

DECA Chapter Grant Allowable Expenditures 2018-19

The purpose of this notice is to assist California DECA chapters in utilizing CDE chapter grant funds to build your program consistent with the rules governing funding from the State of California through CDE chapter grant funding. Your chapter is responsible for utilizing these funds according to the guidelines outlined in this document.

Funds will be sent directly to the chapters via a check issued to the chapter. Please carefully review this document for instructions on how this will work.

CDE chapter grant funds are only available to DECA chapters at public high schools in the State of California (including charter schools). Private schools are not eligible for CDE chapter grant funds.

General Areas Funds Can Be Used

The California Department of Education has stipulated that funds may be generally used in the following broad areas:

- DECA supplies and materials
- DECA organization activities
- DECA Chapter Affiliation fees
- DECA advisor expenses

Examples of Areas Funds Cannot Be Used

- That portion of a student's conference registration fees used for food, lodging, awards, social assemblages, and recreation.
- Student food and/or lodging expenses
- Student out-of-state travel
- Any item which becomes the personal property of a student or advisor such as a jacket, uniform, briefcase, or pins
- Cost of a social activity or assemblage, such as a dance, dinner, etc.

California DECA Options for Grant Funding Use

Within these general guidelines, California DECA local chapters are allowed to expend their grant funds on the following activities:

1. DECA Conference Registration

This would include DECA University, District Leadership Development Conferences, DECA Western Region Leadership Conference, District Career Development Conferences, State Career Development Conference and the International Career Development Conference.

The caveat for using grant funding for conferences is that dollars must be spread evenly amongst all members attending these conferences and not specifically used for a small selection of members; unless, the funds are to be used for chapter advisors in which case funding could be used specifically to assist the teacher in participating and attending the California DECA event.

2. DECA School Affiliation/Curriculum Program Model

Use grant funds to assist with paying your chapter's School Affiliation/Curriculum Program fees. Once a chapter submits their Affiliation/Curriculum Program fee they become an official California DECA Local Chapter. Official Local Chapters gain access to a wide variety of curriculum, resources, programs, and college and career development experiences.

3. DECA Curriculum and Career Development Event Materials from DECA Images

DECA Images maintains a number of publications, resources, and event materials for educators to use for instruction or for chapters to use in preparation for participation in DECA programs and competitions.

Curriculum Materials: <https://shopdeca.org/collections/advisor-aids>

Competitive Events Materials: <https://www.shopdeca.org/> (And then choose any of the areas under the "Competition" section on the page).

4. DECA Blazers from DECA Images

Purchasing DECA Blazers for your chapter is an allowable expenditure as long as they remain the property of your chapter and are not given to a student to become their personal property.

DECA Blazers: <https://www.shopdeca.org/collections/professional-dress>

5. DECA Marketing Materials for Your Chapter from ShopDECA

ShopDECA has a number of items available to help promote your chapter. Items like trophies, awards, apparel and items given as gifts/incentives are not allowable. However, items for the general promotion of DECA in your school are approved. An example of this would be Chapter Promotion items: <https://www.shopdeca.org/collections/chapter-promotion>

Procedure for Accessing Chapter Grant Funds

1. **NOW:** Review the five areas and determine how your chapter will use their grant funds.
2. **Complete the forms:** In order to receive your funds you must complete two forms: 1. California DECA Chapter Data Form and 2. CA DECA CDE Funding Request. Both forms are located on this page: <http://californiadeca.org/resources/index.php> just scroll down to the "Chapter Grant" section on the page.
3. **Checks will be sent directly to the chapter:** Once California DECA receives the grant funds from CDE individual checks will be cut and mailed to each chapter according to the instructions provided by your chapter on the Funding Request Form referenced in #2 above.

Questions

Email questions to grants@californiadeca.org and we'll reply at our first opportunity.