



CHAPTER RESOURCE GUIDE

2017-2018



CALIFORNIA

DECA™

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WELCOME LETTER

Dear California DECA Chapters,

With each new year, DECA Inc. announces a new “theme” for the coming year. In the past, we’ve had “Be EPIC” and “Own Your Future,” but this year, it is time for our chapters and members to be LIMITLESS!

Limitless means overcoming all obstacles and barriers, and it is our goal to help every single chapter grow and thrive like never before. With that being said, Team 67 is excited to introduce to you the 2017-2018 California DECA Chapter Resource Guide, a document aimed at helping jump start the year with loads of resources for your chapters.



This guide covers the main areas of DECA: marketing, hospitality, finance, career development, and leadership. In this guide, you’ll also find everything from ideas for fundraisers to useful communication applications for officer teams. Additionally, be sure to check out information about this year’s conferences and various special events like DECA month and CTE advocacy month. Finally, look towards the future and seize opportunities by looking at the applications for next year’s California DECA State Officer team!

As members of California DECA, there is no challenge we cannot overcome together. Through your hard work, creativity, and passion, California DECA will no doubt continue to be one of the top performing state in the nation. No other association can match us in competitive prowess and state camaraderie. With continued advocacy efforts and the almost endless supply of exceptional leaders, California DECA will craft solutions to countless problems and have a truly limitless year!

If you have any further questions, feel free to contact any of the State Officers or the California DECA staff. We are happy to be of any assistance!

To a wonderful year,



David Xu
State President

DECA AT A GLANCE

WHAT IS DECA?

DECA is a career and technical student organization that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe. Although that may be the official definition, DECA is that and a whole lot more.

Education

First and foremost, DECA is a chance for you to be introduced to the world of business. You'll have the chance to develop your professional speaking and communication skills through our various competitive events. Additionally, you'll be able to learn more about the various career clusters: marketing, finance, hospitality, and management. Regardless the career you pursue in the future, business skills like writing resumes, knowing office etiquette, and giving great impressions in interviews are all essential.

Leadership

DECA also works to prepare emerging leaders. Leaders come in various shapes and sizes, but at the heart they are all people who are working to help others and organize others towards a shared vision. Through DECA at the chapter, regional, and state levels, members have the chance to plan school events, manage chapter activities, recruit new members, and much more!

Experience

At its core, DECA is a fun experience. You'll make incredible new friends and unforgettable memories at conferences. Whether it's bonding with your roommates, meeting new people at the DECA dances, or even competing with a best friend, DECA provides a lot of time for you to unwind and relax. Never forget to embrace these chances and meet new people because you never know if you'll find a best friend!

CAREER AND TECHNICAL EDUCATION

Career and Technical Education (CTE) is a program of study that provides students with academic knowledge and technical skills that will help them succeed in postsecondary education and their careers. They are taught by CTE-certified instructors who have experience in the industry that they teach. From academic-focused courses to career-oriented courses, CTE offers a wide array of programs, including engineering, robotics, filmmaking, culinary arts, automotive technology, and many more.

As a Career and Technical Student Organization (CTSO), the California Department of Education requires all students participating in DECA to be enrolled in a business-related CTE class. Students who are not in a business-related CTE class may not participate as an official member of DECA. If you are unsure if your school has a CTE course that is taught by a CTE-certified instructor, check with your school's administration.

DECA for Non-CTE Students

While it is true that students not enrolled in a CTE course may not participate as official DECA members through conferences, there are still a variety of ways they can get involved and experience DECA. Here are several ways that non-CTE students can get involved:

- **Mini Conferences:** Many chapters host their own mini conferences to prepare themselves for competition. This is a great way to let non-CTE members have a taste of the DECA experience and motivate them to get the full DECA experience in the year to come.
- **Volunteering or Fundraising:** Whether it's giving back to the community by volunteering, or raising funds for conferences, inviting non-CTE members to participate can help them see how much DECA truly cares about the community and how hard they work to be able to go to these competitions! Seeing how much CTE members care can motivate non-CTE members to join DECA in the year to come.
- **Chapter Bonding:** A big part of the DECA experience is the community of passionate individuals. What better way is there to demonstrate the DECA culture than to have a nice bonding event involving CTE and non-CTE members alike.

