

California DECA Chapter Officer Guide

#1: August & September

Message to Chapter Officers

Hey everyone!

Welcome to our first iteration of the chapter officer guide, a new initiative started by Team 73. This 2-3 page bi-monthly guide will provide you with tasks needed to be completed, relevant resources, reminders for events, meeting ideas, officer activities, project suggestions, and much more. We hope you'll find this resourceful as you leave your legacy on not only your chapter, but California DECA as a whole! If you have any questions, feel free to contact me via email at president@californiadeca.org or @deca.leos on Instagram!

With utmost support,
Leo Shao.

Setting Up for the School Year

- Make sure that your advisor completes all necessary affiliation & registration steps.
- Presidents: If you haven't already, make sure to fill out the Presidents' Council contact information form at <https://californiadeca.org/resources/presidents-council/>, so that you'll receive reminders for our monthly Presidents' Council Meetings where Team 73 will share updates alongside the success & accomplishments of all chapters. **Most presidents have already filled this out, if you recall filling it out at all, don't worry about it!**
- All chapter officers: Join the California DECA Chapter Officer Slack server, at https://join.slack.com/t/californiadeca/shared_invite/zt-1zki308d2-0IZ0UGbxUGvvX4CK5p_Tpg. This Slack server is primarily used for quick communication between chapters officers and the state team, so feel free to say anything that's professionally adept! State Officers will be posting reminders & information that are specific to chapter officers. More formal communication will still take place via email, but Slack will act as a supplement most of the time.

Key Dates

- The first Presidents Council meeting will be held on the second Monday of each month from 7:30 P.M - 8:30 P.M starting 9/11 (reminders will be sent out). The dates that the Presidents Council will be held on include: 9/11/2023, 10/9/2023, 11/13/2023, 12/11/2023, at each respective district conference in January, and 2/12/2024. The Zoom link is leadable.info/cadecaprescouncil2324. It will be sent to Presidents' via email and Slack alongside reminders and any changes.

- Power trip is on November 17-19th 2023 in Austin, Texas. Registration will open September 14th at <https://www.deca.org/conferences/power>, it'll be due on October 18th 2023. The Power Trip is a great way to relax, network, and build professional skills with members across DECA on a smaller and more personal scale than ICDC. Also, it's a great way to travel as ICDC is held in Anaheim this year!
- The first Champ Camp will be held via a Zoom webinar format on 10/2/23 at 7:30 P.M, the Zoom link will be published via Instagram, emailed to all presidents, and Slack. After that, it'll be held bi-monthly on the first Monday: 12/4/2023, 2/5/2024, 4/01/2024. Champ Camp are interviews with past ICDC winners sharing tips to succeed in various events.
- Conference dates & the official California DECA Events calendar for the 2023-2024 school year is available at <https://californiadeca.org/wp-content/uploads/2019/09/California-DECA-Calendar.pdf>

August & September Meeting Ideas

If you're from a smaller chapter trying to get stable footing on chapter operations, I'd strongly suggest you and your officer team use these resources & meeting ideas published by California DECA! They're a great way for your team to get a feel of how you'd like to manage chapter operations in the future and adjust based on these resources. If you're from a larger & established chapter, feel free to ignore this section as your team most likely already has an established process for chapter operations management.

Resources

-Chapter meeting guide:

<https://californiadeca.org/wp-content/uploads/2019/07/Chapter-Meeting-Guide.pdf>

-Additional chapter meeting ideas & instructions:

https://californiadeca.org/wp-content/uploads/2019/07/Chapter_Meeting_Instructions_and_Ideas.pdf

-Chapter meeting agenda template:

https://californiadeca.org/wp-content/uploads/2019/07/Chapter_Meeting_Agenda_Template.docx

Meeting Ideas

- Introduction to DECA

- Cover the major conference throughout the school year: Districts, SCDC, ICDC
- Membership fees, conference fees, registration process
- Competitive event breakdowns
- Specific chapter activities throughout the year

-Chapter rules, operations, and guidelines

- Registration process
 - Chapter operations: Google Classroom, Discord, Slack, etc
 - Officer contacts & Remind
 - Expected behavior & business professional dress code
- What is a roleplay & written presentation
- Roleplay structure; prep time for different roleplays
 - Different career clusters
 - Written page limits & presentation guidelines
 - Competitiveness for each & resources online
- Power Trip informational meeting
- All information located here: <https://www.deca.org/conferences/power>
- Virtual Business Challenge information
- Official DECA inc. guidelines:
https://assets-global.website-files.com/635c470cc81318fc3e9c1e0e/649b555a73245428071ae169_HS_VBC_Guidelines.pdf
 - Different VBC events
 - Qualification process: 2 rounds, top 2 from each region advance to ICDC

Suggested Officer Activities & Project Suggestions

- Create a chapter website if your chapter doesn't have one already:
<https://californiadeca.org/wp-content/uploads/2019/07/Chapter-Website-Guide.pdf>
- Mini Conferences are a great way to collaborate with nearby chapters and prepare for Districts:
<https://californiadeca.org/wp-content/uploads/2020/01/Minicon-Guide-with-Letterhead-010220.pdf>
- Parent nights can help gain more traction:
https://californiadeca.org/wp-content/uploads/2019/07/Parent_Night_Guidelines.pdf