

California DECA Chapter Officer Guide

September

Message to Chapter Officers

Hey everyone!

Team 74 is excited to welcome you to the first Chapter Officer Guide of the 2024-2025 year! This monthly guide will provide you with tasks needed to be completed, relevant resources, reminders for events, meeting ideas, officer activities, project suggestions, and 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.diya on Instagram!

Best,
Diya Jain

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 74 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-2o9u77w01-F9QsEXdOa9Ef~Fv1C7cqrA. This Slack server is primarily used for quick communication between chapter officers and the State Officers, so feel free to say anything that's professional! Team 74 will be posting reminders & information that are specific to chapter officers in the Slack as well. More formal communication will still take place via email, but Slack will act as a supplement most of the time.

Key Dates

Presidents Council

The first Presidents Council meeting will be held on Monday, September 9th from 7pm-8pm PST. After September, Presidents Council will be on the first Monday of each month. The

dates that the Presidents Council will be held on include: 9/9/2024, 10/7/2024, 11/4/2024, 12/2/2024, at each respective district conference in January, and 2/3/2025. The Zoom link is leadable.info/cadecapc. It will be sent to Presidents' via email and Slack alongside reminders.

Western Region Leadership Conference (WRLC)

This year's Western Region Leadership Conference is from November 7-9th in Bellevue, Washington. Registration and conference details will be available at <https://www.deca.org/conferences/western-region-leadership-conference>. WRLC is a great way to relax, network, and build professional skills with members across the Western Region on a smaller and more personal scale than ICDC.

Champ Camp

The next Champ Camp will be held via a Zoom webinar format on Monday, September 16th at 7pm. The Zoom link is leadable.info/cadecachampcamp and will be published via Instagram, emailed to all presidents, and Slack. Champ Camps are panels with past CA DECA ICDC winners sharing tips to succeed in various events. There is an open Q+A session at the end of each call, and the recording is shared to California DECA's YouTube afterwards for future reference. Previous Champ Camps have covered topics such as TDMS, writtens and finance, as well as specific events such as HTTPS and ETDM and can be viewed at our YouTube Channel: <https://www.youtube.com/@CaliforniaDECA/>.

More

Conference dates & the official California DECA Events calendar for the 2024-2025 school year is available at <https://californiadeca.org/wp-content/uploads/2019/09/California-DECA-Calendar.pdf>

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, you can reference this section or move on to the next 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

WRLC informational meeting

- All information located here: <https://www.deca.org/conferences/western-region-leadership-conference>

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-01022.pdf>

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)