COMPETITION

California DECA is exceptional in competition. In fact, we rank 3rd internationally. Below, you will find breakdowns of events and be introduced to the competitive conferences we offer. Events are categorized by cluster: **Marketing, Finance, Business Management and Administration, Entrepreneurship, and Hospitality and Tourism.**

Furthermore, we'll provide you with the resources you need to stand on stage! Try your best and learn from mistakes, and don't leave yourself with any regrets. The amount of work you put into your events directly correlates with how you perform at DECA's conferences.

At the same time, it is crucial to remember that DECA is not all about competition. DECA gives you the perfect platform to network with the most innovative, creative, and genuine people in the state and, potentially, the world.

Work hard, play hard, and good luck!

COMPETITIVE EVENTS

DECA events are made so that all students, no matter their learning style, will find something that they enjoy. Events are broken down into two categories: **Role Play** and **Written** events.

You can compete in a maximum of two events: one Roleplay and one Written. In addition to these two events, you can compete in the **Virtual Business Events** and the **Stock Market Game**.



[CLICK HERE FOR MORE INFO ON COMPETITIVE EVENTS](#)

Role Play Events

Role Plays are impromptu speaking events that are suited for people who like thinking on their feet. It consists of an event-specific cluster test of 100 multiple choice questions that accounts for 33% of your score and a presentation that accounts for the rest. During the presentation, you are given a specific amount of time to prepare before presenting to a judge. Some events require two role plays, with the presentation score as an average of the two scores, while Team Decision Making and Principles events only require one.

Written Events

Written Events are prepared events for members who prefer adequate time to prepare. There are no cluster exams for written events, except for Professional Selling and Marketing Representative events. Some are single person events, while others allow for teams of up to three members. Unlike roleplays,

individuals can compete individually in team events. The written reports, which can vary from five to thirty pages, must be submitted ahead of time for judges to review.

Online Events

DECA offers two kinds of online events.

The **Virtual Business Challenge** are online events that happen throughout the year. You can compete in as many VBCs as you wish, with categories ranging from hotel, sports, and restaurant management to retail, fashion, accounting, and personal finance.

The **Stock Market Game**, like the Virtual Business Challenge, is an online event that happens throughout the year, in which competitors simulate a stock-trading experience.

CONFERENCES

Conferences are the pinnacle of the DECA year, and they allow for members to develop their leadership and careers.

Leadership Conferences

Leadership conferences are held year-round and prepare DECA members to be leaders in their chapters, schools, and communities. Leadership conferences are held by both California DECA and DECA Inc.

- **Northern and Southern Leadership Development Conferences:** These one-day leadership conferences for California DECA members are held in the fall and feature workshops from State Officers, competition practice, and other engaging activities!
- **Emerging Leader Summit:** Held every July, ELS is a gathering of Association and Chapter officers from around the world to continue their leadership development as a continuation of the Empower and Elevate Academies.
- **Western Region Leadership Conference:** WRLC is a region-specific leadership conference for officers and members from the states in the Western Region.
- **International Career Development Conference:** While ICDC is known for being the final competitive conference of the year, it is also the site of DECA's Emerging Leader Series, where members can take part in the Thrive, Elevate, Ignite, Empower, or Aspire academies. Each of these leadership academies are catered towards specific DECA members, such as a chapter officers, seniors, association officers, and others.

Competitive Conferences

For many members, competition is the highlight of their DECA experience. There are three stages of competition for California DECA members: regional, state, and international.

- **District Career Development Conferences (CDCs):** Each of California's three districts host their own Career Development Conference. This is a great time for members to try out events. No matter how members place at district CDCs, they are eligible to compete at SCDC.
For dates of this year's CDCs, please visit [THIS](#) page.
- **State Career Development Conference (SCDC):** At the State Conference, members will compete against members from all over California. Only the Top 3 competitors from each event be eligible to compete at ICDC. If you place Top 3 for both of your events, you must choose one to compete in at ICDC.
For more information on SCDC, visit [THIS](#) page.
- **International Career Development Conference (ICDC):** Over 19,000 members from all over the world attend ICDC, and there are two rounds of competition.
For more information on this conference, please visit [THIS](#) page.

Mini Conferences

Mini Conferences are small competition circuits that chapters hold every year to prepare newer members for competition and involve more experienced members in chapter activities. Here, chapters usually partner with neighboring schools to host a three-part competition in which competitors take an exam, attend a workshop, and participate in either a Principles, Individual, or Team event.

Mini Conferences are a great way to foster connectivity among chapters and promote competitive excellence among members!

