

California DECA Chapter Officer Guide

#3: December & January

Message to Chapter Officers

Hey everyone!

Welcome to our third publication of the chapter officer guide, a new initiative started by Team 73. Once again, this 2-3 page bi-monthly guide will provide you with event logistics, relevant resources, 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.

Upcoming Events Logistics

- Pin Design Challenge is now open for submissions. Submission will close on 1/8/2024 and the winner's design will be used as the official California DECA pin for the 2024 International Career Development Conference. The guidelines have been posted to the Slack server and is available at <https://www.dropbox.com/scl/fi/niaykzlo6apurp8fn1edr/CA-DECA-Trading-Pin-Contest-Guidelines-2024.pdf>
- Districts' Writtens: Written submissions are due on December 8th
- Districts' Activities/Talent Shows: Registration information to come soon on Instagram!
- Virtual Business Challenge Round 2: Tuesday, January 16, 2024, 10:00 a.m. EST through Friday, January 26, 2024, 5:00 p.m. EST.

Key Dates

- The fourth Presidents Council will be held on the second Monday of December (10/11/2023) from 7:30 P.M - 8:30 P.M at leadable.info/cadecaprescouncil2324. Another reminder will be sent out on Slack in advance.
- The second Champ Camp will be held via a Zoom webinar format on 12/4/23 at 7:30 P.M at leadable.info/cadecachampcamp. After that, it'll be held again on 2/5/2024 and 4/01/2024.
- SBE Certification Deadline: 1/11/2024
- DECA Scholarships deadline: 1/12/2024
- <https://californiadeca.org/wp-content/uploads/2019/09/California-DECA-Calendar.pdf>

Meeting Resources

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

Meeting Ideas

-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

Suggested Officer Activities & Project Suggestions

-Mini Conferences (MiniCons) are a great way to collaborate with nearby chapters and prepare for Districts (invite the State Officers too if you would like help judging or organizing a workshop):

<https://californiadeca.org/wp-content/uploads/2020/01/Minicon-Guide-with-Letterhead-010220.pdf>

-Hosting a resume workshop:

<https://californiadeca.org/wp-content/uploads/2019/10/Resume-Guide.pdf>

-Hosting a graphic design workshop:

<https://californiadeca.org/wp-content/uploads/2020/01/Workshop-Presentation-Graphic-Design.pdf>

-Press releases for chapter activities:

<http://www.slideshare.net/californiadeca/press-release-howtoguide>

-Parent nights can help gain more traction:

[https://californiadeca.org/wp-content/uploads/2019/07/Parent Night Guidelines.pdf](https://californiadeca.org/wp-content/uploads/2019/07/Parent_Night_Guidelines.pdf)