with neighboring chapter/other clubs on campus.
- Have a chapter member serve as a guest speaker on a One Diamond call about your chapter’s community outreach efforts and/or accomplishments. Please connect with a Collegiate DECA executive officer to set this up.
- Host a community service project on your campus or within your community in which more than half of your chapter members participate.

[LEADERSHIP PASSPORT PROGRAM RESOURCES](#)
Looking for ideas to help fulfill the Leadership Passport Program requirements? Explore helpful articles on DECA Direct.
- [decadirect.org/passport](http://decadirect.org/passport)
- Connect with other Collegiate DECA members on DECA Connect, DECA’s online community, to exchange ideas and advice.
- [decaconnect.org](http://decaconnect.org)
### PROFESSIONALLY RESPONSIBLE

- Host a networking session virtually or in-person for students and invite alumni and professional members.
- Develop a content calendar for your chapter’s social media (Facebook, Instagram and/or Twitter) and execute it.
- Host a local business professional to speak, in person or virtually, to chapter members about careers.
- Invite an executive officer to speak to your chapter through a video call or pre-recorded call. [deca.org/collegiateofficers](http://deca.org/collegiateofficers)
- Schedule a representative from a DECA National Advisory Board (NAB) company to help take your chapter to the next level (tour their place of business, participate in webinars, etc.). [deca.org/partners](http://deca.org/partners)
- Host and/or participate in a resume building and/or LinkedIn workshop.
- Three or more members attend a Collegiate DECA virtual experience.

### EXPERIENCED LEADERS

- Have five members submit completed Individual Leadership Passport applications. [deca.org/passport](http://deca.org/passport)
- Have a chapter member run for a Collegiate DECA association leadership position.
- Introduce your officer team on social media and tag @collegiatedeca.
- Create and deliver an in-person or virtual presentation to recruit new members.
- Host an information session at a local high school about Collegiate DECA.
- Hold an officer retreat to train officers and plan chapter activities.
- Hold a chapter fundraising event.
- Create a video about benefits of Collegiate DECA and how it compares/contrasts to the DECA high school experience.

### SUBMISSION DEADLINE

Submit your Chapter Leadership Passport Program application by February 15, 2021. [decadirect.org/passport](http://decadirect.org/passport)