Conference Conduct Policies

1. Use of alcohol or any illegal substances will not be tolerated at conferences.
2. You must have your name badge and wristband at all times.
3. If you are competing in an event that requires testing, remember to bring pencils, erasers, and an optional four-function calculator.
4. Download the California DECA Events app on your phone so that you can be kept up-to-date on the conference schedule.
5. Check out your conference program to see where your event is located and make sure you know how to get there.
6. Plan to arrive at your event 15 - 20 minutes ahead of your scheduled competition time.
7. For your event, remember to wear complete professional attire. A DECA blazer is always considered professional!



[CLICK HERE FOR FULL CONFERENCE POLICIES & PROCEDURES](#)

If you have questions about these policies, make sure to contact your Chapter Advisor, State Officer, or California DECA Staff member.

RUNNING A CHAPTER

PUBLIC RELATIONS

Public relations (PR) is, in short, the relationship an organization has with the public. In today's connected world, public relations has become an essential aspect in every DECA chapter as means to garner publicity and promoted the DECA brand. The scope of public relations spans fundraising, social media, membership - almost any activity your chapter engages in will deal with public relations!

Social Media

Your chapter's social media are a representation of the DECA brand image. Social media are the most practical ways to inform and engage with members daily, and some of the most commonly used platforms include Instagram, Facebook, Twitter, YouTube, and even Snapchat. Social media are musts today - they play important roles in marketing the DECA brand, updating members, and building relationships. More information on social media can be found in the section below.

Chapter Events

Chapter events, such as fundraising or community service, are great ways to promote the DECA brand to the local community. From partnering with businesses to helping a local charity, DECA actively promotes community involvement through its Chapter Project events and its Chapter Campaigns. Your chapter may already be doing great things, but be sure to publicize your activities - it's never too late to spread the positive word of DECA!

Press Kit

Each month, California DECA publishes a monthly press kit on the website blog, which consists of articles from the chapters and any updates from the state team. The purpose of these press kits is not only to provide useful insight on recent events or activities to outside parties and stakeholders, but also to provide chapters a template for press releases that they can send to local media.

California DECA's press kits are a great platform to let local media know about your chapter's activities! These press kit articles are great templates for chapters to take and distribute to their local media to spread the word about DECA. Chapters can also refer DECA Direct to a featured article on our press kit to publicize themselves to a larger DECA audience.

These press kits are published monthly, so take advantage of the opportunity to get your chapter featured! Simply choose a recent event you'd like to highlight, write up around 2-3 short paragraphs summarizing what happened, find an accompanying photo, and send! All press kit submission should be directed to publicrelationsvp@californiadeca.org for editing.

Chapter Correspondence

New this year, California DECA is introducing a new chapter correspondent program like DECA Direct's Social Media Correspondent program. As representatives of their chapter, members will be able to become a chapter correspondent by regularly submitting articles to our press kit and the website blog.

This pilot program is aimed to help members gain valuable leadership experience in public relations, immerse themselves further in the DECA world, and potentially explore the responsibilities of a State Officer.

Membership

The best way to attract any member to our organization is to have a good presence in school and in the community. If an organization has a poor reputation, prospective members may be discouraged from joining in the first place! Keep your chapter's image clean by collaborating with your school administration and other campus organizations and promoting the experience of DECA - hearing stories of amazing leadership conferences or winning glass awards encourages members to join DECA!

Connecting with the Press

While our press kit is a great start, many chapters strive for local media coverage. The most common form of local coverage is through newspaper articles, and occasionally through radio or television.

Connecting with the media can be challenging! Here are some steps to help facilitate the process for your chapter:

1. Go to the website of your local newspaper or radio and TV stations to search for contact information.
2. Once you have their email, send an inquiry asking if they are available to showcase a segment on your DECA chapter or feature DECA in an article, making sure to describe fully what DECA's mission is and what your chapter has specifically done to advance it.
3. If a newspaper agrees to feature your DECA chapter, write up a summary of what your DECA chapter has done recently and provide accompanying images. Write succinctly - imagine as if your audience has no idea of what DECA is. Articles should not be more than one-and-a-half pages long, and you can always reuse these articles in other media forms.
4. If a radio or TV station agrees to showcase a segment on DECA, work with them to schedule a time slot. Work with Chapter Officers and members to outline your presentation and practice your DECA pitch, and be sure to act professionally (which also means appearing in professional

dress). Be conversational and informational, making sure to remember that your conduct is important!

