MONTH-BY-MONTH

The following calendar serves as a guideline of suggested activities for each month. Feel free to make changes and add any dates and deadlines listed on your association’s calendar that require action on your part.

JULY
- Develop your strategic plan, DECA calendar and budget.
- Examine the DECA Guide and new offerings from Shop DECA.
- Participate in Professional Learning Series activities.
- Put chapter activity and conference dates on your school calendar and begin to request permission to attend.
- Review DECA programs and determine how you can incorporate them into your classroom instruction.

AUGUST
- Connect or reconnect with local DECA leaders, your association advisor and new advisors.
- Introduce DECA to your students.
- Meet with the chapter leadership team to develop the annual program of leadership.
- Verify your information in the online membership system.

SEPTEMBER
- Begin chapter campaigns, show the membership video and recruit student, alumni and professional members.
- Introduce DECA’s Competitive Events Program to your members and begin work on written events.
- Log in to the online membership system and submit members’ names.
- Participate in DECA’s online events and activities.
- Plan participation in DECA’s Promotional Campaign, Ethical Leadership Campaign and Community Service Campaign.
- Register to attend DECA conferences.
- Celebrate DECA’s “New Member Week”

OCTOBER
- Continue working on your program of leadership goals.
- Ask your association advisor about the competitive events process and how to qualify to attend your association career development conference.

NOVEMBER
- Celebrate DECA Month.
- Attend DECA’s educational or regional conferences.
- Continue training and practice for competitive events.
- Participate in Global Entrepreneurship Week.

DECEMBER
- Begin working with your members to gather information to complete scholarship applications.
- Conduct a mid-year evaluation of your chapter’s progress.
- Plan and execute a chapter social activity.
- Touch base with your association advisor to determine registration procedures for your association’s career development conference.

JANUARY
- Ask business professionals to help your members prepare for competitive events.
- Log in to the online membership system and submit members’ names by your association’s deadline.
- Make plans to attend your association’s career development conference.
- Participate in DECA’s online events and activities.
- Polish and submit student scholarship applications.
- Recruit members who have joined your class during the second semester.
- Submit DECA Emerging Leader Honor Award applications.

FEBRUARY
- Celebrate Career and Technical Education Month®.
- Participate in DECA’s Advocacy Campaign.
- Promote DECA for next year’s class registration.
- Verify that all DECA members are on a paid roster.

MARCH
- Make plans now to attend advisor professional learning activities in the summer by submitting requests, securing funding and applying for scholarships.
- Continue preparing to attend DECA’s International Career Development Conference by arranging travel, raising funds and ensuring competitors have official DECA blazers.

APRIL
- Attend DECA’s International Career Development Conference, including the Advisor Professional Learning Series.
- Celebrate success from ICDC.
- Thank sponsors and mentors for their contributions to your members who attended ICDC.

MAY
- Conduct an annual evaluation of your DECA chapter with your chapter leadership team.
- Encourage graduating DECA members to explore Collegiate DECA.
- Recognize business and community partners.
- Recognize members’ contributions and achievements.
- Download DECA transcripts for ICDC competitors.
- Select new chapter leadership team members.

JUNE
- Schedule a meeting with your outgoing and incoming chapter leadership teams for a training and transition session.
- Send an end-of-year report and pride points to faculty, counselors, administrators and business partners.
- Train new chapter leadership team members.