5. Always follow-up with the media organization by thanking them! You'll never know when you might want to work with them again.
6. If you do not get a reply, don't be discouraged! It is common for media organizations to not respond to some emails, but keep looking around and you will eventually find someplace that is willing to connect with your chapter!



[CLICK HERE TO LEARN MORE ABOUT DECA MEDIA KITS](#)

Social media

Social media offers great platforms for chapters to connect with members on a practical level. Generally, chapters utilize social media to send updates and reminders to members, advertise chapter events and meetings, or promote upcoming conferences.

Below is a list of advantages of some of the most commonly-used apps:

- **Facebook:** Facebook's group and messaging features are great way to publish information at one time for members to reference. Many chapters have pages or groups which members can join, and chapter members can also create group chats to have constant communication with one another.
- **Twitter:** With DECA's already strong presence on Twitter, it's a great place for chapters to be engaged! Make sure to follow @CaliforniaDECA and @DECAInc.
- **Instagram:** Instagram is an awesome way for chapters to post digital content, such as informational flyers, graphics, videos, or pictures to engage with members.
- **Snapchat:** Chapters can make accounts and post items on their story for members to enjoy!
- **YouTube:** A great platform for displaying chapter achievements and events for a large audience. Chapters are encouraged to post any video promos or recaps that they may have!
- **Remind:** Remind is an app that allows hosts (presumably the Chapter Advisor) to send mass-text reminders and updates to members' phones. This app is especially useful during conferences.

Finally, if you're looking for any further advice, DECA Inc. provides a great comprehensive social media kit for chapters to jump-start their social media!



[CLICK HERE TO VIEW DECA'S SOCIAL MEDIA GUIDE](#)

Middle School Outreach

When you ask a DECA member what his or her greatest regret was, the most common answer is, “I wish I joined DECA earlier.” Don’t let your members have any regrets.

One of the best ways to grow your chapter is to ensure that there are plenty of freshmen replacing your outgoing seniors. You should work to recruit new members early, so why not begin advocating for CTE and DECA when they’re still in middle school?

Some schools may send Chapter Officers to present about DECA in middle school classrooms. Others will take advantage of an annual parent meeting. To take it further, some schools even host summer DECA boot camps or similar activities.

In these boot camps, with Chapter Officers and members serving as camp counselors, eighth graders will learn about DECA’s competitive events and compete against their fellow camp attendees. Give middle school students a sense of what DECA is and show them how welcoming DECA and your school is.

Middle school outreach and boot camps take a long time to plan, so make sure you are well. For sample middle school outreach presentations or resources, check out the California DECA Resources library.



[CLICK HERE TO ACCESS CALIFORNIA DECA’S RESOURCES](#)

CHAPTER FINANCES

So, you’ve got your forms in order, constitution and bylaws approved, and approval from your school to form a chapter. But what about your chapter’s finances? Who’s going to manage them, how are they going to manage it, and how are you going to raise funds for the year’s activities?

Here are some of the best practices your chapter can implement:

- **Officers:** Your Chapter Advisor is ultimately in charge of all chapter finances. Your chapter should also charge a Vice President of Finance with facilitating the chapter’s fundraising efforts. They should be recording chapter transactions as they happen using a ledger, accounting software, or simple Excel sheet.
- **Communication:** Establish clear procedures and policies for common tasks. Be sure that your chapter’s Officer Team and Advisor(s) understand the finances as well, and always communicate with your Advisor on chapter finances.
- **Transparency:** Consider presenting the chapter’s finances at the beginning of every meeting so that members are kept in the loop as to how their funds are being spent. You may also conduct an annual audit of your chapter’s finances with your chapter officers and advisor to spot irregularities on your balance sheets.

Sponsorships and Grants

You've heard these two words before; they sound familiar, but what are they? A sponsorship is when a company gives your chapter money in exchange for something, such as putting their logo on your chapter t-shirts.

Here's how you can get sponsors for your chapter:

- Gather and collect all chapter videos and photos in one place. Use these to create a sponsor packet or presentation to show potential sponsors.
- Highlight your chapter, causes you support, and chapter projects you've done. Written events are helpful. Think of what your chapter can offer as well: logo placement on t-shirts or banners, joint community events, or some other valuable opportunity.
- Next, bring all your members and advisor(s) together and brainstorm some potential sponsors. Some ideas would be small and local businesses, businesses in one of the DECA clusters, and/or the employers of your chapter members' parents.
- Once you've got everything down, the next phase is to start calling companies to schedule a meeting or stopping by on a slow day to talk to their manager. Follow-up after each meeting and leave behind some materials and highlights of your chapter.

A grant is when an organization provides you with money, usually with some restrictions, for a specific project, event, or cause. This usually requires 501(c)(3) nonprofit status.

Here are some tips on securing Chapter Grants:

- The first grant you should always check for every year is the SB1070 grant, which most California DECA chapters qualify for. You can find more information on the California DECA website.
- Next, search the Internet for grants in your community. Grants usually come from nonprofits, foundations, and even private companies.
- Once you've found a grant, begin filling out the application. The organization will want to know why they should give your chapter the funds and what you will do with it. Have your advisor review and proofread it before submitting it.
- If 501(c)(3) status is needed to apply, consider seeing if your school's ASB or foundation will help you in requesting the funds.

School-Based Enterprise

School Based Enterprise (SBE) is a DECA Inc. program that allows chapters to be certified and gain ICDC seats for operating a store on their campus. This can be a mini cafe that sells food items or a simple school shop. In addition to being able to gain certification and ICDC seats, the SBE program can be used to raise funds and revenue for chapter activities throughout the year as members staff and run the stores like a real business.

The first step in starting an SBE is to see who is currently running the student store. Is it DECA, or is it your school's ASB? Even better, is one waiting to be opened? Every circumstance is different but in general, running an SBE involves cooperating with your school's administration and ASB. If there is no student store or cafe on campus, consider talking to your administrators about starting an SBE. SBEs should be a "learning lab" of sorts for your school's business program, allowing students to gain experience through running and managing a mini-business of their own.

- If your school's SBE is currently being run by ASB, consider having a discussion with the administration, ASB advisor, and your chapter advisor on how all parties can benefit from having a business learning lab on campus, higher sales from the store due to dedicated marketing by your chapter, letting ASB focus on making fun events, and assessing only minimal fees to market and sell existing ASB products so their revenues aren't cut.
- If your chapter already runs a student store, go to the DECA Inc. website and check out the SBE section to learn more about getting certified as well as accessing DECA approved vendors for additional product sales opportunities on campus.

If you have any questions about the SBE program, feel free to connect with any of your State Officers or have your advisor contact the state management team for more specific details about the program.



[CLICK HERE TO LEARN MORE ABOUT SCHOOL-BASED ENTERPRISES](#)

CHAPTER CAMPAIGNS

DECA's Chapter Campaigns are designed to engage members and allow chapters to gain recognition. DECA currently offers five campaigns – Community Service, Advocacy, Membership, Promotional, and Global Entrepreneurship Week - that aim to help chapters grow and form lasting relationships with the school and community. Participation in these programs will allow your chapter to earn various awards.



[CLICK HERE TO VIEW DECA'S CHAPTER CAMPAIGNS](#)

LEADERSHIP

One of DECA's primary objectives as an organization is to train members to become leaders equipped with the skills they need for their future education and careers. Our various levels of officer teams - district, state, and national - exemplify our mission by providing many opportunities for students to lead.

Leadership training comes in many forms, and one of them is through DECA's Emerging Leader Series, a comprehensive leadership program for members. There are separate academies for different types of members: **IGNITE** for chapter members, **ELEVATE** for Chapter Officers, **EMPOWER** for Association

Officers, and **ASPIRE** for graduating seniors. These academies take place at the International Career Development Conference, while **ELEVATE** and **EMPOWER** are also available at the Emerging Leader Summit.

Several conferences also offer other leadership training opportunities, including the Western Region Leadership Conference and the District Leadership Development Conferences.



[CLICK HERE TO LEARN MORE ABOUT DECA'S LEADERSHIP ACADEMIES](#)

OUTREACH & ADVOCACY

As DECA members, we can take it upon ourselves to further improve the organization and extend its reach through various advocacy efforts. Outreach to community leaders and district or statewide legislators can bring about several positive outcomes, including:

- Increased support for Career and Technical Education pathways in your school district
- Potential for an increase in CTE funding through legislation
- Increased awareness about DECA in your community
- Community leaders and legislators can serve as professional members
- Potential opportunities to network and speak to professionals about DECA



[CLICK HERE FOR MORE INFO ON ADVOCACY](#)

LOCAL ADVOCACY

On a local level, contacting School Board officials, your city's Mayor, and City Council members can boost your chapter's advocacy efforts:

To find out more about the elected officials that serve in your local government, visit your city's website for more information.

STATE-WIDE ADVOCACY

State elected officials that serve as representatives may include:

- California State Assembly Members: assembly.ca.gov/assemblymembers
- A State Senator representing your district: senate.ca.gov/senators
- The Governor of California: www.gov.ca.gov

NATIONAL ADVOCACY

Representing our districts and state on a national level are our congress members and senators.



[CLICK HERE TO FIND YOUR REPRESENTATIVE](#)

OUTREACH IDEAS

Here are some community outreach ideas that have worked in the past that you can use:

- Attend a community event that supports education, business, or college and career readiness
- Attend a city council or school board meeting
- Setup a meeting with your representative's district office
- Write a letter to your legislator or representative

Attending a Community Event

Below are steps to take when attending a community event:

1. Research community events that support education or business - legislators or city officials are often present at these types of events.
2. Practice and develop an elevator pitch that you can use when speaking to the professionals and legislators about DECA and the importance of career and technical education.
3. Attend the event with other chapter officers and/or members.
4. Be professional and prepare to network at the event.
5. Begin a conversation with any legislator or city officials in attendance and exchange business cards for future contact.
6. Follow up on your conversation via email or phone. Inform your new contacts of opportunities to support DECA.

Attending a City Council or Community Meeting

Below are steps to take when attending a community event:

1. Research when your City Council has meetings and if there is an opportunity to present at one.
2. Create a brief presentation (about 5 minutes) about the benefits of DECA and how local leaders can support it.
3. Practice the presentation several times in front of your advisor.
4. Attend the event in professional dress alongside other chapter members or officers.
5. After the event or meeting, follow up with your city council and anyone interested through phone call or email

Contacting a Legislator

Below are steps to take when contacting a legislator:

1. Locate the phone number for your legislator's office on their website.
2. Prepare your remarks and questions for the call.
3. Be professional and be ready to take notes.
4. Attempt to schedule a visit with your legislator; often, you will be asked to follow up with an email.
5. Refer to this link for a sample phone call script:
http://californiadeca.org/uploads/Legislative_Phone_Call_Script.docx

Or, if you happen to be writing a letter:

1. Write and send either a letter or email to your representative.
2. Keep it simple but make sure your letter highlights DECA, California DECA, and key chapter facts.
3. Use relevant facts and personal stories. Legislators are most concerned about how issues affect their districts.
4. Identify and communicate next steps that your representative can take at the end of your email.
5. Ask your Advisor and Chapter Officer team to review the letter before sending it.
6. Refer to this link for a sample legislative letter or email:
http://californiadeca.org/uploads/Legislative_Email_Template.docx

Meeting with a Legislator

Here are some guidelines when you do meet with a community leader or legislator:

- After scheduling a meeting, begin developing an outline of your presentation.
- Research your legislator to determine what boards or commissions they serve on and which issues they focus on.
- Practice in front of your advisor and divide speaking parts amongst those attending the meeting.
- Bring the following: A [DECA Fact Sheet](#), [DECA Congressional Advisory Board Form](#), and business cards with your contact information.
- Always confirm who you are meeting with and arrive at least 5 minutes early.

- Be comfortable and confident during the meeting, ready to make conversation in addition to presenting.
- Emphasize the three most important takeaways: the importance of funding and support for CTE programs, joining DECA's Congressional Advisory Board, and future invitations to chapter and regional events.
- Follow up with the legislator and their staff and remember to invite them to future events and keep them updated on your chapter's accomplishments. Don't forget to thank them for their time meeting with you and your chapter.



[CLICK HERE FOR INFO ON PLANNING A LEGISLATIVE MEETING](#)

REQUESTING OFFICER CHAPTER VISITS

Need assistance or training? Feel free to contact your State Officers to come attend your chapter's event or meeting to speak or present a workshop.

The process for requesting a Chapter Visit is simple! Just follow these steps:

1. Email the State President and the State Officers you'd like to visit your chapter.



[CLICK HERE CONTACT YOUR STATE OFFICERS](#)

2. In your email, make sure to specify **what, where, when, and why**. Here are a few examples of "what" a State Officer visit can include, but feel free to request anything else that may be helpful to your chapter.
 - Competition workshops
 - Leadership training
 - Professional skills training (resume development, interview tips, creating portfolios, etc.)
 - CTE advocacy
3. Finally, please contact us 2-3 weeks prior to your event. The State Officers will try their best to make it to all events, but to ensure time for adequate preparation, advanced notice is required.